



Butte-Glenn Community College District
3536 Butte Campus Drive
Oroville, CA 95965

COLLEGE COUNCIL

January 23, 2024 | 8:00 a.m.

NOTES

Members Present: Denise Adams, Alan Burwell, Irma Gonzalez Cuadros, Ana Duenas, Virginia Guleff, Cole Militano, Tray Robinson, Erik Shearer, Andy Suleski, Jess Vickery, Chris Westbay, Brad Zuñiga

Members Absent: None

1. Review Revisions to AP 5521 – Academic Integrity

President Guleff explained that College Council considered AP 5521, Academic Integrity, at its December 12 meeting and made recommendations for changes which have been incorporated into this draft. College Council reviewed the updated language. Academic Senate President Vickery noted that AP 5521 was written with AI and potential repercussions in mind, but in a way that would allow instructors and students to use AI as a tool. AP 5521 will now go to the constituent groups for input which will be discussed at the February 13 College Council meeting.

2. Committee Chair Training Report Out & Next Steps

Academic Senate President Vickery reported that he and IDEA Officer Robinson met with committee chairs during Flex week to discuss committee charters and bylaws and to review the templates that College Council approved. He noted that the Equivalency Committee has approved their charter and bylaws which will go to Academic Senate for approval. The LTPA Committee is also working on their documents this semester. MSC Co-Chair Adams noted that the Planning & Budget Committee will form a subcommittee at their next meeting to work on their charter and bylaws documents.

College Council discussed that committees' charters and bylaws should come to College Council for review. Committees should try to work on their documents this semester. For the next chair summit, Academic Senate President Vickery and IDEA Officer Robinson will consider covering the Institutional Effectiveness Manual and committee evaluation process, which will include discussions about where committees fit into the strategic plan and which action items they'll work on. College Council discussed the timeline for committees to submit their charters and bylaws – ideally College Council will receive them this spring, but some committees may need to work on them into the fall. Progress may be tied to the revision of the Institutional Effectiveness Manual.

3. Institutional Effectiveness Manual

President Guleff provided background information on the Institutional Effectiveness Manual, which existed before the college had a strategic plan. The manual provides the operational element of the strategic plan. It outlines how the college's structures and committees work to achieve common goals. College Council discussed whether to include the college's strategy in the manual and agreed to include it in the image showing the guiding documents. Vice President suggested that the Educational Plan is an outlier because it's less a blueprint for action and more of a data-based statement about the conditions in which the college operates.

College Council discussed the definition of a governance committee. Members suggested that considerations include who is on the committee, the committee's scope of authority, and where the committee fits within the

decision-making structure. The Institutional Effectiveness manual should show which committees contribute to which college plans and the ties to the institutional processes outlined in the manual.

At the February 13 meeting, College Council will work on pages 15-19 of the Institutional Effectiveness Manual.