



**Chabot-Las Positas Community College District
Chancellor's Council**

Tuesday, December 14, 2010

3:00-4:00 pm

District Office, Multipurpose Room

A

I. Review and Approval of Minutes—11/9/10

G

II. Board Reports

E

III. Implementing DegreeWorks

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D

IV. Registration Prioritization Process

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V. Other (*Open*)

VI. Next Meeting: Tuesday, January 11, 2011

3:00-4:00pm

District Multipurpose Room

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

CHANCELLOR'S COUNCIL

MINUTES

Meeting of December 14, 2010

Attendance:

Joel L. Kinnamon	Jeannine Methe
Jeff Baker	Daniel Nenni
Celia Barberena	Sarah Thompson
Sharon Gach	Gordon Watt
Don Bosco Hu	Laura Weaver
Kathy Kelley	Joanne Bishop-Wilbur
Guy Lease	
Charlotte Lofft	

Handouts:

- 1) Agenda – December 14, 2010
- 2) Minutes – November 9, 2010
- 3) Administrative Rules and Procedures 7015 – Public Comments at Board Meetings
- 4) Things to Consider when Making Reports to the Board

I. Review and Approval of Minutes – November 9, 2010

It was reported that Mr. Nenni's name should be inserted in the blanks on page 2.

In response to a question raised by Dr. Lease, Dr. Kinnamon reported that at this point we do not have the authority for four 9 hour work days in the Summer.

It was pointed out that in the minutes, two items (Basic Skills Initiative and Email) were postponed to the next meeting but are not on the agenda for today's meeting. Ms. Kelley expressed concern that Email disappears. In response, Ms. Gach suggested not to compose in the Email program. Ms. Methe reported that we have extended one hour on the web. It was agreed that these two items would be postponed until a later time.

Ms. Thompson reported that it is her understanding that it is a violation of the Brown Act to start Board Meetings at other than published times. Dr. Kinnamon noted that there is sensitivity surrounding the Brown Act at this time because there is a coalition looking at Brown Act violations at Community Colleges.

Ms. Kelley made a motion, seconded by Ms. Thompson to approve the minutes of November 9, 2010 as corrected. Motion carried with Dr. Kinnamon abstaining as he was absent from that meeting.

II. Board Reports

In response to several inquiries from constituent group leaders regarding reports to the Board (oral and written), Dr. Kinnamon reviewed two documents – Administrative Rules and Procedures 7015 Public Comments at Board Meetings and Things to Consider when Making Reports to the Board. He reported that the process for Public Comments at Board Meetings is to maintain an orderly process. He cautioned redundancy and keeping the messages succinct.

Dr. Lease questioned handling more detailed reports to the Board. In response, Dr. Kinnamon reported that issues that require additional study by the Board may be agendized.

Ms. Gach reported that she spoke to Speech Instructors regarding something similar to a Toastmasters Club, which she would like to attend.

Dr. Kinnamon reported that College Presidents and Trustees attend statewide training sessions and suggested that perhaps the training he provides for constituent group leaders needs to be similarly formalized.

Dr. Lofft pointed out that Reports from the Senates is agendized on Board Agendas. She questioned if they are expected to give reports, and if so, then they should not be limited. Dr. Kinnamon reported that he wants to be sure that everyone's message is heard.

Dr. Kinnamon reported that individuals may donate their Public Comment time (3 minutes per person) to another individual. Ms. Lofft noted that Administrative Rule and Procedure 7015 does not specifically state this, although she knows that this has been the practice.

Mr. Nenni expressed that Administrative Rule and Procedure 7015 reflects the Brown Act requirements. He also expressed that if a single issue was important and required more than 3 minutes of comment, then the group should, if time permits, request an agenda item on a Board Agenda. He also noted that this would allow the Board to comment on the item.

Dr. Lofft expressed that the time it takes to agendize an issue is not always possible, and would prefer to run the risk of several people speaking on a single topic.

Dr. Lease commented that other Districts limit the time that a group can speak on a single issue. He also commented that a positive aspect of agendizing an issue is that it would encourage a broader interest, in that other groups may see the item on the agenda and attend the meeting in order to participate.

Dr. Lofft questioned the process for revising Administrative Rule and Procedure 7015, to which Dr. Kinnamon reported that he would research other Districts' policies and then have a dialogue with the Trustees.

III. Implementing DegreeWorks

Ms. Thompson reported that at the last Board Meeting she outlined the recommendations she and Mr. Baker identified for implementation of facilitating SB1440 Transfer Degree on-line. Two of the recommendations were at the District level. The first is to implement the DegreeWorks Software, which the District has already purchased, for support to Counselors and students for creating and tracking education plans. Currently, the Las Positas College Counseling Department is so constrained by lack of staff and lack of support that they have a difficult time managing their caseloads. The increased need for their services requires that some other alternative form of support system be found.

Mr. Baker gave examples of how DegreeWorks can be used as a tool to support students.

Ms. Methe reported that DegreeWorks is a Banner Module for on-line student degree audits. The District purchased and installed this module in 2008. Counselors at both Colleges were trained on the software at the end of 2008. The plan was to try to get counselors to use the module in Fall 2009 and go "live" in Spring 2010. But due to the budget, it was agreed to hold off. Currently, there is a holding pattern for re-training which the District will pay for. The plan was that once the counselors feel comfortable, they would determine when to start using the system and later students would be able to use the system. She reported that SB1440 has given the District an incentive to facilitate the implementation of DegreeWorks. In general, the reaction is that they like the system; however, there were two issues. One issue was it only shows our requirements and does not show all the students' transfer units from other colleges. She reported that IT has begun working with Admissions and Records to convert transcripts using the Banner Document Imaging Management System. Once this is accomplished after the first of the year, they can be automatically propagated into DegreeWorks.

In response to a question raised by Mr. Baker, Ms. Methe reported that there is a product from the State Chancellor's Office called eTranscript where we could send our transcripts electronically to another school that participates in eTranscript.

Mr. Baker reported that there are three questions related to costs. One, the program will need to be continually updated. As Transfer Degrees are developed, there will be a lot of initial programming. He also reported that the Admissions and Records Evaluators may need to be reclassified. The other question is who does the training for Faculty and Staff who utilize the program. Another question is if you pull counselors off from counseling for the training, will the Colleges be able to backfill Counselors to continue to serve students.

Dr. Barberena questioned if perhaps a grant could fund this project. She stressed the importance of students having the ability to self-monitor and come better prepared for counseling sessions.

Ms. Thompson reported that grants would be an ideal way to offset the costs in terms of the need for this program; however, Las Positas College was going to begin looking at and approving DegreeWorks in January so there was no time to look at grants; and it is unlikely that Las Positas College Counseling Department could continue to handle the workload that they have without DegreeWorks.

Ms. Kelley expressed the need to initially devote the hours to get this on-line and working, even at the cost of exceeding budget. She suggested that once that is complete, we could "backoff" of next levels.

Dr. Lofft questioned if Counseling is busiest at the beginning of semesters. Mr. Baker reported that that was true at one time but now as soon as the schedule is available on-line and students can register, Counselors are busy. Students know if they don't register right away, then they won't get the classes that they want.

Ms. Thompson questioned how long it would take for a Counselor to be proficient on the DegreeWorks Software. Ms. Methe reported that it is not a difficult system and reported that a maximum total of four and a half to five hours of formal training would be sufficient. After that point, they would try to use the system themselves with guidance as needed.

Mr. Baker reported that some decisions will need to be made about the reclassifications and about who will program on a daily basis at Las Positas College, noting that the biggest concern for Counselors is that students not get incorrect information.

Ms. Methe reported that Counselors could be trained while you are working through who will do the updates.

Dr. Kinnamon suggested that Ms. Methe and Mr. Baker meet in order to determine hours and a plan to move forward simultaneously with training and software updates.

In response to a question raised, Mr. Baker reported that the CI-D Course Identification Numbering System will make it easier to cross identify courses between institutions.

IV. Registration Prioritization Process

Mr. Baker reported that the Registration Prioritization Process ties in with DegreeWorks. He reported that the current process makes it hard for students to move to a higher priority number. He reported that Chabot came up with a recommendation to drop the student priority number to a lower level. He reported that the Counselors at LPC are interested in pursuing the recommendation as well. The Chabot Matriculation Committee

will meet with LPC Staff and Counselors and discuss the best process in moving forward in order to remove barriers to students.

Priority registration requirements were briefly discussed. Ms. Kelley suggested that both campuses should consider priority registration for Veterans. Mr. Baker reported that the Colleges have adhered closely to the Title V requirements for priority registration because athletes and International Students could also argue for priority registration.

Mr. Baker will keep the Council apprised of any developments on this issue.

V. Other

In regards to the Free Speech Policy, Dr. Kinnamon reported that he has received feedback from Ms. Thompson for the LPC Academic Senate. Mr. Legaspi reported that he has received comments from other constituent groups. He has received no comments from the Associated Students and will make an effort to contact them. He will submit comments to Legal Counsel for review and hopes to have a revised draft by the next Council Meeting.

Dr. Lofft reported that the Faculty Association is in total support of these efforts and welcomed the District Legal Counsel to contact her or Mr. Bezemek regarding any questions on their feedback.

VI. Adjournment

The meeting was adjourned.

VII. Next Meeting

Tuesday, January 11, 2011, 3:00-4:00 pm, District Office Multipurpose Room.

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Approved: February 8, 2011