**GOVERNANCE COUNCIL MINUTES**

**May 15, 2025  
Cougar Room  
10:10 a.m. to 12:00 p.m.**

**Members Present:** Mike Mayfield, Xiaohong Li, Bill Devine, Candace Duron, Debbie Rios,   
Trudi Blanco, Mike Giacomini, Heather del Rosario, Greg Bormann,   
Adam Bledsoe, Justin Madding, Rashitta Brown-Elize, Leslie Minor, and Kanoe Bandy

**Members Absent:** Jorge Castro, Juana Rangel-Escobedo, Tina Mendoza, Giselle Hovind,   
ASO Representative, and Renae Ginther

**Guests:** Amber Garcia, Sarah Criss, Sharyn Eveland and Michelle Oja (Designee for   
Tina Mendoza)

**Facilitator:** Leslie Minor **Timekeeper:** Justin Madding **Recorder:** Brandy Young

**Call to Order:** The Governance Council meeting was called to order at 10:10 a.m.

**Introductions**The Governance Council members welcomed Dr. Rashitta Brown-Elize, the new Interim Vice President of Student Services. Introductions were made around the room.

**Approval of Minutes – April 11, 2025 (Action)**Minutes were approved by consensus.

**Board Policies and Administrative Procedures**Sarah Criss joined the meeting to discuss the need to establish a process for disseminating and reviewing BPs and APs in a timely, efficient manner that will not impede compliance. Candace Duron stressed the importance of ensuring the opportunity for all constituents to be included in the process to follow the rules of participatory governance. Recommendations made to enhance the current process:

* Create a listserv where all APs and BPs will be shared during the review process;
* Those who opt in to the listserv will be able to review edits and provide feedback;
* Sarah will provide documentation and training on the current process;
* The role of Governance Council will be discussed at a future meeting.
* AP 7120 and 7121 listed on the agenda were acknowledged as completed.

The Governance Council agreed by consensus on the above recommendations.

**Committee Reports**

* **Strategic Enrollment (SEMCOM) (Leslie Minor)**Reviewed the dashboard that IR has developed showing daily enrollment and comprehensive program review data. A demonstration of the dashboard will be made to the Governance Council in the future. The Strategic Enrollment Plan is in draft form. Feedback and recommendations from the SEMCOM members will be incorporated into the framework.

* **Budget Committee (Mike Giacomini)**

Completed the committee self-evaluation. Reviewed the preliminary budget. Will present the tentative budget to the Board in June.

* **Strategic Planning Committee (Xiaohong Li)**

Will meet on May 16 with the following agenda items: ACCJC Midterm report, new Strategic Action Plan, OER Plan - add to program review, and the committee self-evaluation.

* **Campus Safety and Security (Heather del Rosario)**

The committee will meet on May 16 with the following agenda items: Update and revision to the IIPP, Injury, and Illness Prevention Plan. Discussing required training for all employees.

* **Information Technology Committee (Xiaohong Li)**

Will meet on May 16 with the following agenda items: ITS updates, review the Charter and complete the committee self-evaluation.

* **DEIAA Workgroup (Rashita Brown-Elize)**

Preparing to plan for many events in the next academic year.

* **Academic Senate (Candace Duron)**

Has an upcoming meeting with eLumen to discuss the curriculum tracking module. Working on the faculty committee assignments.

**Strategic Action Plan Update (Xiaohong Li) (Action)**Xiaohong Li gave an overview of the Strategic Action Plan data for 2023-24. Most goals were met. The current status of the SAP Indicator Dashboard is as follows:  
Lagging Indicators:

* Degrees Awarded – Decreased from 539 to 511. This goal is in “yellow” status since there was a decrease, although the goal of awarding 501 degrees was still met.
* Certificates Awarded – Increased from 125 to 158. Goal met.
* Transfers – Decreased from 244 to 203. Goal not met, “red” status.
* Average number of units accumulated – Goal met.
* Job Placement Rate – Goal met.
* ISLOs – Decreased from 74.7% to 74.1%, goal set at 84.5% - Red status.
* Equity gaps – Yellow status- Outcomes vary.

Leading Indicators:

* Three Leading indicators are under “red” status.
  + Students enrolling in 15+ credits – decreased from 16.1% to 15.5%.
  + Financial Aid Recipients at 84% - Decreased from 79% to 66.4%
  + CTE earning 9+ CTE units – Decreased from 6.2% to 6.0%
* All other Leading indicators are in good status – meeting the goal.

The Governance Council voted unanimously to approve.

**Institution Set Standards (Xiaohong Li) (Action)**Each year the College reviews and sets the goals for the ISS which is a requirement for the ACCJC Annual Report. The proposed goals for 2025/2026 year are as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course Completion: Floor Goal 66%  Stretch Goal 72% | | Certificates w/16 + Units Floor Goal 50  Stretch Goal 150 | | | |
| Associate Degree Floor Goal 380  Stretch Goal 519 | | Transfer Floor Goal 150  Stretch Goal 222 | | | |
| Dental Hygiene Floor Goal 85  (Clinic Board) Stretch Goal 100 | |  | | | |
|  |  | | Floor Goal | Stretch Goal |
| Employment Rate for CTE4,3,2,1 | Business and Commerce, General | | 65.0% | 73.5% |
| Health Occupations, General | | 73.5% | 91% |
| Dental Hygiene | | 73.5% | 95% |
| Early Childcare ED | | 70.0% | 73.5% |
| Administration of Justice | | 73.5% | 85% |
| Engineering and Industrial Tech | | 73.5% | 85% |

The Governance Council voted unanimously to approve.  
  
**Program Review Goals – Final Ranking Results (Xiaohong Li) (Action)**

There were 40 program review goals submitted for the 2024-25 cycle of program review. Goals were scored using a rubric by Governance Council members. The final ranked list of goals was unanimously approved to be forwarded to the Superintendent/President.

**Program Review – List of Programs and Contacts (Xiaohong Li) (Action)**The 2025-2026 list of programs and contacts was updated and unanimously approved.

**Proposal for Enhancements to Comp PR Process (Xiaohong Li) (Action)**The 3-year comprehensive program review pilot process has been completed. The Strategic Planning Committee, along with the Academic Senate, have proposed the items below be added to the process:

* Upon completion of report forms, Program Contacts will email the forms to [ir@taftcollege.edu](mailto:ir@taftcollege.edu).
* All forms will be housed in a shared drive, accessible to Vice Presidents for review. The goal is to make sure all submitted forms are accounted for and not lost.
* A text field will be added to the end of Comprehensive Review and Annual Update forms for correspondence and feedback provided by the area Vice President. By adding the text field, any recommendations made by the Vice President will be documented within the form. Recommendations will be forwarded back to the report author for dialogue and consideration. The finalized forms will be resubmitted back to [ir@taftcollege.edu](mailto:ir@taftcollege.edu) and added to the shared drive.
* After the Governance Council has completed the ranking process, the ranked goals (spreadsheet) will be shared with the Program Contact. The following additional information will be included on the spreadsheet: Potential funding sources identified by the Budget Committee.
* The Superintendent/President will notify Program Contacts if the goal will be funded. Potential funding source manager contact information will be provided to the program contact. It will be the responsibility of the Program Contact to reach out to the area Vice President and/or funding source manager to implement the funding of the goal.

The Governance Council voted unanimously to approve.

**ACCJC Midterm Report Update (Xiaohong Li)**The Midterm report draft is in progress. The ACCJC has shortened the template of the report to four sections, asking that only two to three pages be written for each section. The sections are:  
   
[A. Reflections on Continuous Improvement Since Last Comprehensive Review](#_Toc156943180)

[B. Reflections on Institution-Set Standards and Other Metrics of Student Achievement](#_Toc156943181)

[C. Reflections on Assessments of Student Learning](#_Toc156943182)

[D. Looking Ahead to the Next Self-Evaluation and Comprehensive Review](#_Toc156943183)

The final report will be completed and approved in September 2025.

**OER Plan Update (Michelle Oja)**Michelle Oja, OER/ZTR Coordinator, presented a summary of the OER Plan goal status.

* Goal One: Sustainability Processes – Sustain college processes in one area for long-term OER use – Goal fully met.
* Goal Two: Evaluate 10% of OER used in courses – Goal not met.
* Goal Three: Increase student use of OER by 5% - Goal probably met.
* Goal Four: Increase the number of course sections using OER by 10% - Goal fully met.

**Other**

* Leslie Minor reminded everyone to attend the Years of Service All Staff luncheon today.
* Brandy Young discussed the Committee Self-Evaluation form that will be turned in with committee Charters in the fall.

**Next Regular Meeting:** TBD

**Facilitator:** Juana Rangel-Escobedo

**Timekeeper:** Trudi Blanco

**Meeting Adjourned:** 11:30 a.m.

**Respectfully submitted by**: Brandy Young

**Reminder—Please forward future recommended agenda items to**

**Leslie Minor and Candace Duron**