



WEST HILLS COLLEGE LEMOORE

Planning and Governance Council

December 9, 2020 – 2:30 p.m.

ZOOM: <https://cccconfer.zoom.us/j/97495924847>

MINUTES

Voting Members'	Representing	Present	Absent
Dr. Kristin Clark	President	✓	
Derek Lopez	Faculty Representative	✓	
Rene Paredes	Academic Senate President	✓	
Candace Simmons	Classified Staff Representative	✓	
Sze Ki Liu	Classified Staff Representative	✓	
Oscar Villarreal	Administrator	✓	
Deborah Soria	Administrator	✓	
Austin Hoffman	Student Representative	✓	
Yaritza Bejarano	Student Representative	✓	
Cristina Cardoso	Counselor/Advisor	✓	
Ron Oxford	LRC Representative	✓	
Non-Voting Members'	Representing		
Keith Brock	Co-Chair, BAC	✓	
Joshua Allen	Chair, FSC	✓	
Val Garcia	Chair, IESSC	✓*	
Kris Costa	Chair, PAR	✓	
Maria Gonzalez	Chair, PDC	✓	
Amber Tidwell	Chair, OAC		✓
Elmer Aguilar	Chair, Technology	✓	
Guests	Representing		
James Preston	Vice President of Educational Services/Accreditation Liaison Officer	✓	
David Brooks	Art Instructor	✓	
Jim Rooney	Industrial Technology Instructor	✓	
Joel Rogers	Biology Instructor	✓	
Jasara Gillette	Health Education Instructor	✓	
Lourdes Hernandez	Senior Secretary	✓	

* Val Garcia chaired this meeting

A. Call to Order:

This meeting was called to order at 2:30 p.m.

B. Program Review Presentations:

- 1. Art-Studio Art (AA-T) MIDTERM – Instructional Program Review** **David Brooks**
 David Brooks presented the Art-Studio Art (AA-T) – MIDTERM Instructional Program Review with a PowerPoint presentation. This item will be listed as an action item on the next meeting agenda.
- 2. Industrial Automation (COA) FULL - CTE Instructional Program Review** **Jim Rooney**
 Jim Rooney presented the Industrial Automation (COA) FULL - CTE Instructional Program Review with a PowerPoint presentation. This item will be listed as an action item on the next meeting agenda.

WHCL Mission

West Hills College Lemoore serves a diverse community of students who seek an affordable, accessible, relevant, and rigorous education. The college community is dedicated to student learning and achievement by providing quality courses that lead certificates, associate degrees, transfer, and career pathways.

3. Health Science – General (AS) – MIDTERM- Instructional Support Program Review

Joel Rogers

Joel Rogers presented the Health Science – General (AS) – MIDTERM Instructional Support Program Review with a PowerPoint presentation. This item will be listed as an action item on the next meeting agenda.

C. Annual Agenda Items:

1. IESSC Recommendations on the Vision of Success Goals

Val Garcia

Val presented IESSC's prepared recommendations on the Vision of Success Goals. He asked the group to please share the recommendations with their constituents and bring back any comments or concerns to the next PGC meeting.

2. BAC Prioritized Lists

Keith Brock

Derek Lopez motioned to approve the BAC Prioritized Lists: Non-Faculty Position prioritized list, Professional Development prioritized list and the Technology and Equipment prioritized list; Yaritza Bejarano seconded; approved. The lists will be forwarded to the Executive Cabinet for allocation.

3. Facilities Prioritized List

Josh Allen

Yaritza Bejarano motioned to approve the Facilities prioritized list; Sze Ki Liu seconded; approved. The list will be forwarded to the Executive Cabinet for allocation.

4. Faculty Hiring Prioritized List for Review and Approval

Rene Paredes

Derek Lopez motioned to approve the Faculty Hiring prioritized list; Deborah Soria seconded; approved. The list will be forwarded to the Executive Cabinet for allocation.

D. Approval of the Minutes:

• Minutes of November 18, 2020

Sze Ki Lui motioned to approve the minutes of November 18, 2020; Yaritza Bejarano seconded; approved.

E. Action Items:

1. **SECOND READ: ACCJC WHCL 2021 Midterm Report**

James Preston

Rene Paredes motioned to approve the ACCJC WHCL 2020 Midterm Report; Sze Ki Liu seconded; approved.

Yaritza Bejarano motioned to approve Action Items 2 – 5 as one item; Rene Paredes seconded; approved.

2. **SECOND READ: Elementary Teacher Prep (AA-T) + Liberal Arts w/ Emphasis in ETP (AA) MIDTERM – Instructional Program Review**

Kris Costa

3. **SECOND READ: Academic Support MIDTERM – Institutional Support Program Review**

Kris Costa

4. **SECOND READ: Library – LRC FULL – Institutional Support Program Review**

Kris Costa

5. **SECOND READ: AP 3715, Intellectual Property (NEW)**

Dr. Kristin Clark

6. **SECOND READ: BP 4020, Program, Curriculum, and Course Development (REVISED)**

Dr. Kristin Clark

Rene Paredes motioned to approve the recommended removal of the "Credit Hour Calculations for All Academic Activities" language from the AP4020 and to move it to BP 4020:

"Standards for Credit Hour Calculations for All Academic Activities Standard Formula for Credit Hour Calculations Standards for credit hour calculations are contained in Title 5 Sections 55002.5, 55002(a)(2)(B), and 55002(b)(2)(B). Courses not classified as cooperative work experience, clock hour, or open entry/open exit use the following method for calculating units of credit. • Divide the total of all student learning hours (lecture, lab, activity, clinical, TBA, other + outside-of-class hours) by the hours-per-unit divisor, round down to the nearest increment of credit awarded by the college. Expressed as an equation: Total Contact Hours + Outside-of-Class Hours ----- = Units of Credit Hours-per-Unit Divisor The result of this calculation is then rounded down to the nearest .5 increment. The following definitions are used in the application of this formula: • Total Contact Hours: The total time per term that a student is under the direct supervision of an instructor or other qualified employee as defined in Title 5 Sections 58050-58051. This number is the sum of all contact hours for the course in all calculations categories, including lecture, recitation, discussion, seminar, laboratory, clinical, studio, practica, activity, to-bearranged, etc. Contact hours for courses may include hours assigned to more than

one instructional category, e.g. lecture and laboratory, lecture and activity, lecture and clinical. • Outside-of-class Hours: Hours students are expected to engage in course work outside of the classroom. Federal and state regulations for credit hour calculations are based on the total time a student spends on learning, including outside-of-class hours. As a matter of standard practice in higher education, lecture and related course formats require two hours of student work outside of class for every hour in-class. All other academic work, including laboratory, activity, studio, clinical, practica, TBA, etc. must provide an equivalent total number of student learning hours as typically required for lecture, with the ratio of in-class to outside-of-class work prorated appropriately for the instructional category. Typically, these ratios are expressed as follows: Instructional Category In-Class Hours Outside-of-Class Hours Page 3 of 8 Lecture (Lecture, discussion, seminar, and related work) 1 2 Activity (Activity, lab with homework, studio, and similar) 2 1 Laboratory (Traditional lab, natural science lab, clinical, and similar) 3 0 • Hours-per-Unit Divisor: The value, or value range, used by the college to define the number of hours required to award each unit of credit. This value must be a minimum of 48 to a maximum of 54 hours for colleges on the semester system. This number represents the total student learning hours for which the college awards one unit of credit. Fractional Unit Awards and Minimum Thresholds Title 5 requires colleges to award units of credit in .5 unit increments at a minimum. Calculations for each increment of credit awarded by the college represent the minimum threshold for awarding that increment of credit. Students are awarded the next increment of credit only when they pass the next minimum threshold. For example, if a course is designed to require 180 total student learning hours (36 lecture, 72 lab, and 72 outside-of-class hours), the calculation of units works as follows: $180 / 54 = 3.33$ Rounded down to 3 units of credit Cooperative Work Experience Units for Cooperative Work Experience courses are calculated as follows: • Each 75 hours of paid work equals one semester credit or 50 hours equals one quarter credit. • Each 60 hours of non-paid work equals one semester credit or 40 hours equals one quarter credit. Clock Hour Courses/Programs The definition of a clock hour program and standards for awarding of units of credit for these programs is defined in federal regulations 34 CFR §668.8(k)(2)(i)(A) and 668.8(l), respectively. In this regulation, a program is Page 4 of 8 considered to be a clock-hour program if a program is required to measure student progress in clock hours when: • Receiving Federal or State approval or licensure to offer the program; or • Completing clock hours is a requirement for graduates to apply for licensure or the authorization to practice the occupation that the student is intending to pursue. Programs that meet this definition are required to use a federal formula for determining the appropriate awarding of credit that is outlined in 34CFR §668.8(l).”; Deborah Soria seconded; approved.

Rene Paredes motioned to table Action Item 7; Deborah Soria seconded; approved.

7. SECOND READ: AP 4020, Program, Curriculum, and Course Development (REVISED)

Dr. Kristin Clark

At this time, this agenda item was tabled. This item will be listed on the next meeting agenda.

G. Information /Discussion

1) WHCL Mission Statement Change

Dr. Kristin Clark

Val Garcia shared the approved mission statement change, *“West Hills College Lemoore is dedicated to student learning and achievement by providing quality programs, pathways, and services that lead to certificates, associate degrees, transfer, and employment. Our college serves a diverse community of students who seek a cost-effective, relevant, and engaging educational experience. We are committed to ensuring accessibility for all students and aim to cultivate an inclusive, equitable, and collegial climate.”*

2) Academic Senate

Rene Paredes

Due to time constraints, no report was given at this time.

3) Associated Student Government

Yaritza Bejarano / Austin Hoffman

Due to time constraints, no report was given at this time.

G. Report from Committee Representatives:

1) Budget Allocation Committee (BAC)

Keith Brock

Keith Brock shared BAC will meet again in February.

2) Facilities and Safety Committee (FSC)

Joshua Allen

Due to time constraints, no report was given at this time.

- 3) Institutional Effectiveness Student Success Committee (IESSC)** **Val Garcia**
Due to time constraints, no report was given at this time.
- 4) Outcomes and Assessments Committee (OAC)** **Amber Tidwell**
Due to time constraints, Amber Tidwell provided an update:
The OAC had our last meeting of the semester on Monday November 23rd with our eLumen representative, Rachel, to discuss data related to ISLOs in eLumen. We are in the third semester of a 2 year assessment cycle, Fall 2. Assessments are ready for faculty to complete in eLumen for those planning to assess for F2. If anyone has any questions, they can contact their OAC learning area rep or Amber Tidwell for help or more information.
- 5) Program and Accreditation Review (PAR) Committee** **Kris Costa**
Due to time constraints, no report was given at this time.
- 6) Professional Development Committee (PDC)** **Maria Gonzalez**
Due to time constraints, Maria Gonzalez shared PDC updates as an attachment in BoardDocs.
- 7) Technology Committee** **Elmer Aguilar**
Due to time constraints, no report was given at this time.

H. Other Items:

Kristin Clark encouraged all to attend the Holiday Toast on Friday, December 18 at 4 p.m.

I. Adjournment:

This meeting adjourned at 4:01 p.m.