

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting – February 8, 2016

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

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

Members Present: Linda Beam, Ann Garten, Irene Graff, Vishu Gupta, Chris Halligan, Jo Ann Higdon, President Maloney, Jeanie Nishime, Susan Pickens, Susana Prieto, Jean Shankweiler, Claudia Striepe, Luukia Smith.

Guest Present: David Mc Patchell.

1. Minutes – February 1, 2016 minutes were approved as presented.
2. Review 2015-16 College Council Goals
  - a) Update and Review Board Policies and Administrative Procedures: A lot of progress has been made in this area. An updated master policies and procedures matrix will be brought to College Council on February 22, 2016. It was noted that there are policies that do not have accompanying procedures.
  - b) Have all Consultation Committees revise and post minutes, agendas, purpose and goals to their specific Committee webpage, and have a link to these pages from a central Administrative page: The central Administrative webpage has been created. There are links to campus committees on that page. It was noted that not all committee minutes are posted and/or current. The webpage will be renamed from “Consultation Committees” to “Campus Committees.”
  - c) Review and endorse the Master Plan: The Master Planning process has begun. The Strategic Planning Committee met on February 5, 2016. College Council will review the plan before it is submitted to the Board for approval in the fall.
  - d) Support initiatives of the CEC to train staff/faculty/committees in preparation for accreditation through quarterly reports and discussion: The Compton Center representative makes periodic reports at College Council on the status of the Accreditation process at the Center.
  - e) Develop plans and procedures to orient new members to consultation committee: College Council developed an orientation/information packet for new members.
3. College Council Orientation Materials – The College Council Orientation/Information packet was reviewed. Requested amendments will be made to the document and brought back to College Council for final review.
4. College Council minutes – It was noted that minutes should indicate that dialog occurred and will capture the main thoughts expressed during dialog.

5. Accreditation – We received notification that the Accrediting Commission for Community and Junior Colleges (ACCJC) found that El Camino College has addressed Recommendations 1, 2, and 3 from the fall 2014 comprehensive evaluation, resolved the deficiencies, and meets ACCJC standards. The next scheduled report is the College Midterm report due by March 15, 2017.

Agenda February 17, 2016 (Wednesday)

1. Minutes – February 8, 2016
2. Board Agenda Review

Future Agenda Items:

1. Policies and Procedures Inventory/Status Report
2. College Council Orientation Document final review

#### 2015-16 College Council Goals

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3. Review and endorse the Master Plan.
4. Support initiatives of the CEC to train staff/faculty/committees in preparation for accreditation through quarterly reports and discussion.
5. Develop plans and procedures to orient new members to consultation committee.