

College Council Meeting Minutes 02/02/24, 10:00 a.m. via Zoom

College Council Members Present:

Non-Voting - Dr. Dalpe, President
Non-Voting – Dr. Ryan, Interim VPASA
Non-Voting – Tracy Mendibles, Recorder
Voting – Coral Lopez, CFO
Voting – Rachelle Bassen, Academic Faculty Senate Chair
Voting – Justin McMenomy, Administrative Faculty Senate Chair
Voting – Natasha Anderson, Classified Council Chair – Katy Edmunds rep Classified
Voting – Suzanna Stankute, ASWN President
Voting – Niki Gladys, Executive Director, Advancement
Voting – Travis Carr and Scott Morrison Academic Directors

College Council Members Absent:

Voting – Jim Bathgate, Adjunct Faculty Representative
Voting – Debi Ingrassia-Strong

Guests with Agenda Items

Rebecca Bevans
Patrick Bell
Geri Pope
Ron Belbin
Angela Holt
Nigel Harrison
Troy Wadsworth

Summary of Actions Taken:

- 12/8/23 Minutes approved
- Diversity, Equity and Inclusion Committee bylaws – Approved
- Revisions to Healthy Campus and Environment Committee bylaws – Approved
- Revisions to Policy 1-1-1: College Council & Policy and Procedure Development – Approved
- Revisions to Policy 7-5-2: Delinquent Accounts – Approved
- Proposed retirement of Policy 8-2-5: Firewall Policy – Approved
- Proposed retirement of Policy 8-2-7: Web Filtering for Security Use – Approved
- Proposed revisions to Policy 14-1-1: Assessment and Evaluation - Approved

Agenda Items for Next Meeting:

- Proposed new Policy: New Course Commissioning Policy
- Proposed new Policy: LMS Application Integration Policy
- Proposed revisions to Policy 3-1-1: Conflict of Interest Pertaining to Sponsored Projects
- Proposed revisions to Policy 3-1-2: Cell Phone and Pager Usage
- Proposed revisions to Policy 3-2-5: Students Taking Courses Taught by Immediate Family Members
- Review of Policy 3-2-9: Online and Web-enhanced Course Compliance with Section 508 Web Standards/Accessible Technology
- Review of Policy 3-2-10: WNC Textbook Policy
- Proposed revisions to Policy 3-4-5: Academic Integrity
- Proposed revisions to Policy 5-1-1: Collection Development
- Proposed revisions to Policy 5-1-2: Library Circulation
- Proposed revisions to Policy 5-1-3: Interlibrary Loan
- Proposed revisions to Policy 5-1-4: Non Student Use
- Proposed revisions to Policy 5-2-1: Fines and Replacement Charges
- Proposed revisions to Policy 5-2-2: Claims Returned
- Proposed revisions to Policy 5-2-3: Behavior
- Proposed revisions to Policy 5-2-4: Refunds for Lost WNC Library Materials
- Proposed retirement of Policy 5-3-1: WNC IAV Policy
- Proposed retirement of Policy 5-3-2: Media and Equipment Loan
- Proposed retirement of Policy 5-3-3: iPad Policy
- Proposed revisions to Policy 7-2-1: Travel
- Proposed revisions to Policy 7-2-1-1: Student Team or Group Travel
- Proposed revisions to Policy 7-3-3: Policy for Equipment Purchasing and Inventory Control

Agenda Item 1: Call to Order and Roll Call - (Kyle Dalpe)

Action Taken: None

Summary of Discussion: The meeting was called to order at 10:02 a.m. Roll call was taken via the participation list. A quorum was present.

Agenda Item 2: Opening Remarks and College Updates - (Kyle Dalpe)

Action Taken: None

Summary of Discussion: Tracking up in enrollment again as compared to last spring. I don't think this spring to be more than we had in the fall. We are supposed to have weather coming next week so keep an eye on your email.

Agenda Item 3: Approval of Minutes from December 8, 2023 College Council Meeting - (Kyle Dalpe)

Action Taken: Minutes approved

Summary of Discussion: Niki Gladys motion to approve meeting minutes from 12/8/2023. Natasha Anderson seconded the motion; the minutes were approved unanimously.

Agenda Item 4: Flexible Learning: Updates presentation (Information Only) – Rebecca Bevans
Flexible learning is going quickly and well. Started with data collection back in 2021. Currently in phase 4 and working on how we define these courses. We are collecting course data from faculty. We will be working on the academic program guide insert and the implementation will start quickly.

Willy the Wildcat Student Voice Scores, the top three things that students said were that they love their instructors, the affordability of the campus and also flexible learning options that they have. Some students do better in instructor defined courses or traditional learning. The two area that we are looking at are pacing and duration. All 8-week courses are flexible learning courses. We came up with pacing definitions. OE courses by design need to be self-paced. Students can add OE courses up to week 9, we don't have to tell them they have to wait to enroll. Self-paced courses 16 weeks or less and it is up to the instructor how they are designed. Instructor defined pacing or traditional pacing, these courses have hard deadlines thru out, established pace according to instructor timeline. Guided self-paced courses, falls between self-paced and instructor defined. Students can set their own schedule but there may be some hard deadlines. We also have competency based, currently only in WCTE. Students demonstrate acquired skills and proficiency.

Next steps, forms have been sent to faculty, and we will be working on a course catalog page. Faculty course training will be taking place, the schedule is being finalized. We are moving very quickly, thank you to everyone who has been working on this. As we grow, directors can identify pathways. Partial implementation fall of 2024. By fall of 2025 we will have several pathways for students. This helps our student population 25 and over in which we are down in enrollment. We will be the first institution in Nevada to say that we have flexible learning pathways.

Agenda Item 5: Policy and Procedures: First Reading (Information Only)

a) Proposed new Policy: New Course Commissioning Policy – Justin McMenemy/Patrick Bell

Action Taken: None

Summary of Discussion: This is an overview for the way that new courses are submitted and process that they will go through.

b) Proposed new Policy: LMS Application Integration Policy – Justin McMenemy

Action Taken: None

Summary of Discussion: Integrating new applications into Canvas

- c) Proposed revisions to Policy 3-1-1: Conflict of Interest Pertaining to Sponsored Projects – Geri Pope

Action Taken: None

Summary of Discussion: Minor changes involving updating titles

- d) Proposed revisions to Policy 3-1-2: Cell Phone and Pager Usage – Geri Pope

Action Taken: None

Summary of Discussion: Updated to include other electronic device options

- e) Proposed revisions to Policy 3-2-5: Students Taking Courses Taught by Immediate Family Members – Geri Pope

Action Taken: None

Summary of Discussion: Minor changes to include additional family members

- f) Review of Policy 3-2-9: Online and Web-enhanced Course Compliance with Section 508 Web Standards/Accessible Technology – Geri Pope

Action Taken: None

Summary of Discussion: No changes for review only

- g) Review of Policy 3-2-10: WNC Textbook Policy – Geri Pope

Action Taken: None

Summary of Discussion: No changes for review only. Coral Lopez would like to review for compliance with Textbook Brokers.

- h) Proposed revisions to Policy 3-4-5: Academic Integrity – Geri Pope

Action Taken: None

Summary of Discussion: Update to included computer generated plagiarism

- i) Proposed revisions to Policy 5-1-1: Collection Development – Ron Belbin

Action Taken: None

Summary of Discussion: Update to department name removing Media Services and remove items from the policy that are procedures.

- j) Proposed revisions to Policy 5-1-2: Library Circulation – Ron Belbin

Action Taken: None

Summary of Discussion: Library cards no longer required

- k) Proposed revisions to Policy 5-1-3: Interlibrary Loan – Ron Belbin

Action Taken: None

Summary of Discussion: Interlibrary loans as funds allow

- l) Proposed revisions to Policy 5-1-4: Non-Student Use – Ron Belbin
Action Taken: None
Summary of Discussion: Changing Non-student title to community guests
- m) Proposed revisions to Policy 5-2-1: Fines and Replacement Charges – Ron Belbin
Action Taken: None
Summary of Discussion: Fines are no longer being charged
- n) Proposed revisions to Policy 5-2-2: Claims Returned – Ron Belbin
Action Taken: None
Summary of Discussion: Removing procedure from policy
- o) Proposed revisions to Policy 5-2-3: Behavior – Ron Belbin
Action Taken: None
Summary of Discussion: Any behavior disruptive to the library will be reported to campus security
- p) Proposed revisions to Policy 5-2-4: Refunds for Lost WNC Library Materials – Ron Belbin
Action Taken: None
Summary of Discussion: If charged for a replacement book and it is found, the cost will not be refunded
- q) Proposed retirement of Policy 5-3-1: WNC IAV Policy – Ron Belbin
Action Taken: None
Summary of Discussion: Requesting to retire this policy
- r) Proposed retirement of Policy 5-3-2: Media and Equipment Loan – Ron Belbin
Action Taken: None
Summary of Discussion: Requesting to retire this policy
- s) Proposed retirement of Policy 5-3-3: iPad Policy – Ron Belbin
Action Taken: None
Summary of Discussion: Requesting to retire this policy
- t) Proposed revisions to Policy 7-2-1: Travel – Coral Lopez
Action Taken: None
Summary of Discussion: Major updates to the travel policy. Used NSHE policy, SAM and GSA as reference.

- u) Proposed revisions to Policy 7-2-1-1: Student Team or Group Travel – Coral Lopez
Action Taken: None
Summary of Discussion: Additional documents to be completed. Authorization for student travel to be approved by the Vice President of Academic and Student Affairs.

- v) Proposed revisions to Policy 7-3-3: Policy for Equipment Purchasing and Inventory Control – Coral Lopez
Action Taken: None
Summary of Discussion: Updates to include removal of procedure.

Agenda Item 6: Policy and Procedures: Second Reading (For Possible Action)

Discussion and questions from groups; possible action.

- a) Proposed Diversity, Equity and Inclusion Committee bylaws – Angela Holt
Action Taken: Approved
Summary of Discussion: Motion to approve, Rachelle Bassen, seconded by Natasha Anderson, unanimously approved

- b) Proposed revisions to the Healthy Campus and Environment Committee bylaws – Nigel Harrison
Action Taken: Approved
Summary of Discussion: Motion to approve, Coral Lopez, seconded by Niki Gladys, unanimously approved

- c) Proposed additional revisions to Policy 1-1-1: College Council & Policy and Procedure Development – Kyle Dalpe
Action Taken: Approved
Summary of Discussion: Motion to approve, Rachelle Bassen, seconded by Suzanna Stankute, unanimously approved

- d) Proposed revisions to Policy 7-5-2: Delinquent Accounts – Coral Lopez
Action Taken: Approved
Summary of Discussion: Motion to approve, Justin McMenemy, seconded by Natasha Anderson, unanimously approved

- e) Proposed retirement of Policy 8-2-5: Firewall Policy – Computing Services
Action Taken: Approved
Summary of Discussion: Motion to approve, Coral Lopez, seconded by Natasha Anderson, unanimously approved

- f) Proposed retirement of Policy 8-2-7: Web Filtering for Security Use – Computing Services
Action Taken: Approved

Summary of Discussion: Motion to approve, Rachelle Bassen, seconded by Justin McMenemy, unanimously approved

- g) Proposed revisions to Policy 14-1-1: Assessment and Evaluation – Kyle Dalpe

Action Taken: Approved

Summary of Discussion: Motion to approve, Rachelle Bassen, seconded by Suzanna Stankute, unanimously approved

Agenda Item 7: Policy and Procedures: Third Readings (For Possible Action)

Discussion and questions from groups; possible action.

No third readings

Agenda Item 8: Committee Reports – (Information Only)

- a) Accessibility Committee – Susan Trist/Troy Wadsworth
Been working on and testing the training course which will be required training. The committee will be working with HR to roll this training out in the fall.
- b) Accreditation Committee – Geri Pope
Working on putting all the pieces together for year six, the first draft is ready for editing.
- c) Auxiliary Committee – Heather Rikalo
Completed the spring pop-up with Textbook Brokers and it was successful. 28 students used the pop-up for pick-up. Working with Textbook Brokers to sell merchandise for commencement. Vending is restocked and ready for the spring semester. Food trucks will return the week of February 20.
- d) Budget Committee – Casey Otto
Continuing to evaluate BRR's for the next year. Starting work on the 2025 budget. Revenue, we had budgeted to reach a registration revenue goal of \$4.7M, as of the end of December we are at \$4.41M.
- e) Curriculum Committee – Geri Pope/Eric York
Submitted a detailed report. Updating our process to submit curriculum proposals. Working on beefing up the webpage.
- f) Distance Education Committee – Justin McMenemy
Committee is working on policy review, the bylaws needed additional updates and will be coming back to College Council at a later time.
- g) Diversity, Equity and Inclusion Committee – Angela Holt
Black history month working with ASWN. Working on a small display in the library, highlighting unknown individuals. Train the trainer event. Diversity Summit at UNR on February 22.
- h) Healthy Campus and Environment Committee – Nigel Harrison
Updated bylaw, monthly activities. 5k at the end of the semester to start and end on the WNC campus

Agenda Item 9: Updates from Members

Action Taken: None

Summary of Discussion:

President Dalpe gave an update.

Suzanna Stankute, ASWN President gave an update.

Agenda Item 10: Old Business

Action Taken: None

Summary of Discussion: None

Agenda Item 11: New Business

Action Taken: None

Summary of Discussion: None

College Council meeting adjourned by unanimous consent at 11:31am