COLLEGE COUNCIL
Friday, September 25, 2015
2:00 p.m. to 4:00 p.m.
Health Sciences Building
HS 111

MINUTES

AN ATTENDANCE LIST IS ATTACHED.

1. **CALL TO ORDER** of the September 25, 2015, College Council Meeting – President Schaffer

   President Schaffer called to order the September 25, 2015, College Council Meeting at 2:04 p.m.

2. **ACKNOWLEDGEMENT** of New Members (email attachment – 2015-2016 Membership)

   President Schaffer welcomed the new College Council members.

   - **Karin Quigley** – Classified Staff – Fall 2015-Spring 2017
   - **Tara Rood** – Professional Staff – Fall 2015-Spring 2017
   - **Kevin Yarbrough** – Professional Staff – Fall 2015-Spring 2017
   - **Rob McNabb** – Faculty – Fall 2014-Spring 2016
   - **Jeri Griego** – Faculty – Fall 2015-Spring 2017
   - **Jill Koslosky** – Mid-level Manager – Fall 2015-Spring 2017
   - **Noah Cheshier** – SGA – Fall 2015-Spring 2016
   - **Daniel Johnson** – SGA – Fall 2015-Spring 2016
   - **Zak Wood** – SGA – Fall 2015-Spring 2016
   - **Tammy Maas** – President's Cabinet – Continuous
   - **Rick Johnson** – President's Cabinet – Continuous

3. **ELECTION** of 2015-2016 Co-chair

   President Schaffer noted he is a non-voting member of the College Council, explained the election process, and called for nominations for co-chair.

   Election Process. Nominations from the floor will be accepted for College Council Co-Chair. The Co-Chair must be from the voting membership of the Council. Nominations will be requested three times. Nominees must accept their nomination. If more than one nomination is received, a paper ballot vote will be taken.

   Melvin Hawkins nominated Chad Marley, and Chad accepted the nomination. Hearing no requests for further nominations, President Schaffer stated Chad Marley is elected the 2015-2016 College Council Co-chair.

4. **MINUTES** – Approval of the March 27, 2015, Minutes – President Schaffer

   Melvin "Hawk" Hawkins moved and Tammy Maas seconded,

   MOTION: That the College Council approves the March 27, 2015, minutes as written.

   DISCUSSION: None

   MOTION CARRIED unanimously.

5. **POLICIES AND PROCEDURES**

   A. [Budget Development and Management Policy No. 4.8](#) (No Feedback Received) – Jayne Myrick
   B. [Budget Development and Management Procedure No. 4.8P](#) (No Feedback Received) – Jayne Myrick

   President Schaffer explained the policies and procedures development, ratification, and approval process in Policy Development Procedure No. 1.2.11.
   http://policies.lccc.wy.edu/Files/Procedure%201.2.11P%20Policy%20Development%20and%20Approval%20Procedure-Revised-BDfeb5-14.pdf

   Melvin "Hawk" Hawkins moved and Tammy Maas seconded,

   MOTION: That the College Council ratifies Policy 4.8 and Procedure 4.8P and recommends the President approves these and advances Policy 4.8 to the Board of Trustees for their approval.

   DISCUSSION: None

   MOTION CARRIED unanimously.

   The procedure will be effective upon approval of Policy 4.8 by the Board of Trustees, which will require two readings. The first reading will take place during the October 7th Board meeting..

   C. [Business Function Procedure No. 4.1.3P](#) (No Feedback Received) – Pam DeMartin

   Melvin "Hawk" Hawkins moved and Tammy Maas seconded,

   MOTION: That the College Council ratifies Procedure 4.1.3P for President's approval and signature.

   DISCUSSION: None

   MOTION CARRIED unanimously.

   D. [Campus Key Control Procedure No. 5.1.2P](#) (No Feedback Received) – Bill Zink

   Melvin "Hawk" Hawkins moved and Tammy Maas seconded,

   MOTION: That the College Council ratifies Procedure 5.1.2P for President's approval and signature.

   DISCUSSION: None

   MOTION CARRIED unanimously.

   E. [Medical Amnesty Policy 3.21](#) (No Feedback Received) – Judy Hay
      NOTE: Effective 8/11/15 by Executive Order thru 12/8/15
   F. [Medical Amnesty Procedure 3.21P](#) (Feedback received was incorporated by President's Cabinet.) – Judy Hay
      NOTE: Effective 8/11/15 by Executive Order thru 12/8/15

   Melvin "Hawk" Hawkins moved and Jill Koslosky seconded,

   MOTION: That the College Council ratifies Policy 3.21 and Procedure 3.21P and recommends the President approves these and advances Policy 3.21 to the Board of Trustees for their approval.

   DISCUSSION: Kevin inquired about what actions would be taken if students manipulate the Medical Amnesty Procedure. Jill explained regulations are in place that determine who is given amnesty and that amnesty does not exempt a student from having a conversation with the Dean of Students. The College

does not want students to continue to make medical amnesty a practice. She added that institutions have historically found that misuse of a medical amnesty policy and procedure does not become an issue.

MOTION CARRIED unanimously.

The procedure will become effective upon approval of Policy 3.21 by the Board of Trustees, which will require two readings. The first reading will take place during the October 7th Board meeting.

G. Student Discipline Adjudication Procedure 3.16P (No Feedback Received) – Jill Koslosky
   NOTE: Effective 8/11/15 by Executive Order thru 12/8/15

Jill stated the changes included adding a definition for "Medical Amnesty" and a reference to Medical Amnesty Policy 3.21 and Procedure 3.21P. "Dean of Students" was changed to "Dean of Students/designee," so that the Dean of Students may appoint a designee to do sanctioning in the event the Dean of Students needs to investigate the circumstances of a student's reported misconduct. The Dean of Students cannot investigate and sanction a disciplinary case.

Melvin "Hawk" Hawkins moved and Caroline Ross seconded,

MOTION: That the College Council ratifies Procedure 3.16P for President's approval and signature.

DISCUSSION: Jill confirmed for Kevin that the designee would never be the Title IX coordinator.

MOTION CARRIED unanimously.

6. INNOVATION FUNDS PROPOSALS

Kim provided a brief explanation of the innovative funds program. The manual, guidelines for reporting, and examples of successful proposals may be found on EaglesEye. Institutional Effectiveness staff provided a training session on how to submit a successful proposal during the August in-service sessions. The deadline for submitting a proposal for 2015-2016 was Wednesday, September 9th. The four proposals, three of which are pilot projects, were distributed to all College Council members for scoring. Of the 22 College Council voting members,14 returned scorings (2 professional staff, 2 classified staff, 2 faculty, 3 mid-level managers, and 5 President's Cabinet members), which Kim stated is a fair representation of the Council. Kim added the projects will move into the formal institutional projects management coordination process this fall.

Each project manager was asked to give a brief overview of their project, which was followed by an opportunity for Council members to ask questions. A motion was then made and seconded on which the Council acted.

For the record, the four proposals and their amounts are:

- A Crucial Conversation, Civil and Cultural Discourse Series $35,000.00
- Center for Teaching and Learning $23,326.92
- Center for Learning Technologies $15,000.00
- Mass Media-Multimedia $10,000.00

  TOTAL $83,326.92

A. Scoring Totals
   1) Center for Teaching and Learning – Kari Brown-Herbst

   Kari noted this is the final year that the Center for Teaching and Learning (CTL) will be eligible to apply for, and receive, innovation funds. She responded to the three comment areas included in the scoring of the proposal. Those comment areas and responses are included below.

   The CTL is interested only in faculty.
   - The CTL addresses formal and informal teaching across the College.
   - Classified and Professional Staff members represented 35% of the fall 2014 workshops.
   - In fall 2014, 45% of the professional development offerings were led by staff, and 37% of the attendees were staff.
   - In spring 2015, 42% of the professional development opportunities were led by staff members, and 37% of attendees were staff.
   - In summer 2015, the CTL sponsored a certification course in Microsoft Word exclusively for staff, and 21 staff members from the Cheyenne and Laramie campuses were certified.
   - Also in summer 2015, a Microsoft Excel certification course was offered, and 19 staff members were certified.
   - In fall 2015, 43% of the presenters for the in-service workshops were staff members, and 12% of the attendees were staff members. The lower percentage of staff attendees was attributed to the semester's first-week interactions with students for which staff are responsible.
   - In the professional development schedule released this week, one or more staff members are leading 70% of the sessions. The very first professional development opportunity was led by staff with 70% of the attendees as staff members.

   Tie evaluations of the CTL to the College's primary mission to improve teaching.
   - Informal ways used to help new faculty improve their teaching and communication skills based on the CTL's authority include:
     o Observing new faculty and sharing those observations with new faculty.
     o Engaging new faculty in the difficult task of asking questions about their teaching based on what their students are saying.
     o Engaging in reflective practice on how new faculty can better their teaching skills.

   Include Student Services representation on advisory committee.
   - Former Vice President of Academic Affairs Fierro had also recommended this. Three invitations were extended and all three were declined. The scorer's comment is a reminder that invitations need to be extended again.

   Melvin "Hawk" Hawkins moved and Judy Hay seconded,

   MOTION: That College Council approves funding the "Center for Teaching and Learning" proposal.

   DISCUSSION: Jeri stated the CTL's operations are now established and so asked why the CTL is being funded from innovation funds instead of the College's operating budget. President Schaffer stated pilot projects are limited to one-year duration with the option to renew funding for an additional two years upon evaluation of the project's final report. Each innovation funds proposal goes through an evaluation cycle. If after the third year all indications are that CTL has met expectations, then the funding for it will have to come from the general fund. Jeri responded that since the College has made a commitment for a position and a secondary position, she is glad to hear the transitioning is happening.

   MOTION CARRIED unanimously.

2) <u>Center for Learning Technologies</u> – Les Balsiger

Les stated the innovation funds request is for the third year of the pilot project. The innovation funds requested will be used to continue addressing Strategic Plan Goal 1.A.iv. "Develop an LCCC Online enterprise with sufficient autonomy to purposefully grow offerings and enrollment in distance education using cutting-edge course design and innovative instruction." Specifically, a taskforce will be charged with looking into developing an online campus and examining every aspect needed to implement an online campus at LCCC.

The Collaborative Model for Online Innovation is a systematic approach to improving online education. The first two years of the pilot project focused on creating high quality, online degree programs, which had not yet been done. One of the major improvements coming from the pilot project was developing a consistent look and feel of course home pages in D2L. An online template was also developed and is being used for some courses. The Online Classes Procedure 6165 is being updated as well to reflect the changes in online course offerings. In anticipation of the project's success, a committee will be formed next fall that will have a larger representation from across campus. The committee will determine the next steps to assure high quality, online instruction.

Speaking to the continuation of the project beyond the provision of innovation funds, Les stated next year's budget will include funding for course development.

Melvin "Hawk" Hawkins moved and Tammy Maas seconded,

MOTION: That the College Council approves funding of the "Center for Learning Technologies" proposal.

DISCUSSION: Hawk stated having an opportunity for a peer review of "those courses" is phenomenal in terms of standardization, offerings, limitations, and capacity. Also, having a virtual campus changes the whole scheme of things and should be pursued in the interest of LCCC's students.

Jeri asked how the effectiveness of the dollars used to travel to colleges with successful online campuses will be measured; i.e., what are the intended outcomes? Les stated the outcome will be a report to President's Cabinet on what steps need to be taken and what will be incorporated in those steps to determine, for example, how many employees will be needed to implement the full program, the design of which will assure LCCC's "online programs will have the highest level of consistence and quality in the region." [The Collaborative Model for Online Innovation Proposal, Executive Summary – Les Balsiger]

MOTION CARRIED unanimously.

3) <u>A Crucial Conversations, Civil and Cultural Discourse Series</u> – Zeke Sorenson

<u>Project Timeline</u>
Zeke addressed the major issue that surfaced from the comments, which was the project's lengthy timeline. Planning well in advance will allow faculty, staff, and students to find time in their schedules to attend the workshop sessions. The "Crucial Conversations" workshops will take place in the fall, and the multi-cultural and diversity sessions will take place during the spring. The majority of the funding will be used to book outside experts in April and May for workshop presentations next fall. Interest in "A Crucial Conversations, Civil and Cultural Discourse Series" was generated by the Student Allies for Equality Group on campus. Discussion of very polarized topics can become volatile because of the emotion behind differing opinions. The series provides tools for navigating discussions and keeping topics on point when discussions becomes aggressive.

Assessment
Qualitative, quantitative, and pre – and post-session assessments using a Likert scale (open-ended questions) to measure growth based on learning outcomes have been developed for each session. Follow-up interviews may also be conducted with participants to see if the session materials helped guide productive discussions. Another suggestion was made to conduct a campuswide survey with the assistance of Institutional Research staff to see if communication has improved.

Inclusion of Other Areas—Human Resources, Center for Teaching and Learning (CTL)
Zeke agreed collaboration with Human Resources, the CTL, the Cultural Committee, off-campus groups, and any other area/group that would effectively contribute to the implementation of the project's goals and strengthen employee and student participation should be considered.

Comments and Other Recommendations
- The cost of the speakers is an estimate based on Zeke's experience contracting speakers for campus activities.
- The target market for the "Crucial Conversations" workshop is faculty, staff, and students. The workshop is designed to train 30 attendees who would become facilitators for guiding more productive conversations on diverse and multi-cultural topics and LGBT (Lesbian, Gay, Bisexual, and Transgender) issues.
- Jeri suggested students be added to the target audience and that student representatives be added to the project team. Zeke agreed.

Melvin "Hawk" Hawkins moved and Judy Hay seconded,

MOTION: That the College Council approves funding "A Crucial Conversations, Civil and Cultural Discourse Series."

DISCUSSION: Jeri stated that since Zeke agreed to her suggestions, she would not ask that an amended proposal be brought back to College Council. Zeke re-stated that he will incorporate Jeri's suggestions to add students to the target audience and student representatives to the project.

MOTION CARRIED unanimously.

4) Mass Media-Multimedia – Jake Sherlock

Jake explained the purpose of the proposal is to determine if changes need to be made to the Mass Media-Multimedia curriculum to better serve growth areas. A consultant would be engaged to review the current curriculum and suggest changes, if any, to assure the program's curriculum is "cutting edge." The current curriculum mostly focuses on a traditional, print-based newspaper and has grown to include more and more digital products. The question being considered is "Does the curriculum need to first focus on digital and then on print? And, is this the right path for LCCC? Jake would like for the number of students in the program to increase beyond the current core of students.

Jake addressed the comment that perhaps more money should be spent on equipment, stating that as equipment goes, the program is doing pretty well; e.g., a great broadcasting studio. What is being experienced is not enough time to use the equipment.

Comments, Questions, and Responses
- The College's public interest Channel 191 (formerly Channel 11) airs the Board's meetings and sporting events and also displays Public Relations' text-on-screen, public service announcements. Collaboration is needed between Mass Media-Multimedia and Public Relations in the use of Channel 191. A team of half multimedia and half Public Relations staff is proposed so that more staff can determine how to best leverage full use of the public interest channel.

- A consultant will provide an outside perspective that will validate where monies need to be jointly invested between the Mass Media-Multimedia program and Public Relations.
- Although a shared interest exists in the use of Channel 191, in terms of pedagogy, the Mass Media-Multimedia degree is journalism-based not public relations-based. A strong editorial voice needs to be maintained for students. J O'Brien and Jake serve as advisors for the *Wingspan* and provide guidance to the students who determine what goes into the paper.
- The proposal's purpose for contracting with a consultant is to seek recommendations.
- A consultant could help determine how to better articulate with the College's partners—major journalism colleges and universities and also businesses.
- The consultant could serve on the program's advisory committee.
- The selection of a consultant for the project through a bid process was suggested.

President Schaffer explained the proposal is for a planning project, which is to be completed in one year. One of the reasons planning projects are considered for funding is to provide a stronger and objective basis for recommending program modifications, improvements, and investments. Although there is no guarantee that a successful planning project will receive future investment, a planning project that is supported by a strong, evidence-based funding request will probably fair better in the College's budget process.

Melvin "Hawk" Hawkins moved and Kim Bender seconded,

MOTION: That the College Council approves funding the Mass Media-Multimedia proposal.

DISCUSSION: "Hawk" stated that based on the feedback the proposal may need to be reworked and suggested amending the motion so that proposal modifications and a presentation of the modified proposal to College Council would be required. President Schaffer stated the requested modifications will be taken into consideration before final approval. Kim added responses to the modifications are a standard component of the first report that may encompass, for example, any budgetary changes and College Council recommendations.

MOTION CARRIED with nine yeses (Judy Hay, Karin Quigley, Kim Bender, James Malm, Melvin Hawkins, Tara Rood, Caroline Ross, Noah Cheshier, and Zak Wood) and six noes (Jeri Griego, Jill Koslosky, Rob McNabb, Kevin Yarbrough, Tammy Maas, and Daniel Johnson)

President Schaffer asked that Council members send him and/or Chad anything they would like addressed in the first report that would make the planning project stronger.

7. **DISCUSSION ITEMS** (*Items needing discussion by College Council.*)

None

8. **INFORMATION ITEMS** *(Items not needing large discussion, but are important for College Council's awareness.)*

President Schaffer explained for new members the following standing reports and construction update are included with each agenda for information and questions.

A. [Enrollment Report](#) – President Schaffer

B. [HR Recruitment (Position Vacancy Status) Report](#) – Tammy Maas

Recruitments are in process for 11 positions. The number of resignations and terminations are noted at the bottom of the report and will be tracked throughout the year. Metrics on how long it takes to fill a position have not yet been collected but could be for future reporting.

C. Construction Update

The Construction Update provided with the agenda is the same as may be found on the College's homepage.

D. Constituent Feedback

Chad explained the purpose of this agenda item is to provide an opportunity for sharing feedback from constituent areas.

E. Next Meetings
    - October 16 – HS 111
    - November 20 – HS 111
    - December 18 – HS 111

Chad asked Council members to consider what the College Council should be doing in addition to what they area already doing; for example, updates on action projects for HLC, and to send their ideas to him or President Schaffer.

9. **ADJOURNMENT** of the September 25, 2015, College Council Meeting – Co-chair Chad Marley

College Council Co-chair Chad Marley adjourned the September 25, 2015, College Council meeting at 3:13 p.m.

Respectfully submitted,

Vicki Boreing
Recorder

P E UE*	Member 22 Voting Members	Representative Areas	Term Start Date	Term End Date
	COLLEGE COUNCIL 9/25/15 ATTENDANCE RECORD			
P	President Joe Schaffer	ex officio (non-voting)	N/A	N/A
E	Aaron Casteel	Classified Staff – Elected at Large	Fall 2014	Spring 2016
P	Karin Quigley	Classified Staff – Elected at Large	Fall 2015	Spring 2017
E	Amy Ehlman	Classified Staff – Appointed	Fall 2014	Spring 2016
P	Tara Rood	Professional Staff – Elected at Large	Fall 2015	Spring 2017
P	Caroline Ross	Professional Staff – Elected at Large	Fall 2014	Spring 2016
P	Kevin Yarbrough	Professional Staff – Appointed	Fall 2015	Spring 2017
P	Rob McNabb	Faculty – Appointed by Faculty Senate	Fall 2014	Spring 2016
E	Mohamed Chakhad	Faculty – Elected at Large	Fall 2014	Spring 2016
P	Jeri Griego	Faculty – Elected at Large	Fall 2015	Spring 2017
P	Jill Koslosky	Mid-level Manager (Nominated at Large; Appointed by the President)	Fall 2015	Spring 2017
P	Melvin "Hawk" Hawkins	Mid-level Manager – Nominated at Large; Appointed by the President	Fall 2014	Spring 2016
P	Chad Marley	Mid-level Manager (Nominated at Large; Appointed by the President)	Fall 2014	Spring 2016
P	Noah Cheshier	SGA (Elected by SGA)	Fall 2015	Spring 2016
P	Daniel Johnson	SGA (Elected by SGA)	Fall 2015	Spring 2016
P	Zak Wood	SGA (Elected by SGA)	Fall 2015	Spring 2016
P	Kim Bender	President's Cabinet	Continuous	
E	Terry Harper	President's Cabinet	Continuous	
P	Judy Hay	President's Cabinet	Continuous	
E	Rick Johnson	President's Cabinet	Continuous	
P	Tammy Maas	President's Cabinet	Continuous	
P	James Malm	President's Cabinet	Continuous	
E	Lisa Murphy	President's Cabinet	Continuous	
P	Jayne Myrick	Budget Director – ex officio (non-voting)	Continuous	
E	Ann Murray	Institution Research Manager – ex officio (non-voting)	Continuous	
P	Vicki Boreing	Recorder (non-voting)	Continuous	
GUESTS Les Balsiger, Kari Brown-Herbst, Karen Clark-Bond, Pam DeMartin, Jake Sherlock, Zeke Sorenson, Bill Zink				