



College Assembly Meeting Minutes

Bldg. 21, Rm. 214

Tuesday, July 22, 2014

PRESENT

Dr. Joyce Loveday, Roger Nix (Chair), Lisa Beach (Vice Chair), Kandi Bauman, Li Li Cutler, Lisa Fortson, Elaine Holster, Jason Kruse, Patricia Lange, Kirstin Martindale, Loreta Sandoval, Ellessea Shelby, Kate Wendland, and Mary McCune (note taker)

ABSENT

Denise Klug, Cris-Jon Lindsay, John Moyer, Kathryn Smith, and Maureen Sparks

CALL TO ORDER

Chair Roger Nix called the meeting to order at 3:07 p.m.

PREVIOUS MEETING NOTES

Chair Nix asked for questions or comments on minutes from the May 27, 2014, meeting. None noted. Motion to approve the minutes of the College Assembly meeting of May 27, 2014, was made by Vice Chair Lisa Beach, seconded by Chair Nix, and approved unanimously.

OLD BUSINESS

Chair Nix distributed copies of the June 12th, 2014, Shared Governance Task Force meeting minutes (copy attached). Review and discussion followed. The Shared Governance Framework reflects the College Assembly's areas of responsibility which include:

- Mission Fulfillment.
- Department Chair Hiring.
- Budget.

The College Assembly must define its role and involvement in overseeing Mission Fulfillment, Department Chair Hiring, Budget, and then update the Assembly's bylaws accordingly. Vice Chair Beach suggested the College Assembly inquire as to the status of the bylaws that were submitted for approval and request that they be returned to the College Assembly for updating. Dr. Joyce Loveday suggested making an adjustment to the responsibilities section of the bylaws to include a statement regarding Mission Fulfillment, Department Chair Hiring, and Budget.

The continuity of the Assembly's bylaws subcommittee was discussed. It was determined that Jason Kruse is the only remaining bylaws subcommittee member. Chair Nix will send an email to Assembly members requesting volunteers to serve on the bylaws subcommittee.

NEW BUSINESS

Mission Fulfillment & Review of Core Theme Data

Dr. Joyce Loveday

Chair Nix introduced guest speaker Dr. Joyce Loveday. Dr. Loveday distributed and discussed Handouts # 1 and # 2 (copies attached). She detailed the College Assembly's responsibilities involving Mission Fulfillment. Dr. Loveday said the responsibilities of the College Assembly are to assure that data is collected, assessed on an annual basis, processes are in-place that are effective and workable for the institution, and to provide oversight and feedback. The College Assembly will need to develop a process of assessment with a timeline that will be used to determine if Mission Fulfillment has occurred.

Dr. Loveday clarified the term Mission Fulfillment, as it relates to accreditation, does not mean CPTC's Mission Statement. Rather, it means fulfilling CPTC's mission as it relates to the College's three Core Themes. She said NWCCU has pared down their focus on resources and capacity and increased their focus on Mission Fulfillment, Core Themes and Expectations. The emphasis is on Mission Fulfillment, how it's achieved, and how well CPTC is achieving it. In addition, accountability and transparency are very important too.

Dr. Loveday stated CPTC has strived in the past to be a data driven institution but it has struggled to do this because it did not have consistent practices in-place to collect and analyze data. CPTC is now collecting pertinent data that will be used as indicators of effectiveness. This data will roll-up to define how well CPTC is achieving its three Core Themes and then it will roll-up further to indicate how well CPTC is performing as a college.

Dr. Loveday cited certain paragraphs in Handout # 1 and # 2 that provide direction to the College Assembly on how to accomplish its tasks. She suggested working with the three Core Theme Teams and the Strategic Planning & Assessment Calendar Team. She will bring to the next College Assembly meeting some examples of the type of data that's collected and she will ask the three Core Theme Team leaders to attend the meeting. Dr. Loveday wants to support the College Assembly's work involving Mission Fulfillment.

ACTION

Chair Nix asked for input on tasks to be done, items to be worked on, and questions to be thinking about in preparation for the next College Assembly meeting:

- Need three Assembly members to contact the three Core Theme Team leaders.
- Vice Chair Beach will work with Teresa Greene on aspects of the timeline.
- Chair Nix will send an email to Assembly members requesting volunteers to serve on the bylaws subcommittee.
- Need to determine the structure, timeline, responsibilities, and manner by which the College Assembly will successfully complete its role in overseeing Mission Fulfillment.

The next College Assembly meeting will take place on August 26th, 2014, in Building 21, Room 214.

Meeting adjourned at 4:27 p.m.