



College Council Meeting

November 5, 2018

I building Board Room

2:30 -3:30 pm

ATTENDING:

Kevin McCarthy, Cheyenne Roduin, Jichul Kim, Carol Estrada, Alma Meza, Neal Parker, Cheryl Stover, Jake Jackson, Katherine Hansen, Connor Moore, Connie Tran, Lesley Hogan, Stefanie McIrvin, Jeff Pulliam, Sil Xayamouangbo, Huma Mohibullah, Warren Takata

ABSENT: Lindsay Tanzi, Matt Vielbig,

NOTES: Cheyenne Roduin

College Council 2018-19 Goals:

- Monitor the strategic plan implementation process
- Monitor progress towards preparation for the accreditation visit

AGENDA

1. Welcome and Introductions

KM – This council is using a shared governance approach to solving big issues on this campus. Due to a failed search, we will not immediately replace Michele Campbell’s position in IR. The two areas we want to focus on this year are the Strategic plan and its implementation/planning and preparation for our NWCCU seven year visit in 2021. One of the recommendations we received was about our planning process on a whole. We will be identify who will help this council with accreditation process. Meeting once a month might not be enough to get us going, so every-other week for fall quarter and possibly winter quarter.

2. Review of RTC College Council Bylaws (updated 4/17/17)

CR – I worked on a first draft of the current bylaws and most of it works up until the parts about membership and people being elected. We probably want to talk more about “appointed” instead of elected. Also, people who are on this council are the conduit back to their groups/departments and if you cannot make a meeting, you can and should send someone else in your place so that information can keep flowing.

3. 2018-19 Recruitment of new members

JK – We can work through this council to make some smaller accreditation groups and still be functional.



4. Update on 2017-18 Strategic Plan Monitoring Report

JK – We need to keep in mind why we use the monitoring report. They don't like anecdotal, they like facts and figures. We need to start from the mission and mission fulfillment. We have goals and objectives and priority objectives for each year. College Council members get together to score the report and benchmarks. We have 51 strategic indicators – more than other colleges. Purpose of monitoring report is to help us make sense of what we are doing and prove our outcomes.

KM – important for accreditation: we are being judged against ourselves (not against others). Are we doing what we say we are doing? We set a benchmark for ourselves to measure success and are we giving priority accurately.

JJ – There was discussion about WHEN we look at the KPIs and when we get the data. Are we considering moving when we score next? Some of the newer indicators might be broad and set us up for low scoring.

JK – We need to find the right timing and review some strategic indicators. We questioned if we are measuring what we want to measure or do we want to redefine them. If we cannot convince ourselves than we cannot convince others.

NP – This body needs to figure out which KPI and core themes are more relevant so we can update some sooner than others. Then build a timeline around those priorities. Data comes at different parts of the year.

AM – New people in the room might not understand the vocabulary we are using. Also important to see the unit plans.

JK – IR office collects the Unit Plans and they try to align them with the strategic goals. We provide the gap analysis.

JJ – there could be gaps that nobody is catching and the scope of this group is to look at them overall.

WT – How are we going to break up into groups to assess this data?

JK – Normally they create steering committee for accreditation, but we are trying to use College Council. We have 5 standards and those could be how we break up into groups. There is one common theme: accreditation as renewal. An opportunity to improve ourselves and prove it through our documentation.

5. 2017-18 Annual Accreditation Update Report for WSQA

JK – We are providing an annual report on our compliance. We are on track for meeting their recommendations and showing our progress. We proved how we made progress on standing recommendations. When we have a 7-year visit, they are going to drill down in the evidence and we will need to provide the documentation.

6. Report on year seven/mid-cycle site visit experiences from other community and technical colleges

NP – I attend institutional research meetings and accreditation comes up frequently. IR works as liaison for accreditation. The other colleges are also involved in or just finished accreditation. To become an accreditation evaluator you get trained by what is on the books, but standards change and it might look different on paper than in the person we actually get. NWCCU year seven visits can talk to anyone they want so it is important that College Council keeps everyone informed and



brought up to speed in case they are approached by evaluator. Some colleges also do mock-visits, several months before the visit, using people who have gone through this process before.

AM – I was part of a team that had a lanyard with a card with answers on it. It was fun. We had weekly quizzes to keep us on our toes.

WT – Do we have any past evaluators on campus? It would be good to know what standards they will be addressing.

NP – We don't really know.

JK – NWCCU provides a checklist on their website with their expectations. They are trying to make the new standards clear to everyone. We will need to be mindful and specific of our objectives.

NP – Whatcom is going through their 7-year visit and they have a good model of how to centralize all their information in one spot.

a. [Whatcom Accreditation planning tool](#)

JK – The visiting team is made up of peers. It is a good opportunity to improve ourselves. We need to find out the purpose of College Council.

ACTION ITEMS:

1. Cheyenne will send out edited/draft bylaws for review prior to next meeting.
2. Cheyenne will contact Chris Carter for Allied Health rep and possibly an adjunct faculty. She will also revisit Patrick Brown for a representative.
3. J305 would be a good future meeting room to use
4. Jichul will create a glossary of the vocabulary that we will be hearing and using.
5. Jichul will share the information about Unit Plans as well as send out NWCCU standards and checklists to the committee.
6. Agenda item for next meeting – The Purpose of College Council – discuss a subcommittee just for accreditation?

UPCOMING MEETINGS: Schedule is as follows from 2:30-3:30pm

- November 19 – Board Room (I-202)
- December 5 – Conference Room (C-113)