

REDWOODS COMMUNITY COLLEGE DISTRICT
College Council
February 27, 2017 3:00 p.m. – Board Room

A G E N D A

- 1. APPROVE MINUTES DATED 1/23/2017 *Page 2***
- 2. NEW BUSINESS: *Next step, constituent review Page 4***
BP 7260 Classified Administrator
- 3. OLD BUSINESS: *Next step, Board of Trustees Page 5***
AP 3225 Institutional Effectiveness
AP 3250 Institutional Planning
- 4. TABLED ITEMS:**

Policy and Procedure Tracking			
Date	Number	Title	Status

- 5. 4 YEAR COMPREHENSIVE REVIEW CYCLE *Page 8***
- 6. REVIEW BP/AP TRACKING SHEET**

REDWOODS COMMUNITY COLLEGE DISTRICT

Minutes of the College Council Meeting
7351 Tompkins Hill Road, Eureka, CA, Board Room
Monday, January 23, 2017

MEMBERS PRESENT

Keith Snow-Flamer, Connie Wolfsen, Wendy Bates, Quang Minh Pham, Johanna Helzer, Debbie Topping, Laurel Watson, Lee Lindsey, Michelle Haggerty, Angelina Hill, Rory Johnson (phone)

MEMBERS ABSENT

Jolene Gates

CALL TO ORDER

Interim President Snow-Flamer called the meeting to order at 3:00 p.m.

APPROVE MINUTES

A motion was made by Johanna Helzer and seconded by Debbie Topping to approve the minutes from the 11/28/2016 meeting as presented.

A vote was taken and Council voted unanimously to approve the minutes dated 11/28/2016 as presented.

NEW BUSINESS

BP 4225 Course Repetitions
AP 4225 Course Repetitions
BP 4226 Multiple and Overlapping Enrollments
AP 4227 Repeatable Courses
AP 4228 Course Repetition – Significant Lapse of Time
AP 4229 Course Repetition – Variable Units
The aforementioned policies and procedures are currently in the ASPC Process and will be forwarded to College Council.

BP 4060 Delineation of Functions Agreements
AP 4060 Delineation of Functions Agreements
AP 4104 Contract Education
BP 4400 Community Service
AP 4400 Community Service
AP 4610 Instructional Service Agreements
The aforementioned policies and procedures are not legally required but they are legally advised. These policies and procedures are next in line to go to ASPC followed by College Council.

AP 3225 Institutional Effectiveness
Language was added that codifies how the district arrives at institution set standards, how they are reviewed and what happens if the institution falls below a set standard. This doesn't change current practice.

A motion was made and seconded (Haggerty/Lindsey) and carried unanimously to send AP 3225 Institutional Effectiveness out for a 30 day constituent review.

AP 3250 Institutional Planning

The third paragraph was added to codify the process. The added language will not change current practices.

A motion was made and seconded (Wolfsen/Haggerty) and carried unanimously to send AP 3250 out for a 30 day constituent review.

OLD BUSINESS

AP 4103 Work Experience

The formatting needs to be fixed - E F 5 6 should be bullet points and the fonts are not consistent.

The explanatory note in grey can be removed from the AP.

BP 4240 Academic Renewal

AP 4240 Academic Renewal

Change language - “better” to “higher” and change “their” to “his or her”.

AP 7120-4 Recruitment and Hiring of Associate Faculty

AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies

Change wording to add “all associate faculty hires and all interview finalists for faculty positions” in the underlined text.

BP 7250 Educational Administrators

A motion was made and seconded (Wolfsen/Haggerty) and carried unanimously to send the aforementioned BPs and APs to the Board for a first read contingent upon the aforementioned changes.

There was none.

Update on Tabled Items:

REVIEW BP/AP TRACKING

Nothing to report.

4 YEAR COMPREHENSIVE REVIEW

Connie Wolfsen suggested that the bi-annual CCLC legal update information be added to the BP/AP tracking sheet that is maintained by the President’s office and that someone attend the bi-annual meeting.

Chapters 4 and 6 were updated from 2016 reviews to 2019 reviews with Board review in 2020.

Chapter 7 was updated from a 2019 review to a 2018 review with Board review in 2019

ADJOURNMENT

Interim President Snow-Flamer adjourned the meeting at 3:30 p.m.



**CLASSIFIED ADMINISTRATOR
(Vice President, Director, Manager)**

Classified administrators are administrators who are not employed as educational administrators and who, regardless of job description, have significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District. Unlike classified employees, Administrators do not obtain permanent status in their positions. This is because a governing board must have complete trust in its administrators due to the close relationship between the Board and administrators and the necessity for day-to-day cooperation which requires complete trust by top administrators in their subordinates.

A classified manager/administrator is defined as an administrator who is not employed as an educational administrator. (Educ. Code § 87002(c).) Under Education Code Section 72411, a classified administrator is not required to be employed under an appointment or contract. Under Education Code section 72411.5, classified administrators serve at the pleasure of the governing board and can be terminated at any time.

~~Probationary service will be for six months if hired on or after July 1, 2016. Time spent on leave of absence will not apply toward completion of the probationary period.~~

~~Probationary service will be for one year if hired prior to June 30, 2016. Time spent on leave of absence will not apply toward completion of the probationary period.~~

~~At any time prior to the expiration of the probationary period, the Board of Trustees may in its sole discretion dismiss a probationary classified administrator from the employ of the District. A probationary classified administrator shall not be entitled to a hearing or to any statement of reasons for the Board's action. Written notice of such action shall be provided to the employee within fifteen (15) calendar days after the Board's action.~~

~~At the satisfactory conclusion of the established probationary period, each employee is deemed to be a permanent employee.~~

~~The anniversary date of the employee will be determined by the date of employment.~~

References: Education Code Section 72411; Government Code Section 3540.1(g) and (m)



INSTITUTIONAL EFFECTIVENESS

The District shall develop institution-set standards that address all of the following: (1) retention; (2) success; (3) persistence; (4) # degrees/certificates awarded; and (5) # transfers to 4-year institutions. The District may develop additional institution-set standards. These standards represent the minimum expectation set by the institution to meet educational quality and institutional effectiveness, below which the institution regards its performance unacceptable.

Institution-set standards are set as the seven-year minimum average rate for retention, success and persistence, and as the seven-year total for number of degrees/certificates awarded and the number of transfers to a 4-year institution. These standards are reviewed every four years to determine if they need to be re-set.

The institution-set standards are reviewed annually. If the college falls below the institution-set standard for a given metric, the President or designee will convene a task force to evaluate possible causes using data. The task force will make recommendations for improvement. Those recommendations will appear in the upcoming annual plan to ensure they are carried out.

References: Education Code Sections 78210 et seq. and 84754.6; ACCJC Accreditation Standard I.B.5 – 9

INSTITUTIONAL EFFECTIVENESS

~~The District shall develop, adopt, and publicly post goals that address all of the following: (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; and (4) programmatic compliance with state and federal guidelines.~~

~~The goals should be challenging and quantifiable, address achievement gaps for underrepresented populations, and align the educational attainment of California's adult population to the workforce and economic needs of the state.~~

~~The goals should be consistently monitored and assessed.~~

References:

~~Education Code Sections 78210 et seq. and 84754.6; ACCJC
Accreditation Standard I.B.5—9~~

Adopted by Board of Trustees May 3, 2016



INSTITUTIONAL PLANNING

Established committees, with representation from faculty, administration, classified staff, and students, will review and recommend planning decisions related to human, facilities, technology, and budget resources.

Applying the criteria of accreditation standards, the planning process will be guided by adopted vision, mission and core values statements and will facilitate development of specific goals, objectives and strategies, which will have measurable outcomes and specific accountability.

Program faculty and the administration will participate in the required submission of external licensure and accreditation plans, reports, and site visits.

Action plans will be reviewed and revised annually and approved by the respective planning bodies. Institutional effectiveness research, program reviews and individual unit plans are utilized in the planning process, which is intended to complement and inform the resource allocation and decision making processes.

The Board may assist in developing the general institutional mission and goals for the comprehensive plans through various means, including, but not limited to, the President evaluation process, the Board retreat, and any time the Board reviews curriculum items.

The initial recommendation for integrating institutional planning rests with the Institutional Effectiveness Committee (IEC).

Reference:

ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5
(formerly I.B);

Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, 56270 et seq.

4 year cycle of Comprehensive Chapter Review

	Leadership Review (Subject Matter Areas)	College Council Review & Constituent Review	Board Consideration & Review
Chapter 1: The District	Summer 2018	Fall 2018	Spring 2019
Chapter 2: Board of Trustees	Summer 2018	Fall 2018	Spring 2019
Chapter 3: General Institution	Summer 2019	Fall 2019	Spring 2020
Chapter 4: Academic Affairs	Summer 2017	Fall 2017	Spring 2018
Chapter 5: Student Services	Summer 2017	Fall 2017	Spring 2018
Chapter 6: Business & Fiscal Affairs	Summer 2019	Fall 2019	Spring 2020
Chapter 7: Human Resources	Summer 2018	Fall 2018	Spring 2019

Subject Matter Area Leaders:

Chapter 1: The District	President
Chapter 2: Board of Trustees	President
Chapter 3: General Institution	President
Chapter 4: Academic Affairs	VP of Instruction and Student Development
Chapter 5: Student Services	VP of Instruction and Student Development
Chapter 6: Business & Fiscal Affairs	VP of Administrative Services
Chapter 7: Human Resources	Director of Human Resources