

**SBVC COLLEGE COUNCIL  
SEPTEMBER 13, 2017 MINUTES  
PRESIDENT'S CONFERENCE ROOM, ADSS 208  
TIME: 1:00 PM – 3:00 PM**

**A= Absent**

Diana Rodriguez, SBVC President, Chair  
Celia Huston, Academic Senate President, Co-Chair **A**  
Santiago Castillo (ASG)  
David Bastedo  
Stephanie Briggs  
~~Lorrie Burnham~~  
Yancie Carter **A**  
Mary Copeland  
Marco Cota  
Paula Ferri-Milligan  
Rania Hamdy  
Rick Hrdlicka  
Kathryn Jaramillo  
Sheri Lillard

James Smith  
Scott Stark  
Scott Thayer **A**  
Cassandra Thomas  
Kay Weiss  
Nicole Williams (MINUTES)

**Guest(s):** Ramona Pires  
Diana Contreras, Chaffey  
College \*ASG President Guest

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**CALL TO ORDER:**

1:03 p.m. Diana Rodriguez called the meeting to order.

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**APPROVAL OF MINUTES**

Diana Rodriguez entertained a **Motion to Approve** the **August 23, 2017 College Council Minutes**. Ricky Hrdlicka moved, Mary Copeland second. No discussion and the group voted as follows:

**AYES:** Briggs; Copeland; Cota; Ferri-Milligan; Hamdy; Hrdlicka; Jaramillo; Lillard; Smith; Stark; and Weiss.

**NOES:** None

**ABSTENTIONS:** Bastedo; Thomas

**ABSENT:** Huston; Carter; Thayer

**Motion Carried**

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*Our Mission: San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve quality of life in the Inland Empire and beyond.*

## **UPCOMING/FILLING POSITIONS – D. RODRIGUEZ**

Diana Rodriguez provided the following updates: the Vice President of Instruction position is on-target for a November/December submission to the Board of Trustees; the Grant Writer interviews have transpired, currently undergoing a reference/background check, with a formal offer of employment anticipated by the end of the week; James Smith is currently addressing the Dean vacancies through Human Resources; and the First Year Experience (FYE) Director search is in the beginning stages.

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## **OPEN EDUCATION RESOURCES (OER) SB1359 – R. PIRES**

Ramona Pires presented information regarding the pilot of open education resources (see attached.) Ramona shared future options of faculty dissemination, suggesting that the email notification process be passed to faculty chairs and /or division deans. Ramona indicated there were challenges this semester with obtaining the necessary section information due to delays with the schedule process, as well the promotion of the program to students needs to be increased as students arrived to classes after purchasing books that were available through OER. Ramona will be working with James Smith on the submission of a Project Request for coding to implement a narrow search for OER courses during the registration process. In the meantime, the OER sections are listed on the Catalog/Schedule webpage: <https://www.valleycollege.edu/academic-career-programs/class-schedule/index.php>. Ramona indicated that Jason Brady will list an OER link on the students' front-page of WebAdvisor. Ramona shared the LOGO design provided by the State, indicating we could use the logo and /or design our own. Ramona is also working with James Smith for the submission of a ZTC Degree Grant (an add-on to the ZTC Grant in the amount of \$140,000-\$150,000.) The ZTC Degree Grant provides students a pathway to a degree and/or certificate utilizing Open Education Resources, reducing the cost to students. Initial discussions suggest a cohort of students (40 per semester/80 per year) completing a Liberal Arts degree with a Social Science concentration. Additional information can be obtained at the OER webpage: <https://www.valleycollege.edu/open-education-resources/>

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## **PRESIDENT'S REPORT – D. RODRIGUEZ**

Diana Rodriguez reported the FTES enrollment numbers are good. Currently there are early conversations with regard to a portion of KVCR's mission moving towards instructional/student learning. Title IX orientations will soon be made available to faculty, students, and classified staff. As well, an ethics statement with a stronger message will be moving forward through Academic Senate.

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## **VICE PRESIDENTS' REPORTS – S. STARK; J. SMITH; S. THAYER**

James Smith mentioned that Bridget Candelaria has retired, and currently there is a temporary substitute in the position. James indicated there currently are issues with the new ADP software with regard to hours/hours and the Colleague system, particularly with the non-credit courses, that are creating administrative complications. James reported that two sections (ASL & SDEV) of concurrent enrollment courses were cancelled due to low enrollment. James and Kay confirmed that there will be several concurrent enrollment debrief meetings in the next few weeks to discuss issues and work to improve the program. James indicated that the Instruction Office is also adapting to the changes/challenges with the R25 software and replacing CurricUnet with CourseLeaf.

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## **ACCREDITATION AND STUDENT LEARNING OUTCOMES – C. HUSTON**

No report.

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## **EDUCATIONAL MASTER PLAN and STRATEGIC PLANNING – J. SMITH**

No report.

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## **PROGRAM REVIEW – P. FERRI-MILLIGAN**

Paula Ferri-Milligan reported the EMP (Educational Master Plan) narratives have been sent to the Division Deans. The Needs Assessment form will be provided on Monday, September 18, with a due date of October 23, 2017 – there will be several workshops to assist with form preparation. Paula indicated that Program Review is currently discussing the creation of a process for emergency requests, and other such requests that may not fit the timeline for Needs Assessment. The *2016-2017 Institutional Program Review Annual Report* is available at the Program Review website: <https://www.valleycollege.edu/about-sbvc/campus-committees/academic-senate/program-review/>.

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## **COMMITTEE REPORTS:**

**Facilities Safety and Budget Committees:** Scott Stark reported that the committee met to set goals, and has selected Cassandra Thomas as the co-chair of the committee (replacing Lorrie Burnham). Cassandra will represent both CSEA and the Facilities Safety and Budget Committee

on the College Council. Rania Hamdy asked about possible improvements in the Liberal Arts building – Scott responded that there will be summer 2018 work with regard to flooring, painting, and various upgrades, indicating that long-term options are outlined in the Facilities Master Plan.

**Professional Development:** Rania Hamdy announced that the October 3 Flex-Day activities will include workshops on DSPS, curriculum, OU Campus, and Canvas, as well as an introduction to the Fitness Friday program.

**Technology Committee:** Rick Hrdlicka announced that the new Help Desk roll-out was successful, with a few administrative email miscues that have been resolved. Rick reported that the Technology Committee has created a form/process for software purchases under \$200. Rick also announced the dissolution this semester of VHS support – recommending that faculty move to digital formats. There was a brief discussion with regard to YouTube usage in the classroom, and the inconsistency with YouTube closed captioning – the determination was for faculty to use their best discretion in utilizing YouTube for student learning by ensuring that the closed-captioning is correct throughout.

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**OTHER:**

James Smith reported that Joan Murillo, Biology faculty, has been assigned as the Basic Skills Committee chair.

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Meeting adjourned at 2:20 p.m.

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**Next College Council Meeting: Wednesday, September 27, 2017**

**Academic Year 17-18: Bi-Monthly, 2<sup>nd</sup> & 4<sup>th</sup> Wednesday, 1-3pm, AD/SS 207**

Remaining Academic Year 17-18 Meetings:

- Wednesday, October 11, 2017
- Wednesday, October 25, 2017
- Wednesday, November 8, 2017
- Wednesday, November 22, 2017
- Wednesday, December 13, 2017
- Wednesday, January 10, 2018
- Wednesday, January 24, 2018
- Wednesday, February 14, 2018
- Wednesday, February 28, 2018

Wednesday, March 14, 2018

Wednesday, March 28, 2018

Wednesday, April 11, 2018

Wednesday, April 25, 2018

Wednesday, May 9, 2018

Wednesday, May 23, 2018