I. Call to Order & Roll Call

The Meeting was called to order at 2:16 p.m.

The new student senator Isha Prabhakar was introduced and spoke briefly. She is a polical Science major in her first year. She is also the representative for student government.

II. Order of the Agenda

Motion: Move to approve the order of the agenda. (M/S/U) (All)

Motion: Change in the order -Move New Business VII C. to New Business VII. A. (M/S/U) (All)

III. Approval of Meeting Minutes (5 minutes) (I/A)
Motion: Move to approve the meeting minutes for 2/13/18. (M/S/U) (T. Kelly/J. Richey)
Abstention: C. Hackworth
Motion: Move to approve the meeting minutes for 2/27/18. M/S/U) (T. Kelly/J. Richey)
Abstention: C. Hackworth
Motion: Move to approve the meeting minutes for 3/13/18. M/S/U) (T. Kelly/J. Richey)
Abstention: C. Hackworth

iv. Oral Communication from the Public (5 Minutes/Person)
This portion of the meeting is reserved for persons desiring to address the Senate on any matter not on the agenda. No action will be taken.

Trustee Adrian Gray announced the Yes on W campaign for the bond measure that will be on the November 6 ballot. She discussed that this bond will address the need to update our educational facilities and technology.

Trustee Gray distributed a Yes on W flyer, and noted that informational mailers have also gone out to the community. She asked that you please share the information with the community, vote and encourage others to vote on this much needed bond measure.

Faculty, classified and administors may also get involved by volunteering to participate in the upcoming phone bank. You can sign up for the mailing list, and lawn signs are also available for distribution. Trustee Grey will be invited back for a followup discussion.

Move to VI. D, Curriculum Committee Report

v. Information & Announcements (College & District) (10 Minutes)

Senator Pavan announced the upcoming Transfer Day event that will take place on Thursday, September 27, 2018, from 10:30-1:30PM in the campus center. The event information went out via email, but is also available on the Transfer Center website at: http://westvalley.edu/services/academic-success/transfercenter/

President Ehlers thanked the counseling department and transfer counselors for hosting this event each year noting that this event provides a great service to students.

vi. Administrative Business/Actions/Appointments (30 Minutes)
This portion of the meeting will address matters relative to the 10+1. Action will be taken as needed.
A. President’s Report (I)

President Ehlers announced that the faculty taskforce on AB 705 will be meeting this Thursday in Science/Math, room 7, from 3:00 – 4:30 p.m., to discuss fall 2019 offerings for English and Math. President Ehlers will discuss using student self reporting for GPA’s at that meeting. She would like to get the counseling department faculty involved in the discussion. President Ehlers will make a proposal, regarding this matter, to the senate at the next meeting (10/9) for senate review and approval.
The Dean of Student Services, Jose Martinez-Saldana will take over the implementation of AB705. Look for information to go out collegewide on the work that should begin soon.

President Ehlers was happy to report that at the District Enrollment Management Committee (DEMC) meeting, held yesterday, it was announced that the district is moving forward with the proposed changes to the Pay-to-Stay policy.

The current proposed policy is to move to a single date for non-payment deregistration. She noted that our sister college (Mission) provided valuable research on what other colleges are doing in this area.

The DEMC is looking to move this proposal forward to the Board for approval as soon as possible for spring 19 implementation. Any thoughts or ideas on this matter should be sent to President Ehlers for discussion at the DEMC meeting.

b. Recognitions (I)

None

c. Committee Appointments: (I/A)

- The Student Conduct Hearing Board need two faculty members to serve on the committee.

The Student Conduct Hearing Board needed two faculty members to serve on the committee. A subcommittee was created to review the 4 faculty interest statements that were received. President Ehlers thanked senators; Tim Kelly, Rebecca Wong, Victor Castillo, Mitra Fabian, and Amy Gutierrez for volunteering to serve on the sub-committee. The subcommittee made the following recommendations by a motion.

**Motion: Move to approve Angelica Bangle, and Nancy Ghodrat to serve on the Student Conduct Hearing Board. (M/S/U)(T. Kelly/C. Hackworth)**

- The Hiring Committee for the Interim Director of Student Development needs two faculty members to serve on the committee.

President Ehlers discussed that two names were approved at the last meeting for this hiring committee. Anyone interested in serving on a hiring committee must complete the District required screening committee training. The senate will approve the following faculty members.

**Motion: Move to approve Jean Finch and Carol Pavan to serve on the Hiring Committee for the Interim Director of Student Development Committee. (M/S/U)(T. Kelly/C. Hackworth)**
President Ehlers noted that in a senate meeting in March there was a motion to form a shared governance taskforce. This was an outcome from the State Academic Senate visit that took place in February. The purpose for forming the taskforce was to begin working on building the relationship between administration and faculty with an endpoint of developing a shared governance handbook that would clarify processes.

Faculty members Diane Hurd, Tim Kelly, Lance Shoemaker, and Melvin Vaughn submitted interest statements. President Davis was in agreement with forming the taskforce that would include members from the administration and three faculty members, however, they have agreed to include all four faculty members. President Ehlers thanked the taskforce members.

Motion: Move to approve faculty members Diane Hurd, Tim Kelly, Lance Shoemaker, and Melvin Vaughn to serve on the shared governance taskforce. (M/S/U)(C. Pavan/C. Hackworth)
Abstention: T. Kelly

Motion: Move to return to item IV. Oral Communication from the Public. (M/S/U)(T. Kelly/C. Pavan)

D. Curriculum Committee Report and/or Approval (I/A)

Cheryl Miller, Curriculum Committee Chair, reported that the committee is in the process of developing their website to make it a more useful tool as a handbook for faculty. In the process of reviewing and revising the website information the committee recently voted to set a two year term for the Chair of the committee, and committee members. This will allow the division representative vote to go back to the division faculty, however it was noted that serving consecutive terms is allowed. Because this is a senate subcommittee a vote at senate is needed to approve these changes.

Motion: The curriculum committee proposes to update their bylaws and set two year term lengths for both curriculum committee representatives - from divisions and for the curriculum committee chair. (M/S/U)(J. Richey/C. Reiss)

Chair Miller continued- noting that the committee has also decided that the articulation officer, and the Distance Learning representative should be voting members of the curriculum committee. This would change the composition of the curriculum committee membership; adding two additional members. This also needs an approval vote at the senate meeting.

Motion: The curriculum committee proposes to update their bylaws to include the articulation officer and Distance Learning representative as voting members of the Curriculum Committee. (M/S/U)(C. Reiss/J. Richey)

Senator Kelly asked if the Distance Learning representative is a faculty member. Chair Miller answered that both the articulation officer and the Distance Learning representative are
currently faculty members, but if the model changes and the articulation officer were a
classified member; as is the case at other colleges, then this would have to be revisited.

Chair Miller discussed that the Academic Senate and the Office of Instruction had a previous
agreement to remove courses from the catalogue if revisions were not made by the deadline.
For a number of courses and programs this did happen. Now that curriculum approval is on a
2 or 5 year cycle the committee is now dealing with the issue of creating another agreement to
address the issue, and have the office of Instruction and the academic senate approve.

A discussion ensued regarding the process the curriculum committee follows, and how the
Tech Review committee (Cheryl Miller, Doonu Barife, and Luis Portillo Sanchez) process works.

Cheryl also noted that the curriculum committee website has been updated with resources.

- Videos that have been distributed will be uploaded to the website once they are ADA
  compliant.
- There are informational guides, and document to assist faculty in the process.

**Motion:** To approve the “Curriculum Proposals Not Meeting Scheduled Due Dates” document.
(M/S/U)(M. Fabian/C. Pavan) opposed: Cheryl Hackworth

The discussion continued regarding who will receive the communication regarding any
additional information or Elumen work needed, feedback from departments, when the
communication process started for notifying faculty, and how well Elumen is working as related
to this process.

Cheryl Miller, Curriculum Committee Chair provided the senate with the *Approvals at
Curriculum Committee 9/17/18-9/24/18* document dated September 25, 2018. The report is
available on the curriculum website.

E. Distance Learning Committee Report (J. Kea/W. Clay) (5 minutes) (I/A)

There was no Distance Learning Committee Report

F. SLAPEC Update (B. Sandford/M. Vaughn) (I/A)

Mel Vaugh and Betsy Sandford provided the following SLAPEC update report:

Due to the challenges with integrating Banner with Elumen the committee has fallen behind
in SLO assessment submissions.

With the impending accreditation the committee is working really hard to get caught up in
their process.

- Elumen will be used for course SLO assessment results
- The old PLO form will be used for program submissions
- Training documents were developed over the summer to assist faculty with navigating Elumen in submitting SLO assessment results

The training documents are currently in powerpoint and pdf format, and available upon request to either Mel or Betsy. The 3 components for using Elumen are documented and will be posted to the SLAPEC website once they are ADA compliant:

1. Knowing how to report your SLO assessment results
2. Creating an SLO assessment using Elumen – geared to SLO/department coordinators for creating a structured template for faculty to enter assessment results
3. How to plan an SLO using Elumen will be distributed to faculty who need to submit their reports

The program review theme report is used by various areas on campus to inform their decision making processes, and set goals through College Council.

The Office of Instruction and Accreditation Liaison Officer are in support of the idea of producing a SLO theme report. The committee is currently working on a process, and they will be submitting a proposal for using divisions to help the committee create the SLO theme report through division-wide discussion between the various programs, and providing summary reports to the committee.

This year the program review progress report is due, and next year the full report will be due. This year the committee is proposing to use the goals and resource request action plans system that is built into Elumen for the progress report. The committee is currently working on setting up the process in Elumen.

The progress report is due in November. If there are any problems, an email will go out regarding what needs to be done. A discussion ensued regarding areas with multiple departments. President Ehlers thanked Mel and Betsy for their update report.

G. Global Education Committee Report (I/A)

There was no Global Education Committee Report. It was noted that Dr. Gray is on sabtical.

H. Professional Development Committee Report (M. Francis) (I/A)

Michelle Francis was asked to give an update on the status of the new faculty orientation

She reported that all new faculty have a mentor in their departments. The Professional Studies
mentor is Michelle.

Senators discussed having a monthly, or bi-monthly workshop or training on teaching and learning topics for all faculty, with specific cohort training for new faculty. Having a faculty Inquiry Groups (FIG) was also discussed.

President Ehlers reviewed and discussed a list of priorities that the committee developed. Michelle indicated that a survey could be created for faculty to rank the training priorities. The committee is looking for support from the senate.

The committee will begin working on an event for October.

I. Guided Pathways (R. Wong) (I/A)

Senator Wong is the Guided Pathways coordinator. She provided an update- noting that an email went out today collegewide, with update information on the Guided Pathways project. Senator Wong asked senators to consider passing along a short survey to students that mirrors the faculty survey done for All College Day.

Currently, the team is collecting data and forming focus groups. Anyone interested in getting involved can join one of the subcommittees to work on the 4 Guided Pathways Pillars

1. Clarifying the Path – Virginia Marquez and Fatima Kamil
2. Entering the Path – Ana Lobato and Emilio Espinosa
3. Staying on the Path – Freba Cognetta, Cheryl Miller, and Paul Starks
4. Ensure Learning with Intentional Outcomes – Michelle Francis

J. Senate Sub-Committee Reports (I/A)
  None

K. Accreditation Updates (I/A)
  None

L. District Academic Senate (I/A)
  None

M. Other Reports (I)
  None

VII. New Business

A. Mission Statement (M. Pouncil) (10 minutes) (I/A)
  Provost Pouncil addressed the senate on reviewing the College Mission Statement. The current statement (below) is available on the district website. He would like to agendize a future discussion to review the statement.
The discussions from Student Services Council, Classified Senate, Division Council, Provost Council, College Council, and the Associated Student Government will be shared with the Board of Trustees, and the Office of Instruction will document the collective discussions in the upcoming Institutional Self Evaluation Report (ISER).

Our Mission Statement: The West Valley College community supports students along their pathways to reach transfer and career goals in an environment of academic excellence.

A few questions to ask in reviewing the statement are:

- Are these the students that we want to serve?
- Is this the college community that we are now?
- Does the statement reflect the college’s cultural disposition?

Provost Pouncil discussed that the feedback, that he has received, has indicated that the Mission Statement does not address the idea of community, the transformational nature of the work that faculty do as educators, or the college commitment to diversity and equity.

Any revisions to the Mission Statement would be done in 2020, but Provost Pouncil would like input from the senate as early as December 2018.

B. Moving departments from Professional Studies to Science/Math Division (C. Hackworth) (15 minutes) (I/A)

Senator Hackworth noted that this discussion was agendized due to ongoing discussions regarding changes in the departments.

A statement, from Department Chair, Mel Vaughn, was read regarding the matter. It was noted that this is an Information Item only. A robust discussion was held.

Physical Science is seeking the support of the Academic Senate in this shared governance process to assure that this collective process is open transparent, and inclusive.

The Senators welcomed the discussion, and it was stated that while the administration can make decisions, in the interest of the shared governance process, faculty should have input on the merits of the proposal. The senate is a recommending body, so they are very interested in hearing about these types of concerns.

Dean Renee Paquier, Department Chair for Computer Science and Engineering, and Dean of the School of Professional Studies would like to take the discussion back to the division - as no decisions have been made, and constituent areas are thoroughly discussing the issue.

President Ehlers noted that it is important to continue working on the issues and concerns, to have open communication, and the decision should ultimately be what is best for students.
c. Faculty Hiring Process (G. Ehlers) (15 minutes) (I/A)

President Ehlers discussed that Provost Pouncil recently sent out email communication on the faculty hiring process. This discussion is being sunshined today, and the Senate is tasked with making a recommendation to the Office of Instruction at a later date.

President Ehlers noted that faculty raised concern when this issue was discussed in Division Council, so she will facilitate the discussion in the Senate today, as she is not a member of Division Council.

Senators raised a number of keypoints for concerns during the discussion that they would like Provost Pouncil to address:

What is meant by review and discuss as opposed to a vote?
How does this affect the faculty process?
What is the shared governance role in faculty hiring?
Will ranking still be done?
Will the administration take the ranking process into consideration?
Is the faculty voice being marginalized in this updated process?

Provost Pouncil discussed that, while ranking will not be a part of the formal process, the Senate can organize their process; in any way that they choose, towards making a recommendation, and it will be honored and considered.

- The idea of revisiting the faculty hiring process was discussed in division meetings on All College Day.
- Draft documents have been distributed for feedback and revision (due to the reorganization to the department chairs) from Deans in Division Council meetings.
- There have been informal conversations, via email and phone calls, with faculty.
- Senate President Ehlers also provided feedback on the draft process documented (President Ehlers noted that it would be a violation of the Brown Act to discuss the issues with senators outside of the meeting).

By Senate request, Provost Pouncil gave a presentation outlining the revised process.

Senator Kelly called for a point of order on the discussion regarding the rankings. While he believes the Senate should have the discussion on agenda, he feels the discussion should not take place today since this is not on the agenda for discussion.

President Ehlers asked the senators to take this information back to their departments. This
discussion will be agendized for the next meeting.

President Davis addressed the senate noting that the process has to change because there are no longer any Division Chairs.

- The senate can augment their process; the senate can choose to rank.
- Currently there are eight prioritized openings. There will be recruitment for every open position. Additional retirements will also be considered in the process.
- Math, Bio, and English have been prioritized by faculty.
- Hiring is not 10+1 under Title 5, but this college does not maintain the idea that faculty will not be involved.

Senate VP Cynthia Reiss concurred regarding the senate's involvement in faculty hiring as it relates to the 10+1. She encourages everyone to continue to review and understand the senate role regarding the 10+1.

**Motion: Move to bring both the faculty hiring process and hiring priorities discussions back to the senate for discussion next week. (J. Richey/T. Kelly)**

**D. New Faculty Welcome on 10/9/18**

President Ehlers noted that new faculty will be invited to the next senate meeting for a senate welcome. Refreshments will be served.

**E. Communicating Senate Information to Faculty (G. Ehlers/Senate) (15 minutes) (I/A)**

President Ehlers discussed that when faculty contact her regarding senate business she will direct them to the senator for their division to encourage the dialogue between the experts in their area. This discussion will continue at the next meeting.

**VIII. Old Business (I/A)**

**A. Concurrent Enrollment (Ehlers) (15 minutes)(I/A)**

Due to the senate meeting time, Old Business will move to the next agenda for discussion.

**IX. Future Agenda Items**

- Review Draft of Board Policy and Administrative Procedures for Credit Hours

**X. Adjournment**

The meeting adjourned at 4:45 p.m.

**Motion: Move to adjourn the meeting. (M/S/U)(T. Kelly/All)**
Curriculum Proposals Not Meeting Scheduled Due Dates

Proposals that met due date but are incomplete (e.g. missing sufficient methods of instruction, etc.)

- Proposals will be sent back to the proposers.
- Proposers will be notified in the comment boxes in eLumen of the missing information they need to enter.
- Proposers will be informed that the grace period for the proposal to make it to another tech review in the workflow is **two weeks**.

Proposers will be informed that not meeting the new, extended deadline will have two consequences:
- The course/program will not appear in the 2019-10 catalog.
- Course/program cannot be scheduled for 2019-20 academic year.

Proposals that do not make it to tech review by the published deadline

- Proposers will be informed that the grace period for the proposal to make it to tech review in the workflow is **one week**.

Proposers will be informed that not meeting the new, extended deadline will have two consequences:
- The course/program will not appear in the 2019-10 catalog.
- Course/program cannot be scheduled for 2019-20 academic year.

Proposers will be informed that complete proposals that meet the deadline for the scheduled tech review date have priority. Consequently, the dates that their proposals will be reviewed and included in the Curriculum Committee agenda will depend on the volume of work the Tech Review committee can accommodate after reviewing complete proposals meeting the published deadline.

Please note: Faculty and others wishing to submit items for the WVCAS agenda are **strongly encouraged** to use the Agenda Item Request Form. Please submit the form to the Academic Senate office (Library room -16) or send as an attachment to WVC.Academic_Senate@wvm.edu at least one week prior to the date you would like the Senate to discuss the item. In compliance with the Americans with Disabilities Act, individuals needing special accommodations should contact WVCAS Senior Administrative Assistant, Pertilla Domingue, at (408) 741-2075 one week prior to the meeting date. Mailed copies of the agenda are available by written request. The open session meeting documents are available for public review by contacting the WVCAS.

*The West Valley College Community supports students along their pathways to reach transfer and career goals in an environment of academic excellence.*
Regular Senate Meeting
Tuesday, 09/18/2018
Baltic Room, 3:45 PM
Minutes

I. Organizational Items
   I.1. Call to Order
       3:58
   I.2. Appointments and Removals
       Appointed: Kyle Arnold, Simar Dhaliwal, Jake Ernst, Christian Hartley, Lizzie Izyumin, Gerald Martin, Ethan Ponce, Isha Prabhakar, Hera Rehman, Yuiko Tahara, Yuki Torrey, Amelia Wheaton
   I.3. Approval of Agenda, 09/18/18
   I.4. Approval of Minutes, 09/11/18

II. Public Comments

III. Presentations
   III.1. Accreditation - Dr. Pouncil
       Finding West Valley Mission Statement from students
   III.2. ASWVC Budget
       If we keep up are spending we are going to be in the negative.
   III.3. Establishing Connections
       Removed

IV. Action Items
   IV.1. Old Business
   IV.2. New Business
      IV.2.1. Official ASWVC endorsement of Measure W
              Jacob and Kyle move the motion
              Helps with physical education
              Larger veteran resource center
              New STEM building

      Vote on motion:
      Kyle       Yes
      Gia        Yes
      Jacob      Yes
      Arthi      Yes
Motion passes with unanimous consent

IV.2.2. Society of Global Citizens fund request - $2500
Jacob and Hawa move the motion
Help schools in Cambodia
Student lead
Addressing gender inequality in Cambodia

Vote on Motion:

Vote on motion:

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Motion Passes, $2,500 for Society of Global Citizens

V. Information Items
V.1. President Report- Chantal Naugle
Food for meetings, $187 on snacks/food, $30 on office supplies, $50-60 per meeting

Contact Sheet for Senators
Committees
Board of Trustees Meeting tonight

V.2. Vice President of Legislation Report - Maia Delrooz
Congrats to all new senators

V.3. Vice President of Finance - Andrew Trac
No meeting this week

V.4. Vice President of Marketing and Records Report - Matt Bush
Club Orientation

V.5. Student Trustee Report - Kian Lechner

V.6. Advisor’s Report – Tim Kelly
Need more tutors
Transfer day coming up

V.7. Fiscal Assistant Report – Lili Ebrahimi

V.8. Student Organization Coordinator Report – Simar Dhaliwal

V.9. Club Reports – We ask that all clubs limit their reports to 60 seconds
Entrepreneur Club 2:00 pm Chi 120 Tuesday, Fly out to Florida for an Entrepreneur competition

Your Language Club, meet 121 times, taught 49 people to juggle and has Ping Pong tournaments

Strictly Business wed 2;30 3:30 baltic room, Helps people learn about business in the real world

AGS, Fox 107, Forms and dues this wed

Tiny House group, 2 weeks from today design competition

Table Top Club, Tuesday 3:30-8:00 Viking logue

STEM Club CHE building 124 on Mon at 200, go to NASA aims Oct 26, Wired Convention and STEM fair

Society of Global Citizens Thanked everyone for passing the $2,500

V.10. Committee Reports – We ask that all committees limit their reports to 2 minutes

VI. Adjournment
Next Regular Senate Meeting: 10/2/2018, 3:45 PM, Baltic Room
Meeting adjourned at 17:25
West Valley College  
Classified Senate Meeting 2018-2019  

Date: September 12, 2018  
Time: 12:30 PM - 2:00 PM  
Location: Kirkorian

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<thead>
<tr>
<th>Cheryl Massa, President Admissions</th>
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<tr>
<td>Ana Lobato, Vice President Admissions</td>
<td>X</td>
<td>Aleksandra Martin Science and Math</td>
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<td>Brenda Rodgers, Treasurer Chancellor's Office</td>
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<td>Kristin Martin Financial Aid</td>
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<td>Secretary (Vacant)</td>
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<td>Karen Okamoto Office of Instruction</td>
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<td>Cathy Aimonetti Career Programs</td>
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<td>Leslie Pollock 3SP</td>
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<td>Shamiran Badal DESP</td>
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<td>Vida Sabouri Success Center</td>
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<td>Susie Tong TRIO</td>
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<td>Lynn Kelly</td>
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<td>Luan Szeto, WVMCEA Rep and Website Coordinator</td>
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I. Call meeting to Order (12:30)  
   a. Introduction - Welcome New Senate Members!  
      1. Reminder: Manager's Breakfast, Retreat, Senate Calendar  
      2. Amendments to the agenda: strike senator accreditation update  

II. Oral Communication from the Public (12:45)  
   a. Information & Announcements (12:50)  
      1. Measure W campaign discussion with Brad Davis and Adrienne Gray.  
         Not encouraging a vote either way; discussing state of affairs as it relates to bond and volunteer opportunities.  
      2. Classified Senate Retreat: Friday, October 5th @ Villa Montalvo
3. Manager’s Appreciation Breakfast: Bring food and most importantly, managers.
4. 4CS Northern Gathering: Friday, October 12th @ West Valley 9-3pm. Registration is necessary, Ernie Garcia will send out invite via listserv.
5. Classified Leadership Institute: June 13th - June 16th in Lake Tahoe, CA. Senate funding is limited; connect with Cheryl early and she will help you get funding.
6. Announcement: George Mageles has 50th anniversary pens available for distribution.
7. WVMCEA - Friday October 12 meeting Vasona park (TBD)
8. Student Success Center (Vida) - Moved to different section of library. Success Center = ESL, Trio, Tutorial. All one now. Please stop by.
   a) Schedule senate tour of Success Center and Che building? Get a feel of what the campus is turning into.
9. DESP (Shamiran) - 35 new apps during 1st week of term; all time high for DESP
10. Discussion/Announcement: WVC President, Brad Davis attending with oral communication from the public. Trustee Gray (not in attendance) is overseeing the Board of Trustees bid on the November 2018 ballot. Measure W will require 55% majority; current polling (+/- of 2%) is currently at a 60% majority. Absolutely under no circumstances is President Davis encouraging employees to vote in favor or get involved.
   a) www.yesonwforwvm.org; run down on ballot language, specifics of the bond. Employees cannot advocate or volunteer for the bond while on paid time.
   b) WVC is in the 3rd phase of the EMFMP. Measure W (658 million) will generate 254 million for WVC, MC will receive the same amount and the district will get the rest. Prior two bonds: 358 million and 150 million.
   c) Highest bond rating in the state. $13/100K of assessed home value. 2017-2018, Ed Maduli was the only person in the state to give voters unused money back on a bond.
   d) Priority: 40 million for new library resource center.
   e) Second: Wellness center and gym, which dovetail into existing wellness program plans. George Meageles can attest to the fact that 30% of college students nationwide are wrestling with mental
health issues. Will also explore senior center models like San Mateo, which have 5000 community payers.

f) All modulers will go away. Add a new classroom in the area between Cilker and SM. Rebuild theater and fine arts lab.

g) District: Solar charging stations and infrastructure. 60 year old infrastructure in need of attention. Administration building will be last. Anything that a student touches or uses will be state of the art.

h) Student intern, Cade Story-Yetto, is handling the student volunteer aspect.

i) Trustee Adrienne Gray arrived at 1:10pm and briefly described logistics of the campaign. adrienne4wvmccd@comcast.net

III. New Business (1:05)
   a. Accreditation/Guided Pathways
      1. Rebecca Wong will be presenting in October.
   b. College Committee Participation
      1. Removed from the agenda due to time constraints.
   c. Presentation - “College Mission Statement” (1:15) Interim Provost & V.P. Academic Affairs, Matais Pouncil
      1. ISER will be completed in FA2019. Visit is scheduled for Spring 2020.
      2. Mission must be reviewed by all college groups.
      3. The review process is about learning whether or not our mission statement is consistent with our work and college wide disposition.
      4. Feedback so far is that statement doesn’t quite capture the transformational nature of our work or our commitment to equity and diversity.
      5. Having said that, the point of this presentation is to get your feedback as a Senate. If we learn through this process that we need to refine what is published bc we have evolved, we will do that reconstruction after affirmation of accreditation. Data and time are necessary for us to have an informed and intelligent conversation.
      6. I will circle back to CM for any statements or feedback on what you deliberate in this community.

IV. Old Business (1:30)
   a. Senate Book Sale (George)
   b. Senate Website update (Luan Szeto)
      1. Simple look, simple features. Change group picture at retreat and add bios for new senate members.
2. Workshops and other items will be listed under central calendar.

V. Senate Member Updates (1:45)

a. Professional Development (Ana)
   1. 2 workshops: Banner Budget workshop w/ Elizabeth Maciel and supplementing pension income workshop. In need of volunteers for 2019 PD task force to build out course offerings and June PD day.
   2. BR: Reach out to Paul Williams for ideas. Last Friday, 9-7-18, was adjunct faculty PD day. Hosted at Mission College from 12-3:30 PM; 84 attendees.
   3. CM: Cross-training, senate network. Person coming from their department to speak about campus business in their own areas.

b. 2018 – 2019 Senate Budget (Brenda)
   1. Distributed budget
   2. Travel = CLI and retreat; we can move money around.
   3. Contracted Services line items for speakers; PD day.
   4. Alexandra Martin received CLI funding from Office of Instruction.

c. Senate Fundraising (George/Cheryl)
   1. Book Sale / Student Emergency Fund (October)
   2. Strides Against Breast Cancer (October)
   3. Senate Scholarship (Winter Party and year round). Chancellor’s tuition scholarship is for degree seeking applications. Senate issued two scholarships last term for classified conference attendance. Need to explore sustainable fundraising activities or the fund will run out.

VI. Adjournment (2:00)
President Davis opened the meeting at 12:38 p.m. with a quorum present.

**ACTION ITEMS:**

1. Approval of Meeting Summary from May 10, 2018
   The May 10, 2018, meeting summary was unanimously approved with no corrections (Pouncil M, Palomo S, Kim, AB).

**INFORMATION AND DISCUSSION:**

1. 2018-19 College Council Meeting Welcome
   - Meeting dates handout
   - Future agenda items send to Gloria Gutierrez via email at Gloria.Gutierrez@westvalley.edu
   - President Davis welcomed everyone to the 2018-19 College Council meetings
• Continue working on Freedom of Speech statement
• Pleased with Enrollment
• Pleased with vibe on campus
• 758 students in the College Promise program
  o Continue to do more work in San Jose
  o Targeted outreach
  o Meeting with Mayor Licardo
    o Assistance with reaching our to SJ High schools
    o Partnership with Mayor Transportation and marketing would be very important.
  o Focus on visiting and informing blanket HS
    o Trickle down to 7th & 8th grade.
    o Meeting with parents
    o Exposing both parents and students to College prior to HS
    o Approaching underserved communities
    o Identifying what type of services under serve community students need when they arrive to WVC.
    o Ensuring there is Intentional support in place prior to additional students come on board
  o Building pathways
    o Exposure
    o PSAT @ JR high level
    o Undergraduate tutors
    o Event: College, make it happen
    o There are mechanisms in place, its about tapping into them

2. Facilities Update
  o Measure C
    o Last couple projects left from Measure C bond
    o Athletics Field (Softball Complex)
    o First ½ of the Fine arts renovation
  o Measure W-Information Only
    o 698 Million
    o 254 Million to WVC to finish Phase 3 of EMF&P
    o Every project will be completed if successful with this bond
      o Library (LRC)
      o Wellness Facility (Fac, Staff, Students, & Community)
      o Removing modular and building STEM building
  o How to get involved:
    o Go to Website: www.YesonWforWVM.org
    o Find out about volunteer information
  o Question: Will measure W include improvements to the parking lots?
    o There are plans for parking lot to have some attention, including solar panels etc.
3. **Accreditation Update**
Interim Provost Pouncil provided an accreditation update
- Moving forward
- All standards have teams
- Meetings happen on alternating Fridays
- Kudos to John Hannigan for great presentations
  - Presented to Academic Senate this week
- District office just staffed standard 4
- Thank you to Stephanie and Pat for the work they are doing for accreditation
- **Review of Mission Statement**
  - Has reviewed with the following groups:
    - Classified Senate
    - Provost Council
    - Division Council
    - College Council (Today)
    - Academic Senate is scheduled
  - Mission Statement handout passed out
  - Mission Statement was developed 6 years ago
  - Review: Is this who we are?
  - Are these the students we are serving?
  - Sent college wide email for review
  - Review, discuss and submit feedback
  - College wide discussion needs to happen
  - Feedback should be given to Matais Pouncil
  - Plan: review it now, discuss feedback, change after accreditation

4. **Student Services Report**
Interim VP Kashima passed out a Student Services Report handout
- Convocation
  - 600 students attended
  - Debrief meeting:
    - Create a sense of belonging among the students attending
    - Strip away anything that doesn’t meet that objective
- Reg Push
  - A&R Transactions: 230
  - ID Created: 98
  - Counseling Appts: 76
Financial Aid transactions: 62
Pre-reqs cleared: 42
Tours: 38

Data:
Applications: SU/FA18: 7,659
First Time College Students: 2,197
Enrollment: 7,875 Students enrolled for F18
FTES: 2,647 FTES-95% of goal of 2,765

Personnel:
Sean Pepin, & Ryan Flannigan have accepted other positions
Revamping room reservation process
Transition plan for Student Development

Concurrent/Dual Enrollment
Reducing min-entry age

Equity
Debra Griffith, Dean of Equity & Success
Comprehensive review of use of Equity funds
Faculty Fellows
Invite her to join meetings to introduce herself

Counseling
Students served since August 1- 1209 appts; 649 assessments
Expanded hours- M-Th 8:30-7 pm, Fri 8:30-1pm
789 students in counseling classes
10th out of 49 departments in enrollment
Program Assignments: FYE, TRiO, Puente, Umoja, EOPS, DESP, Athletics, Career Programs, Title III
Institutional work: Degree works, Guided pathways, Accreditation, Curriculum, Academic Appeals
AB705
Jose Martinez-Saldaña administrative lead
Multicultural Center
Student Services Building
Coming along according to plan
Great space
Great design

Administrative Services Report
VP Fenton provided an Administrative Services update.
Budget booklet
Adopted budget board approved September 4th
Loaded into Banner, September 10th
Now you could move money around within the Org code
All requests should be going through Deans
College is in reasonably good shape, not a lot of extra funds

- Asking for areas to use supplies (for instructional) use prior to using general fund.

- **Website**
  - Increased scrutiny on ADA
  - ADA compliance fortunate to have Daniel Neiman
  - New Web structure coming to us this week
  - Website is responsive
    - Mobip phone
    - Desktop
  - Working on development of a Mobil app.
    - Should roll out in October
    - Phase 1- Navigation
    - Phase 2- Schedule
    - Phase 3- Registration, counseling appts
  - ADA Compliance
  - State coming down hard on ADA compliance
  - Compliance not just web it includes handouts & publications
  - Walking pathways
  - Any software had to be ADA compliant
    - We must go through compliance before purchasing or using ANY software or renewing software
  - Question: Can Senate be involved regarding software?
  - We also need to look at website content
    - We are not supporting external websites
    - Suggestion:
      - ADA compliance training presentation to faculty to put on Faculty radar

6. **Provost Report**

- Enrollment Report
  - Thanks to Department Chair and Deans for excellent work
  - Haven’t canceled many classes

- White Copy going smoothly

- **Division Council**
  - SLAPEC update
    - SLO measured concern
    - Need to focus on completion of SLO’s
    - Ellumen Tech up and running
    - Reviewed Mission Statement in Division council
    - Proposed Hiring Process discussion
      - Engaging faculty college wide to get feedback

- Office of Instruction
- Chris Dyer doing important work
- **Dual Enrollment**
  - Cultivating relationships with newer schools
College Council Meeting Summary
September 13, 2018

- Have about 18 courses offered

7. President’s Report
   - Announcements:
     - Brad: Welcome Juan Palomo
     - Alfred Forrest: $10 Flu vaccine coming soon
     - Yanghee Kim:
       - New member of College Council
       - Department Chair of Library
       - Books for food program first 2 weeks collected 4,000 lbs of canned food and donated to second harvest food bank
       - Great job tabling at the start of school
     - Cheryl Massa:
       - Classified Senate: Manager’s breakfast 10/19 at 8:30
       - Classified Senate Retreat: 10/5

President Davis adjourned the meeting at 1:58 p.m.

NEXT MEETING: Thursday, September 27, 2018, Club Room at 12:30 p.m.- 2:00 p.m.
I. Call to Order
Meeting was called to order at 2:45 pm

II. Order of the Agenda – no changes

III. Approval of Meeting Minutes (5 minutes)
5/15/18 minutes were approved with a minor change to calendar.

IV. *Oral Communication from the Public (3 Minutes/Person)
Note: This portion of the meeting is reserved for persons desiring to address the Senate on any matter not on the agenda.

V. Information and Announcements (10 minutes)
A. Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 23, 2018</td>
<td>SLO Training for Faculty &amp; Coordinators</td>
</tr>
<tr>
<td>September 28, 2018</td>
<td>Due Date for Spring 2018 SLO Assessments</td>
</tr>
<tr>
<td>TBD</td>
<td>SLO Training for Faculty &amp; Coordinators</td>
</tr>
<tr>
<td>TBD (Nov. 16, 2018)</td>
<td>Tentative Due Date for Program Review Progress Report</td>
</tr>
</tbody>
</table>
A. Academic Senate report – no update
B. SLO Assessments Report – see Section VI details
C. Program Review Report - see Section VI details
D. Integrated Planning Committee Report
   1. The first meeting is this Friday 9/7/18.
E. BRAC Report – no updates
F. Accreditation Report – No updates
   1. Betsy & Mel were asked to attend some of the meetings regarding standard measurements of Programs.
G. Other: no updates

VI. Old Business

VII. New Business
A. Training Update
   1. Coordinator and Faculty Training Update
B. Summer Stipend Work Updated
   1. Mel has created PowerPoint slides: 1) SLO Structure for Assessment Report for Coordinator Role; 2) Planning on SLO’s – Coordinator role; 3) Reporting SLO’s – Faculty.
   2. Mel is currently working on videos in a couple weeks.
   3. Betsy commented from the 8/23rd Training that the PowerPoint slides were much more helpful as she demonstrating in elumen.
   4. It was recommended to only make specific slides for coordinators available only rather than to all faculty. And the slides for faculty to all. This will eliminate any confusion.
   5. For those who haven’t had any training, its recommended to meet with Betsy for “introductory parts” prior to the slides.
C. PLO Training – continue to use the same document and process by Program Review Progress Report by forwarding to the SLOSubmit.com email address.
D. SLOs/PLOs
   1. Betsy is updating the SLO Master Schedule with Karen. Latest version dated 8/15/18 is posted on website.
   2. There is a small % of SLO’s completed. There wasn’t a big push due to the transition to Elumen last few months. Betsy will be meeting w/ Division Council next week to discuss pending SLO’s due. Deans will be enforcing deadlines. Email link to master SLO schedule spreadsheet. After this meeting, Betsy can review pending SLO’s with committee member for their depts.
   3. Betsy will email out to Deans outstanding list of SLO’s, copying Deans too.
4. Each Dept. need to designate who will set up structure especially the new merged departments. If department is too specific, then there needs to be separate SLO coordinator. Faculty will need to set up structure. Deans will have more active role.

E. Dr. Matais Pouncil came in to discuss the WVC’s Mission Statement. As part of the ongoing accreditation process, he is asking all groups/committees to engage in conversation regarding the Mission Statement. Does it need to be updated, changed or remain? Will add to next SLAPEC’s agenda. Final changes can be made next year, FA 2019.

F. SLO Theme Report - Discussion if an SLO Theme report can be made similar to Program Review Progress Report. Everyone offered feedback.
   1. Measurements – Only have limited data since SLO’s were inputted in Elumen recently. It’s suggested to wait until 2019 when more data will be available.
   2. Access to data. How can access data; comments / narrative at end of report?
   3. Feedback includes:
      a) SLO’s are different for each discipline. Could be counterproductive if knowing SLO will be in report
      b) Reflections – program success may need to be more generalized. Choose 3-4 points.
      c) Find1 2- questions. What are the commonalities?
      d) Institutional outcomes, response/context.
      e) SLO’s, challenges – provide a summer.
      f) Dean level are always talking so be a good level to get information.

G. Program Review – Progress Update
   1. Elumen – Strategic Initiatives – For next SLAPEC Meeting, Betsy will demonstrate the Strategic Initiatives part of Elumen. Similar demonstrated earlier. This will be separate part from PLOs.
   2. Dept. Goals will need to match College goals. Will need to create action plans for reach goal. Will tie into the Resources request (BRAC).
   3. Betsy suggested to find smaller departments for beta testing.
   4. This term, will only need to do a “short” Program Review Progress Report. It might be a good time to learn new Goals’ software.

H. Miscellaneous
   1. For ILO’s, Betsy confirmed with Meghan at Elumen that can have a lot of ILO’s.

Next Meeting
   Tuesday, Sept. 18, 2018 at 2:30 PM – 4:00 PM in Fox 201.

VIII. Adjournment - was called at 4:00 pm.
* All SLAPEC meeting agendas are archived in the SLAPEC website on the West Valley College website at [http://www.westvalley.edu/committees/student-learning-program-effectiveness/index.html](http://www.westvalley.edu/committees/student-learning-program-effectiveness/index.html).

In compliance with the Americans with Disabilities Act, individuals needing special accommodations should contact WVC SLAPEC Chair Betsy Sandford at (408) 741-2478 ([betsy.sandford@wvm.edu](mailto:betsy.sandford@wvm.edu)) or WVC SLAPEC Chair Mel Vaughn at (408) 741-2483 ([Melvin.vaughn@wvm.edu](mailto:Melvin.vaughn@wvm.edu)) at least one week prior to the meeting date.
WEST VALLEY COLLEGE
STUDENT SERVICES COUNCIL
SEPTEMBER 4, 2018
12:30pm – 2:00pm, Kirkorian Pavilion

<table>
<thead>
<tr>
<th>Name</th>
<th>Present/Absent</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alfred Forrest</td>
<td>Present</td>
<td>Director, Health Services</td>
</tr>
<tr>
<td>Carol Pavan</td>
<td>Present</td>
<td>Counseling Representative, College Council and Academic Senate</td>
</tr>
<tr>
<td>Cheryl Miller</td>
<td>Present</td>
<td>Director, DESP</td>
</tr>
<tr>
<td>Debra Griffith</td>
<td>Present</td>
<td>Dean, Student Equity and Success</td>
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<tr>
<td>Freba Cognetta</td>
<td>Absent</td>
<td>Officer, Articulation</td>
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<tr>
<td>George Mageles</td>
<td>Present</td>
<td>Representative, Classified Senate</td>
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<tr>
<td>Gretchen Ehlers</td>
<td>Present</td>
<td>Coordinator, First Year Experience &amp; Student Success</td>
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<tr>
<td>Christina Llerena</td>
<td>Present</td>
<td>Director, TRiO</td>
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<tr>
<td>Joe McDevitt</td>
<td>Present</td>
<td>Director, Outreach and Promise Grant</td>
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<tr>
<td>Azar Babakan</td>
<td>Present</td>
<td>Testing Specialist, Assessment</td>
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<tr>
<td>Maritza Cantarero</td>
<td>Present</td>
<td>Director, Admissions &amp; Records &amp; Financial Aid</td>
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<tr>
<td>Marta Mora-Evans</td>
<td>Absent</td>
<td>Director, CalWorks</td>
</tr>
<tr>
<td>Vacant</td>
<td>N/A</td>
<td>Representative, Student Senate</td>
</tr>
<tr>
<td>Jose Martinez-Saldana</td>
<td>Present</td>
<td>Dean, Student Services</td>
</tr>
<tr>
<td>Rebecca Wong</td>
<td>Absent</td>
<td>Director, Title III</td>
</tr>
<tr>
<td>Sean Pepin</td>
<td>Present</td>
<td>Director, Student Development</td>
</tr>
<tr>
<td>Susan Wolfe</td>
<td>Absent</td>
<td>Manager, Barnes and Noble</td>
</tr>
<tr>
<td>Michael Byers</td>
<td>Absent</td>
<td>Division Chair, Student Services</td>
</tr>
<tr>
<td>Stephanie Kashima</td>
<td>Present</td>
<td>Vice President, Student Services (Interim)</td>
</tr>
<tr>
<td>Virginia Marquez</td>
<td>Present</td>
<td>Director, EOPS</td>
</tr>
<tr>
<td>Yalem Lakew</td>
<td>Present</td>
<td>Office Coordinator, Student Development (designee)</td>
</tr>
</tbody>
</table>

Facilitator – Stephanie Kashima

I. Welcome Back and Introductions – All

II. Purpose, Charge of SSC – All

- Sharing of events, activities, and notices.
- Policies on how students should be served.
- Clearing house of communication relating to students services such as, activities, concerns/issues.
- Examples of the policies/initiatives that SSC implemented was the progressive discipline procedure, requirement of district email use for all employees, and FERPA forms.
- Discussion on the implementation of new initiatives from the college, district, or the state.
- A good space to vet-out new ideas.
- This body makes changes to Administrative Procedures and Board Policies.
- Policy recommending body to College Council.
- Advocacy group for students and Student Services.
- In addition, it is a good space to share concerns with Cabinet as there are several cabinet members on the council.
• The membership reflects all the Student Services directors, administrators, and representatives or constituency.
• The Library has requested to be part of the group as they are an instructional student services.
• Determining which members can vote and cannot vote has been unclear.

III. Communication Standards (Reps to Constituents)
• The representatives, Deans, and Directors are charged with sharing out appropriate information back to their areas.
• Policies affecting students are shared out as appropriate.
• The Vice President have sent out communications regarding major changes/policies.
• The concern is that although the group meets but there are people out on the campus that does not believe they receive information from the members.
• Have minutes available so that it can be shared out to the constituency.
• The members should be responsible to report back to their group only as appropriate.

IV. College Mission Statement – Matais Pouncil
• Would like feedback on the College Mission statement via email directly to Dr. Pouncil.
• We will not refine the Mission Statement before the accreditation cycle but will be revising/refining after the visit and recommendations.
• Dr. Pouncil will be visiting all the stakeholder groups across campus.
• He will also send out an all-college email to the campus to capture as many feedback as possible.
• SSC will agendize it for the next meeting so it’s discussed as a group and provide a feedback after the next meeting.

V. Institutional Priorities:
  a. AB705
• What are the expectations for spring has been a prevalent question around campus.
• Transitioning from using Accuplacer for placement and will be using student transcripts for placement instead.
• Some districts have already made the transition but West Valley will be implementing it in 2019.
• Students that are in ESL will have an additional year to modify implements for placements.
• Students can still opt to use any testing instrument that is used at the college if they choose to do so.
• The Chancellor’s office has not approved any new testing instruments, they will not recognize former testing instruments such as Accuplacer.
• Student Services needs to tackle selecting a new testing instrument to have available for those that opt to be placed in this manner.
• Currently, we do collect CalPass Plus data and we should have the self-reported GPA available soon.
• Updated information need to be created now as the spring schedule is being planned at this moment.
• Coordinate with Non-credit Department to provide additional math and English prep courses so that students can better self-place themselves into credit courses.
• AB705 requires that we provide support courses as not all school districts provide the same level of academic rigor for their students. Therefore, even though a student received excellent grades at their high school this may not translate to college readiness.
• The current plan is to provide two sets of courses. For example, provide a 3-unit Math 10 and 5-unit Math 10 with support but all taught by the same instructor.
• Most studies show that students are more likely to place themselves at lower level courses than they are eligible.
• Since there will be more time spent with placements during orientation, isn’t it possible for students to now receive credit for orientation, education plan, and assessments? Orientation structure needs to be re-evaluated.
• The state is eliminating assessments as countless research show that assessments tools show significant bias especially to those in minority groups.
• Gretchen and Jose are in the AB705 taskforce. Please communicate with them if there are concerns you would like to share with them.

b. Guided Pathways – Sean Pepin
• Launched guided pathways to the campus during all college day.
• They want to create a streamlined guideline for students to use to ease degree achievement and/or transfer.
• The state has not defined a clear guideline on how to proceed therefore, West Valley has decided to start with an inquiry year.
• There will be student focus groups in spring.
• Those that are interested in joining one of the four pillars, please email Rebecca Wong. The four pillars of Guided Pathway: Clarify the Path, Enter the Path, Stay on the Path, and Ensure Learning on the Path.
• The have invited Rob Johnstone to speak in January, and help use our data to personalize Guided Pathways for the college.
VI. Concurrent Enrollment Change of Entering Grade Level – Gretchen Ehlers and Joe McDevitt.
   • This will be discussed at the next Academic Senate meeting. This item was pulled from being on the Board agenda, as it was not discussed at Academic Senate.
   • The impetus for this: Those that want to take courses, as concurrent enrollment students had to be interviewed by the VP of Student Services if they wanted to be concurrent enrolled as 10th graders.
   • West Valley added 9 dual enrollment courses, these are not available to college students.
   • As of right now we have 46 10th-grade students, 9 in concurrent enrollment and 37 in dual enrollment. This is out of 1000 concurrent students for summer and fall 2018.
   • There was also a request from the high schools to grow the Middle College program but because of the lack of qualified students, they suggested opening the program to sophomores and therefore, this prompted the discussion and opening of doors to 10th graders for concurrent enrollment.

VII. Standing Reports
   a. Academic Senate
      • Next meeting 2:15 pm – 4:40 pm next Tuesday.
      • Faculty appraisals for the
   b. Classified Senate
      • Manager/Supervisor Breakfast next week.
      • Retreat Octo. 5th, all day, Managers should have received noticed
      • Meetings are 2nd Wednesday of every month
      • Book sale Oct. 17 & 18 sponsored by Classified Senate
   c. College Council
      • Have not met
   d. Division Council
      • Student Services Council strongly advocated to have both deans report to the Provost Council.
      • Division council has not met.
   e. Marketing Committee
      • Two graphic artists on board, both part-time.
      • The group meets Mondays from 11:00 am – 1:00 pm
      • The group will make more effort sharing out to the community about their projects.
      • Please come to the meetings if you’re interested as it’s open to everyone.
   f. BRAC
      • Have not met
g. Other

- Sean Pepin has been selected as one of the six regional coordinators for the next two years for Guided Pathways. He will be assigned to the Orange/LA region.
- All 4 student interns are available in the Health Services for personal counseling.
- The hours of operation in Admissions and Records will be changing to provide more additional hours in the evenings. Counseling has already expanded their hours.
- Student email timeline will be shared out to the colleges from IS.
- Add to next agenda: lighting on campus especially, around North Walk.