



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

COLLEGE COUNCIL

September 9, 2025 | 8:00 a.m.

NOTES

Members Present: Denise Adams, Alan Burwell, Melissa Cafferata-Ainsworth, Irma Gonzalez Cuadros, Janet Guill, Virginia Guleff, Kim Kirkwood, Amanda Montgomery, Lupe Ocampo, Tray Robinson, Erik Shearer, Imelda Simos-Valdez, Jessica Snelling, Jess Vickery, Bob White

Members Absent: Student Senate Vice President

1. Call to Order

Superintendent/President Guleff called the meeting to order at 8:05 a.m.

2. Approval of Agenda

The agenda was approved by unanimous consent.

3. Approval of Minutes

It was moved by Academic Senate President Gonzalez Cuadros, seconded by Assistant Superintendent/Vice President for Instruction Shearer, to approve the minutes as presented.

Motion passed.

Opposed – None

Abstentions: Kim Kirkwood, Lupe Ocampo

4. Consent Agenda

It was moved by Assistant Superintendent/Vice President for Instruction Shearer, seconded by MSC Co-Chair Adams, to move the College Council Bylaws to the regular agenda.

Motion carried unanimously.

5. College Council Bylaws

Executive Director for Institutional Effectiveness Vickery reviewed the revisions to the College Council bylaws that the group made at the last meeting. There was discussion about the new language that confines constituent group representatives to only one role on the committee. In the event that a seated member also holds an advisory position, they may elect to send another advisory member in their place. It was noted that an advisory member from Tech Council is no longer included in the membership; instead, an advisory member from the President's Council on Innovation (PCI) will be included.

It was moved by Academic Senate President Gonzalez Cuadros, seconded by MSC Representative White, to approve the bylaws as presented.

Motion carried unanimously.

6. Reports

President's Report

Superintendent/President Guleff reported that the college broke ground on its Chico Center expansion last week. The Butte College Leadership Development Institute also started last week and will meet once a month throughout the academic year. Homecoming and a tailgate party are planned for Saturday, September 13. She concluded that she was invited by the Community College League of California (CCLC) to sit on their Advisory Committee for Legislation, which aligns with her regular contact with local government officials' field office representatives.

President's Council on Innovation

MSC Representative White reported that at its last meeting PCI decided that they will do a mid-year check-in on the micro-grants awarded last year. He noted that most of the meeting was spent working on Administrative Procedure (AP) 3775 Artificial Intelligence. The AP will distinguish between artificial intelligence (AI) used in the classroom and AI used in college operations. Additionally, the AP may impact other APs related to ethics, academic freedom, and academic integrity. MSC Representative White concluded that AP 3775 will address sustainability.

Accreditation Steering Committee

Executive Director for Institutional Effectiveness Vickery reported that the Accreditation Steering Committee (ASC) held an initial planning meeting on August 21. He has received members from all constituent groups and the first working meeting will be held tomorrow. The midterm report is due to the Accrediting Commission for Community and Junior Colleges (ACCJC) on March 15.

Institutional Effectiveness Steering Committee

Executive Director for Institutional Effectiveness Vickery reported that the first meeting of the Institutional Effectiveness Steering Committee (IESC) will be held on Tuesday, September 16. He has received members from all constituent groups and the IESC will now begin its work on APs and the Butte College Institutional Effectiveness Manual.

7. Unfinished Business

Student Learning Outcomes (SLO) Committee Charter and Bylaws

Executive Director for Institutional Effectiveness Vickery explained that the SLO Committee is a standing subcommittee of Academic Senate and advises the SLO Coordinator. College Council discussed the role of the VPI in selecting the SLO coordinator and the larger reporting structure. It was recommended that the responsibilities in the charter include the SLO Committee's coordination with program review, annual planning, strategic planning, and accreditation processes.

College Council discussed the SLO Committee's membership. Due to changes in the Part-Time Faculty Association collective bargaining agreement, associate faculty should not be included in the membership. It was recommended that full-time faculty membership consist of one representative from each community of interest (COI), one general education (GE) representative, and one career technical education (CTE) representative. It was recommended that the committee consider including a data expert in its membership. It was also recommended that the student services representative be a voting member from student development faculty.

It was recommended that dissolution of the SLO Committee require College Council ratification.

Executive Director for Institutional Effectiveness Vickery will work with Academic Senate President Gonzalez Cuadros to revise the charter for review by the SLO Committee.

The SLO Committee bylaws will be revised to align with the revised bylaws. It was recommended that the definitions section of the bylaws be removed.

It was moved by Assistant Superintendent/Vice President for Instruction Shearer, seconded by MSC Co-Chair Adams, to send the SLO Committee charter and bylaws back to the committee for revision.

Motion carried unanimously.

8. New Business

Revision of Institutional Effectiveness Manual

Executive Director for Institutional Effectiveness Vickery reported on the work he's done on revising the Butte College Institutional Effectiveness Manual, including consistent representation in governance committees to emphasize democracy, AP development workflow, and a new committee and governance reporting structure. He provided an overview of the AP development and revision process as well as a proposed diagram showing the relationship between College Council, governance committees, and constituent groups. College Council discussed the diagram and how committees are situated in the governance structure.

9. Adjournment

Superintendent/President Guleff adjourned the meeting at 9:34 a.m.