



# WEST HILLS COLLEGE LEMOORE

## Planning and Governance Council

November 18, 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	✓	
Jacqui Shehorn	English Instructor	✓	
Kyle Crider	Director of Accreditation, Research, Institutional Effectiveness and Planning	✓	

\* Val Garcia chaired this meeting

#### A. Call to Order:

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

#### B. Annual Agenda Items:

##### 1. Review Institutional Set Standards

##### James Preston and Kyle Crider

Kyle Crider presented the attached, "WHCL Institutional-Set Standards." Kyle explained this is the annual review of our Institutional Set Standards, Stretch Goals that are aligned with the Vision for Success, and our actual data. Currently, we are meeting the floor and moving positively towards the Stretch Goal. The Licensure Pass Rates and Job Placement Rates are reviewed by the specific programs. Kyle asked the group to consider in the future to include in the area of the Certificates to include CSU GE Certificates. James added looking into the future, General Education Learning Outcomes maybe a way to assess general education. James asked the members if we needed to adjust our Institutional Set Standards or Stretch Goals. As part of the annual agenda, the committee members reviewed the Institutional Set Standards and Stretch Goals and had no changes at this time.

#### 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.

**2. BAC Prioritized Lists**

**Keith Brock**

Keith Brock presented the Non-Faculty Position prioritized list with the inclusion of the Laboratory Technician supporting documentation, Technology and Equipment prioritized list, and Professional Development prioritized list for PGC to review. These lists will be brought back as an action item for approval on the next meeting agenda. Once approved by PGC, the lists are forwarded to the Executive Cabinet for allocation.

**3. Facilities Prioritized Lists**

**Josh Allen**

Josh Allen presented the facilities lists FSC prioritized for PGC to review. This item will be brought back as an action item for approval on the next meeting agenda. Once approved by PGC, the list is forwarded to the Executive Cabinet for allocation.

**4. Review and Approve Proposed Mission Statement**

**Dr. Kristin Clark**

**CURRENT MISSION STATEMENT:**

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 to certificates, associate degrees, transfer, and career pathways.

**IESSC PROPOSED MISSION STATEMENT:**

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 a positive, respectful, and collegial climate.

*After discussion, Rene Paredes motioned to approve the following mission statement with the suggested 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." Yaritza Bejarano seconded, approved.*

**C. Program Review Presentations:**

**1. Elementary Teacher Prep (AA-T) + Liberal Arts w/ Emphasis in ETP (AA) MIDTERM – Instructional Program Review** **Jacqui Shehorn**

Jacqui Shehorn presented the Elementary Teacher Prep (AA-T) +Liberal Arts w/ Emphasis in ETP (AA) MIDTERM Instructional Program Review with a PowerPoint presentation. This item will be listed as an action item on the next meeting agenda.

**2. Academic Support MIDTERM – Institutional Support Program Review** **Jacqui Shehorn**

Jacqui Shehorn presented the Academic Support MIDTERM -Institutional Support Program Review with a PowerPoint presentation. This item will be listed as an action item on the next meeting agenda.

**3. Library – LRC FULL – Institutional Support Program Review** **Ron Oxford**

Ron Oxford presented the Library -LRC FULL -Institutional Support Program Review with a PowerPoint presentation. This item will be listed as an action item on the next meeting agenda.

**D. Approval of the Minutes:**

**Minutes of October 28, 2020**

Sze Ki Lui motioned to approve the minutes of October 28, 2020; Oscar Villarreal seconded; approved.

**E. Action Items:**

**1. Psychology (AA-T) MIDTERM – Instructional Program Review** **Kris Costa**

Derek Lopez motioned to approve the Psychology (AA-T) MIDTERM – Instructional Program Review; Derek Lopez seconded; approved.

**2. Physics (AS-T) MIDTERM – Instructional Program Review** **Kris Costa**

Deborah Soria motioned to approve the Physics (AS-T) MIDTERM – Instructional Program Review; Sze Ki Liu seconded; approved.

3. **SECOND READ: BP 3715, Intellectual Property (NEW)** **Dr. Kristin Clark**  
Rene Paredes motioned to approve BP 3715, Intellectual Property (NEW); Deborah Soria seconded; approved.
4. **SECOND READ: AP 3715, Intellectual Property (NEW)** **Dr. Kristin Clark**  
At this time, this agenda item was tabled.
5. **SECOND READ: AP 3750, Use of Copyrighted Material (NEW)** **Dr. Kristin Clark**  
Derek Lopez motioned to approve AP 3750, Use of Copyrighted Material (NEW); Candace Simmons seconded; approved as Rene Paredes abstained.
6. **SECOND READ: AP 7211, Faculty Service Areas, Minimum Qualifications, and Equivalencies (REVISED)** **Dr. Kristin Clark**  
Oscar Villarreal motioned to approve AP 7211, Faculty Services Areas, Minimum Qualifications, and Equivalencies; Candace Simmons seconded; approved as Rene Paredes abstained.
7. **SECOND READ: AP 7236 (BP 403), Substitute and Short-Term Employees (PROPOSED ELIMINATION)** **Dr. Kristin Clark**  
Candace Simmons motioned to approve AP 7236 (BP 403), Substitute and Short-Term Employees (PROPOSED ELIMINATION); Deborah Soria seconded; approved.
8. **SECOND READ: AP 7237 (BP 407), Layoffs (PROPOSED ELIMINATION)** **Dr. Kristin Clark**  
Deborah Soria motioned to approve AP 7237 (BP 407), Layoffs (PROPOSED ELIMINATION); seconded by Candace Simmons; approved.

**F. Board Policies and Administrative Procedures:**

1. **FIRST READ: BP 4020, Program, Curriculum, and Course Development (REVISED)** **Dr. Kristin Clark**
2. **FIRST READ: AP 4020, Program, Curriculum, and Course Development (REVISED)** **Dr. Kristin Clark**
3. **COURTESY REVIEW ONLY: BP 2210, Officers (REVISED)** **Dr. Kristin Clark**
4. **COURTESY READ ONLY: BP 2220, Committees of the Board (REVISED)** **Dr. Kristin Clark**
5. **COURTESY REVIEW ONLY: BP 2305, Annual Organizational Meeting (REVISED)** **Dr. Kristin Clark**
6. **COURTESY REVIEW ONLY: BP 2310, Regular Meetings of the Board (REVIEW ONLY)** **Dr. Kristin Clark**
7. **COURTESY REVIEW ONLY: BP 2350, Speakers (REVISED)** **Dr. Kristin Clark**
8. **COURTESY REVIEW ONLY: BP 2355, Decorum (REVISED)** **Dr. Kristin Clark**
9. **COURTESY REVIEW ONLY: BP 2360, Minutes (REVISED)** **Dr. Kristin Clark**
10. **COURTESY REVIEW ONLY: BP 2365, Recording (REVISED)** **Dr. Kristin Clark**
11. **COURTESY REVIEW ONLY: AP 2365, Recording (REVISED)** **Dr. Kristin Clark**
12. **COURTESY REVIEW ONLY: BP 2430, Delegation of Authority to the Chancellor (REVISED)** **Dr. Kristin Clark**
13. **COURTESY REVIEW ONLY: BP 2715, Code of Ethics/Standards of Practice (REVISED)** **Dr. Kristin Clark**
14. **COURTESY REVIEW ONLY: AP 2715, Code of Ethics/Standards of Practice (PROPOSED ELIMINATION)** **Dr. Kristin Clark**
15. **COURTESY REVIEW ONLY: BP 2740, Board Education (REVISED)** **Dr. Kristin Clark**
16. **COURTESY REVIEW ONLY: AP 2740, Board Education (PROPOSED ELIMINATION)** **Dr. Kristin Clark**

*Due to time constraints, Val Garcia requested the members to review Board Policies and Administrative Procedures, Agenda Items 1 – 16, and email any recommendations to Amber Avitia. BP 4020 and AP 4020, Program, Curriculum and Course Development (REVISED) will be listed as action items on the next meeting agenda.*

**G. Information /Discussion**

- 1) **FIRST READ: ACCJC WHCL 2021 Midterm Report** **James Preston**  
The members' reviewed the ACCJC WHCL 2021 Midterm Report. Please email James Preston if there are any questions or concerns. This item will be listed as an action item on the next meeting agenda.

**2) Academic Senate**

**Rene Paredes**

Rene Paredes reported Academic Senate has been very busy reviewing board policies, administrative procedures and working on the ranking of positions from the faculty hiring prioritization list.

**2) Associated Student Government**

**Yaritza Bejarano / Austin Hoffman**

*In Yaritza Bejarano and Austin Hoffman's absence, their report was shared:*

Yaritza Bejarano reported: All I have to report is Food Day is going well (140 fed and out of food in 45 mins), ASG will be joining a few Christmas events in December, and we're starting planning on events for spring (PG-13 movie night with middle college and Super Bowl event).

**G. Report from Committee Representatives:**

**1) Budget Allocation Committee (BAC)**

**Keith Brock**

Keith Brock's shared the BAC Prioritized Lists earlier in this meeting.

**2) Facilities and Safety Committee (FSC)**

**Joshua Allen**

Josh Allen shared the Facilities Prioritized Lists earlier in this meeting.

**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**

*In Amber Tidwell's absence, her report was shared:*

The OAC met on Monday, November 9th to discuss CSLO to ISLO mapping and data within eLumen. Learning area representatives will be reaching out to their learning areas to assist with the assessment process as we approach the end of the semester. Our next, and last, meeting for the semester will be on Monday November 23rd.

**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 shared the following report:*

- o Classified Professionals completed the last training session on Guided Pathways from the Chancellor's Office.
- o PDC emailed all constituent groups the highlights and recommendations from the needs assessment survey sent in March.
- o We also created a brief survey to identify if professional development needs have changed since March.
- o We also identified next steps with our recommendations including creating a toolbox of resources for presenters, such as ways to make presentations more engaging.

**7) Technology Committee**

**Elmer Aguilar**

*Due to time constraints, Elmer Aguilar shared the following report:*

Lemoore Technology Committee updates

The following two items were discussed at our last meeting which took place November 5, 2020.

**AIM**

Accessibility Information System (AIM) is a database management system specific for disability program offices. Features of AIM include:

- Data management for reporting purposes
- Paperless filing – FERPA/HIPAA compliant
- Coordinate testing accommodations
- Case management features
- Application process – paperless
- Note taking services – paperless
- Alternative formats for textbook
- Equipment check out management
- And much more

“AIM is a paperless system that stores student files securely, it also assist with proctoring scheduling, etc. The program can be used for both campuses as well. Javier Cazares (WHCC Dean of Student Services) was able to get a quote at @ \$23,000. AIM Program Representatives cannot do demos until December. Once the demos do start up, Maria would like to have Shaun Vetter and Jeff Seed (Director of IT) there. “ – (H.Dillon, LTC minutes, 11/5/2020)

#### **4CUG / Ellucian partnership**

“The State Group, California Community College Colleague Usage Group (4CUG), in the last several months has been forming a partnership with Ellucian. 4CUG has reached out to every Community College in the system with one main purpose--to reach a consensus of what we would want Ellucian to prioritize and address. Ellucian will then implement the changes of what’s needed without going through their normal process of getting it taking care of. 4CUG wants to start looking at Self Service vs. Web Advisor. There are many gaps within the Self Service product so 4CUG has started to look at the products out there to use and then rank with what each provides and report back to Ellucian. Shaun would like a group on our campus to provide feedback to him about Ellucian so that he can present our interest to the Statewide Group. “ – (H.Dillon, LTC minutes, 11/5/20)

A request for participation was sent out to all area managers and the following campus personnel were identified as being part of the group:

- A&R – Nestor Lomeli and Leah Stiglianese
- Financial Aid – Deborah Soria and Tiffany Hernandez
- Non Academic support services – Jennifer Twist-Greene and Giselle Simon
- Counseling and Advising/Pre-enrollment – Kathleen Schoenecker and Leonel Burgos
- Ed Services/ Academic support services – James Preston, Debbie Lou Angeles and Debbie Rose

Next LTC meeting is scheduled for December 3, 2020 @ 11:30 am.

#### **H. Other Items:**

Val Garcia announced 700 grocery store vouchers for students in need (\$100/ea.) will be distributed through a drive-through event Thursday, November 19 from 10 a.m. – 4 p.m. Kristin Clark encouraged faculty and staff to volunteer at the distribution and bring a poster or sign with an inspiration quote or words of encouragement if able to attend.

#### **I. Adjournment:**

This meeting adjourned at 4:39 p.m.