I. Call to Order

II. Public Comment
   a. Regarding Items NOT on the Agenda
   b. Regarding Items ON the Agenda

III. Approval of Minutes (11/12/13)

IV. Standing Reports
   a. Budget
   b. Technology
   c. Institutional Planning and Effectiveness
   d. Institutional Program Review
   e. Academic Senate
   f. Student Senate
   g. Implementation Task Force

V. Information Items
   1. Accreditation Update – La Serna
   2. Institution-set Standards – Dr. Ozturk
   3. 2014-2015 Faculty Rankings – Carrizosa
   4. 1st Read: AP 6250 – Budget Management – Statton

VI. Action Items
   5. 2nd Read: New Program Review Process – DeLain
   6. 2nd Read: AP 6505 – Tulare College Center Distinction Between Campus Facility Improvements and Farming Operation – Statton

Members
   Administration (4): Eric Mittlestead, John Bratsch, Jonna Schengel, Brent Calvin (co-chair)
   Faculty (4): David Hurst, Stephen Tootle, Lisa Greer, Meng Vang
   Adjunct Faculty (2): Don Nikkel, Pat Twiford
   Classified (4): Donna Robinson, Joanne Barkhurst, Shelli Giles, Steve LaMar (co-chair)
   Students (2): Diana Garcia, Danielle Rivera
   District Governance Senate Co-Chair Representatives (4): Christine Statton, Tim Hollabaugh, Jennifer Vega La Serna, Cindy DeLain
   Superintendent/President, Ex Officio (1): Stan Carrizosa
Members Present

Administration: Brent Calvin (co-chair), Eric Mittlestead, John Bratsch, Jonna Schengel
Classified: Joanne Barkhurst, Shelli Giles, Donna Robinson
Faculty: David Hurst, Lisa Greer
Adjunct Faculty: Don Nikkel, Pat Twiford
District Governance Senate Co-Chair Representatives: Christine Statton, Budget
Tim Hollabaugh, Technology
Jennifer Vega La Serna, Institutional Planning and Effectiveness
Thea Trimble (proxy for DeLain), Institutional Program Review

Students: Diana Garcia
Superintendent/President: Stan Carrizosa
Ex Officio: 

Guests: Dali Ozturk, Kristin Hollabaugh, Jessica Figallo, Joni Jordan

Members Absent: Meng Vang, Danielle Rivera, Cindy DeLain, Steve LaMar, Stephen Tootle

I. Call to Order: Calvin called the meeting to order at 3:10 p.m.

II. Public Comment:

1. Items not on the agenda: Hurst talked about the Academic Senate’s resolution for funding for the writing center which will be discussed at next meeting. The resolution comes in response to the proposed use of an “outside” contracted tutoring service. There has been miscommunication about the proposal. LaSerna clarified that nothing official has been done other than obtaining a proposal, and that the services would support all disciplines not just language arts. Calvin expressed that everyone should be taking this information back to their constituents. Carrizosa responded to Trimble’s address to the board on 11-4-13 concerning the approval process for board policies and administrative procedures. He passed out copies of BP/AP 2410 and BP/AP 2510 which explains in detail the process for how the District adopts an AP and BP and decision-making process. Trimble raised the issue that when academic issues come up, the Academic Senate should be the approving body. Carrizosa talked about “10+1” as described in AP 2510 and handed out Barclays California Code of Regulations which defines “10+1”. Carrizosa explained that legally the Board has supreme authority in decision-making and can rely on the recommendations of District Governance Senate or Academic Senate, or have both bodies mutually agree. A very lengthy discussion followed about “10+1” and the authority of Academic Senate in decision-making versus that of the District Governance Senate. Carrizosa agreed with Trimble that training on “10+1” should be offered to a group of COSTA, Academic Senate, CSEA, and District Governance Senate representatives.

2. Items on the agenda: None

III. Approval of Minutes: Hurst moved to approve the minutes from 11/12/13; Hollabaugh seconded. Motion carried by unanimous vote.

IV. Standing Reports:

a. Budget Committee: Statton presented items as listed in the Standing Reports. Statton talked about the committee’s recommendation regarding above base budget requests. Historically, four mutually exclusive lists were ranked with equal pots of money allocated for each (Institutional equipment, Non-instructional equipment, Facilities and Technology). Funds are now allocated to the District without the restriction to be used equally amongst the four categories. The Budget Committee recommends having the responsibility to prioritize the four final lists.

b. Technology Committee: Hollabaugh presented items as listed in the Standing Reports. The committee will work with IPEC on their recommendation.
c. **Institutional Planning and Effectiveness Committee**: La Serna presented items as listed in the Standing Reports. The committee recommends changing the faculty membership for IPEC in the Governance and Decision-making Manual. Discussion followed about how changes to the Governance and Decision-making Manual should be made. Discussion followed. Calvin agreed that changes should be brought to the District Governance Senate as a recommendation in the Standing Report form to be approved by the senate. If approved, the change will be included as an addendum until the manual is updated, which will occur annually.

d. **Institutional Program Review Committee**: Trimble presented items as listed in the Standing Reports. She informed the senate that the IPRC will be offering trainings on the new program review process.

e. **Academic Senate**: Hurst presented items as listed in the Standing Reports.

f. **Student Senate**: Garcia reported that the leadership class participated in peer and self-assessments and leadership-type tests. She also reported on the interview the Student Senate Executive Board had with a member of the ACCJC visiting team. Hurst commended the Student Senate for their participation in the governance process this year.

g. **Implementation Task Force**: No report.

V. **Information Items**:

1. **Accreditation Update** – La Serna updated senate on the recent ACCJC team visit. She talked about all of the preparations and meeting scheduling that had to take place in just a very short timeframe. The visiting team met with groups from all over campus. The team commended COS for providing easy access to evidence and for a well-written report, and was impressed with how much work was completed since the last visit. The team was also impressed with the “19 Days of Accreditation”. The big question was “how will COS complete the cycle?” The Editing Team has already begun preparations for the next report which will show how COS has sustained the changes. The committee’s report will be available the week of December 16th for COS to review the write-ups and recommendations which will go to the commission. The commission will meet on January 9 and President Carrizosa will have five minutes to speak on COS’ behalf. He will be accompanied by Board President Lori Cardoza, Academic Senate President Dr. Thea Trimble, and Vice President Dr. Jennifer La Serna.

2. **Institution Set Standards** – Ozturk presented a PowerPoint on the five Institution-set Standards now required by the ACCJC. Beginning 2015 we will be held accountable to our set standards. Ozturk presented the methodology for setting the standards and the need to set reasonable, appropriate, and realistic standards. He presented the District’s proposed standards and will return to District Governance Senate in January for approval. The standards will then be taken to the Board in February for approval. Discussion followed.

3. **2014-2015 Faculty Rankings** – Carrizosa reported the faculty rankings for 2014-15 which was reviewed in Senior Management. All rankings were approved in direct accordance with Instructional Council’s rankings with one exception that data needs to be provided for the Animal Science position. A total of nine positions were approved for 2014-15. He noted that the Industrial Maintenance position is grant funded and the rest are funded out of general fund. Classified rankings will go to Senior Management as well through its own process.

4. **1st Read: AP 6250 – Budget Management** – Statton reviewed the additions and changes to the AP. Robinson asked about food services and bookstore not being listed; Statton will check into it.

VI. **Action Items**:

5. **2nd Read: New Program Review Process** – Trimble pointed a couple of small revisions to the timeline. Overall feedback on the new process has been positive. Calvin asked about the possibility of pulling data that supports above-base requests from TracDat and providing it to the Budget Committee. Other ideas of running reports or linking data from TracDat in order to streamline the resource requests process were proposed. Trimble will research the possibilities with Technology Services. Hurst moved to approve the New Program Review Process; Schengel seconded. Motion carried unanimously. Greer abstained.
6. **2nd Read: AP 6505 – Tulare College Center Distinction Between Campus Facility Improvements and Farming Operation** – Statton reviewed clarified language. Mittlestead moved to approve AP 6505; Hollabaugh seconded. Motion carried by unanimous vote.

**Adjourned:** 5:05 p.m.