



**El Camino College
College Council
Monday, October 2, 2017
1:30 – 2:30 p.m.
Library 202**

College Council Purpose Statement:

To facilitate communication and serve as a forum to exchange information that affects the college community.

Strategic Initiative C - Collaboration:

Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Members:

Kristie Daniel-DiGregorio	Dena Maloney	Jean Shankweiler
Brian Fahnestock	Jane Miyashiro	Erika Solorzano
Irene Graff	Ross Miyashiro	Debbie Turano
Chris Halligan	Susan Pickens	Tiffany Ushijima
Chris Jeffries		

Alternate Members/Support:

Ann Garten - Support
David McPatchell – Alternate

Agenda:

1. Approval of Minutes from September 18, 2017 (Attached) All
2. Non-Discrimination Statement Recommended Revisions Ishikawa
3. Review of College Council Self-Evaluation Results (Attached) All
4. 2017/18 College Council Goal Development All
5. Future Meeting Dates: Mondays at 1:30 p.m. (Library 202) Maloney
 - a. October 16, 2017
 - b. November 6, 2017
 - c. November 20, 2017
6. Other
7. Adjournment

2016-17 College Council Goals

1. Conduct an annual evaluation of college-wide progress on Strategic Initiative C.
2. Review and endorse all components of the Comprehensive Master Plan 2017-2022.
3. Develop a timeline for completion of all legally required policies and procedures.
4. Review results from college-wide SENSE and Technology surveys and refer to appropriate committees for response.
5. Participate in the annual review of the Mission & Strategic Plan.
6. Increase College Council awareness of Strategic Initiatives and dissemination of information to constituent groups.

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – September 18, 2017

College Council Purpose Statement: To facilitate communication and serve as a forum to exchange information that affects the college community.

Strategic Initiative C – Collaboration: Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Members Present: Kristie Daniel-DiGregorio, Brian Fahnestock, Irene Graff, Chris Jeffries, Jane Miyashiro, Ross Miyashiro, Jean Shankweiler, Debbie Turano, Tiffany Ushijima

Alternates/Support: Cindy Constantino, Ann Garten, Jaynie Ishikawa, David McPatchell

1. Minutes – September 5, 2017: Approved as presented with the following correction on item #3: College Council Self-Evaluation – “Irene Rreported that her office...”
2. Non-Discrimination Statement Recommended Revisions – Jaynie Ishikawa
Committee reviewed the recommended changes to ECCCD’s non-discrimination statement. It was agreed that the language should be consistent in both long and short form. Ms. Ishikawa will report back at the next meeting with an update on the context of the term “sexual orientation,” a third version of a non-discrimination statement that is used in AP/BPs, and a recommendation to make both long and short forms consistent.
3. Review of Survey of Entering Student Engagement (SENSE) Results – Irene Graff
The SENSE serves as one of the measures of student engagement and of the intentional work that is being done to ensure student readiness for college and student success both inside and outside the classroom. Highlights from the reports were noted as follows:
 - We have a better sense of our First Generation population (*entering, degree/transfer-oriented students*):
 - ECC: 51% ($\pm 4\%$)
 - CEC: 70% ($\pm 6\%$)
 - For at least a third of our entering students, English was not their first language:
 - ECC: 33%
 - CEC: 40%
 - About half relied on family, friends and other students as the main source of academic advising
 - ECC: 51%
 - CEC: 49%
 - On six benchmarks of early student engagement, Compton and ECC both rated at or above the national mean on two measures:
 - High Expectations & Aspirations
 - Effective Track to College Readiness

- Compared to 2014, more ECC students reported in 2016:
 - A welcoming environment,
 - High expectations (of themselves),
 - Helpful counseling/advising experiences, and
 - Instructors explaining policies and support services.
- More Compton students reported:
 - Positive and helpful financial aid experiences,
 - Helpful counseling/advising experiences, and
 - Instructors explaining policies and support services.
- Entering 2016 students at both campuses were much more likely to communicate with classmates and instructor *through electronic means* than in 2014.

Rates of student engagement with instructors, student services, and other students did not all trend positive since 2014. Individual questions could be reviewed by the Student Success Advisory Committee, faculty-led committees, and other groups to determine target areas and strategies for improvement.

The SENSE data was highlighted at Professional Development Day and has or will be shared with the following groups:

- Academic Senate
- Student Success Advisory Committee
- Student Success Committee (Compton)
- Council of Deans
- Student Services Area Council
- Guided Pathways
- Counseling meeting

4. VP Status Reports of Legally Required BP/AP's: Carry-over for next meeting.
5. Future Meeting Dates: Mondays at 1:30 p.m. (Library 202)
 - October 2, 2017
 - October 16, 2017
 - November 6, 2017
 - November 20, 2017

College Council Collegial Consultation Survey

N=9

2016-2017

1. I have the opportunity

a. Participate in a process to review the committee's purpose.

Response	Frequency	Percent	Mean: 3.00
Yes	9	100.00	<div style="width: 100%; height: 15px; background-color: #0056b3;"></div>
Mostly	0	0.00	<div style="width: 0%; height: 15px; background-color: #0056b3;"></div>
No	0	0.00	<div style="width: 0%; height: 15px; background-color: #0056b3;"></div>
<i>Not sure or N/A 0</i>			

b. Review the Making Decisions at El Camino College document during a committee meeting.

Response	Frequency	Percent	Mean: 2.78
Yes	8	88.89	<div style="width: 88.89%; height: 15px; background-color: #0056b3;"></div>
Mostly	0	0.00	<div style="width: 0%; height: 15px; background-color: #0056b3;"></div>
No	1	11.11	<div style="width: 11.11%; height: 15px; background-color: #0056b3;"></div>
<i>Not sure or N/A 0</i>			

c. Participate in goal-setting for the committee.

Response	Frequency	Percent	Mean: 3.00
Yes	8	100.00	<div style="width: 100%; height: 15px; background-color: #0056b3;"></div>
Mostly	0	0.00	<div style="width: 0%; height: 15px; background-color: #0056b3;"></div>
No	0	0.00	<div style="width: 0%; height: 15px; background-color: #0056b3;"></div>
<i>Not sure or N/A 1</i>			

d. Review progress on the committee's annual goals.

Response	Frequency	Percent	Mean: 2.88
Yes	7	77.78	<div style="width: 77.78%; height: 15px; background-color: #0056b3;"></div>
Mostly	1	11.11	<div style="width: 11.11%; height: 15px; background-color: #0056b3;"></div>
No	0	0.00	<div style="width: 0%; height: 15px; background-color: #0056b3;"></div>
Invalid	1	11.11	<div style="width: 11.11%; height: 15px; background-color: #0056b3;"></div>
<i>Not sure or N/A 0</i>			

a. Have a good understanding of the committee's purpose and responsibilities.

Response	Frequency	Percent	Mean: 3.00
Yes	9	100.00	<div style="width: 100%; height: 15px; background-color: #0056b3;"></div>
Mostly	0	0.00	<div style="width: 0%; height: 15px; background-color: #0056b3;"></div>
No	0	0.00	<div style="width: 0%; height: 15px; background-color: #0056b3;"></div>
<i>Not sure or N/A 0</i>			

b. Have a good understanding of my role on the committee.

Response	Frequency	Percent	Mean: 3.00
Yes	9	100.00	<div style="width: 100%; height: 15px; background-color: #0056b3;"></div>
Mostly	0	0.00	<div style="width: 0%; height: 15px; background-color: #0056b3;"></div>
No	0	0.00	<div style="width: 0%; height: 15px; background-color: #0056b3;"></div>
<i>Not sure or N/A 0</i>			

c. Received a copy of meeting agendas sufficiently in advance to review (and consult, where applicable).

Response	Frequency	Percent	Mean: 2.75
Yes	7	77.78	<div style="width: 77.78%; height: 15px; background-color: #0056b3;"></div>
Mostly	0	0.00	<div style="width: 0%; height: 15px; background-color: #0056b3;"></div>
No	1	11.11	<div style="width: 11.11%; height: 15px; background-color: #0056b3;"></div>
Invalid	1	11.11	<div style="width: 11.11%; height: 15px; background-color: #0056b3;"></div>
<i>Not sure or N/A 0</i>			

d. Received supporting materials in advance to review (and consult, where applicable).

Response	Frequency	Percent	Mean: 2.78
Yes	8	88.89	<div style="width: 88.89%; height: 15px; background-color: #0056b3;"></div>
Mostly	0	0.00	<div style="width: 0%; height: 15px; background-color: #0056b3;"></div>
No	1	11.11	<div style="width: 11.11%; height: 15px; background-color: #0056b3;"></div>
<i>Not sure or N/A 0</i>			

e. Have a regular practice of communicating with the constituents whom I represent.

Response	Frequency	Percent	Mean: 2.86
Yes	6	85.71	<div style="width: 85.71%; height: 15px; background-color: #0056b3;"></div>
Mostly	1	14.29	<div style="width: 14.29%; height: 15px; background-color: #0056b3;"></div>
No	0	0.00	<div style="width: 0%; height: 15px; background-color: #0056b3;"></div>
<i>Not sure or N/A 2</i>			

f. Received an orientation to this committee when I began my term of membership (e.g., meeting or correspondence with committee chair or other member).

Response	Frequency	Percent	Mean: 2.86
Yes	6	85.71	<div style="width: 85.71%; height: 15px; background-color: #0056b3;"></div>
Mostly	1	14.29	<div style="width: 14.29%; height: 15px; background-color: #0056b3;"></div>
No	0	0.00	<div style="width: 0%; height: 15px; background-color: #0056b3;"></div>
<i>Not sure or N/A 2</i>			

4. To what degree did this committee fulfill its purpose:

Response	Frequency	Percent	Mean: 2.67
Very well	7	77.78	
Somewhat well	1	11.11	
Not very well	1	11.11	
<i>Not sure</i>	0		

7. Goal #2: Review and endorse all components of the Comprehensive Master Plan 2017-2022. (1/23/2017 meeting)

Response	Frequency	Percent	Mean: 4.00
Completed	8	100.00	
Mostly completed	0	0.00	
Partially completed	0	0.00	
Not started	0	0.00	
<i>Not sure</i>	1		

9. Goal #4: Review results from college-wide SENSE and Technology surveys and refer to appropriate committees for responses. (9/18/2017 meeting)

Response	Frequency	Percent	Mean: 2.88
Completed	5	62.50	
Mostly completed	0	0.00	
Partially completed	0	0.00	
Not started	3	37.50	
<i>Not sure</i>	1		

11. Goal #6: Increase College Council awareness of Strategic Initiatives and dissemination of information to constituent groups.

Response	Frequency	Percent	Mean: 3.38
Completed	5	62.50	
Mostly completed	2	25.00	
Partially completed	0	0.00	
Not started	1	12.50	
<i>Not sure</i>	1		

How did the committee accomplish the following:

6. Goal #1: Conduct an annual evaluation of college-wide progress on Strategic Initiative C. (6/19/2017 meeting)

Response	Frequency	Percent	Mean: 3.88
Completed	7	87.50	
Mostly completed	1	12.50	
Partially completed	0	0.00	
Not started	0	0.00	
<i>Not sure</i>	1		

8. Goal #3: Develop a timeline for completion of all legally required policies and procedures.

Response	Frequency	Percent	Mean: 4.00
Completed	7	100.00	
Mostly completed	0	0.00	
Partially completed	0	0.00	
Not started	0	0.00	
<i>Not sure</i>	2		

10. Goal #5: Participate in the annual review of the Mission & Strategic Plan. (Planning Summit, 4/21/2017)

Response	Frequency	Percent	Mean: 4.00
Completed	8	100.00	
Mostly completed	0	0.00	
Partially completed	0	0.00	
Not started	0	0.00	
<i>Not sure</i>	1		

**To what degree does the committee fulfill:
a. This committee's purpose statement incorporates the spirit of Strategic Initiative C.**

Response	Frequency	Percent	Mean: 2.89
Very well	8	88.89	
Somewhat well	1	11.11	
Not very well	0	0.00	
<i>Not sure</i>	0		

b. This committee actualizes Strategic Initiative C.

Response	Frequency	Percent	Mean: 2.89
Very well	8	88.89	
Somewhat well	1	11.11	
Not very well	0	0.00	
<i>Not sure</i>	0		

16. Please indicate the consultation committee you evaluated in this survey?

Response	Frequency	Percent	Mean: 3.00
Academic Senate	0	0.00	
Calendar Committee	0	0.00	
College Council	9	100.00	
Facilities Steering Planning and Budgeting	0	0.00	
Technology Committee	0	0.00	

18. Your role on this committee:

Response	Frequency	Percent	Mean: 1.22
I represent a constituent group faculty staff students managers confidentials	7	77.78	
I serve as chair or in a supporting role	2	22.22	
Other e.g. guest presenter spectator	0	0.00	

15. In terms of how well it 1) fulfills its purpose, 2) functions effectively, and 3) works actively toward its goals, what grade would you assign this committee?

Response	Frequency	Percent	Mean: 3.67
A Excellent	7	77.78	
B Good	1	11.11	
C Average	1	11.11	
D Poor	0	0.00	
F Fail	0	0.00	

17. Your length of time as a member:

Response	Frequency	Percent	Mean: 1.67
0-2 years	5	55.56	
3-5 years	2	22.22	
More than 5 years	2	22.22	

College Council Collegial Consultation Survey

2016-2017

Question: 3. Comments on effective committee functioning.

Response

This committee has a significant scope which could easily become overwhelming. I appreciate how Dr. Maloney runs the meetings to be efficient yet allow time for everyone to have input. And that the input is considered carefully. I also appreciate that we are productive - making remarkable progress on policies and procedures. But that she is also very conscious not to move too quickly. I learn a lot from our meetings and how this committee functions and I think it serves the college well!

Sometimes feel decisions are already made and decided on prior to meeting.

A dynamic group that definitely knows its purpose and importance with regard to transparency in decisions and shared governance.

Question: 5. If you marked somewhat or not very well for the committee purpose, please share your concerns, being as specific as possible.

Response

Feel like the same decisions would have been made regardless of the existence of the committee.

Question: 12. Comments on goals.

Response

For goal # 4 we will complete that on 9/18/17. For goal # 3 - we did develop a timeline "complete all legally required policies and procedures within 6 weeks." However, we did not complete all of them.

Great progress!

Don't have my paperwork in front of me so I can't remember specifics and may be wrong on some of the above answers.

I'm too new to the College Council to know if the goals listed were achieved or not. My sense is that they have been completed, but I'm not tenured enough to confirm definitively.