

San José City College
 Advisory Council
 Location: SC-204
 9:00-11:00 a.m. Minutes
 September 16, 2016

Members Present:

| MSC | FACULTY | CLASSIFIED | STUDENT |
|---|---|----------------------|---------------|
| MSC – Roland Montemayor MSC – Joe Andrade MSC – Lamel Harris MSC – Edina Rutland | AS – Hasan Rahim AS – Clem Lundie AS – Gerald Grudzen | CSEA –Deanna Herrera | Andrew Phelps |

- **Absent Members:** Duncan Graham, Maniphone Dickerson, Corrine Salazar
- **Minutes:** Dee Davis

Call to Order:

- Meeting called to order by Deanna Herrera at 9:06am
- **Welcome and Introductions:**
 - The entire group introduced themselves.
- **Adoption of the Agenda:**
 - Motion to add nomination of a co-chair under Action Items.
 - Agenda approved as amended by Clem Lundie.
 - i. Lamel Harris 2nd
 - ii. Agenda approved
- **Approval of April 15, 2016 Minutes/Suggestions:**
 - Lamel Harris moves to approve May 20, 2016 minutes.
 - i. Joe Andrade 2nd
 - ii. 3 abstention
 - iii. Minutes approved
- **Public Comments (3 minutes):**
 - Clem Lundie – Not enough focus or interest on tech from SJCC. This is the fourth year without enough members for a quorum. No way to voice concerns, interests or approvals. Need to add as agenda item to Academic Senate and CAC to determine how to revamp or eliminate.
 - Academic Senate has increased women in leadership for a more diverse group.
- **CAC Committee Comments (2 minutes):**
 - Andrew Phelps, Clem Lundie and Gerald Grudzen shared memories of Larry Harris. Gerald suggested a small meditation room somewhere in the student center with a plaque with Larry’s name as a permanent memorial. Gerald was told he should bring his suggestion to ASG.
- **Action Items:**
 - Elected Co-Chair. Gerald Grudzen initially volunteered, but deferred to Lamel Harris who also volunteered.
 - i. Gerald Grudzen moved to elect Lamel Harris Co-Chair
 - ii. Clem Lundie 2nd
 - iii. Motion approved

- **Information Item/Action:**

- Accreditation Update

- i. The Accreditation Self Evaluation for reaffirmation of accreditation for SJCC was sent to the Accrediting Commission for Community and Junior College in August. A visiting team of 13 peers (faculty, staff, administrators) from other colleges have read the Self Evaluation Report and their job is to validate that what we stated in the report is true and that SJCC meets the eligibility Requirements (of a college) and meets the 4 accreditation standards.
- ii. The Self Evaluation process has taken nearly two years.
- iii. The Visiting Team will be here October 10 – 13.
- iv. Within the week, the Office of Academic Affairs will issue a Newsletter outlining important aspect of our Self Evaluation Report, as well as prepare a pamphlet that covers the visit and how individuals can help prepare for the visit.
- v. Maintaining accreditation is required for California Community Colleges and allows SJCC students to receive Federal Financial Aid, and for our courses to be accepted for transfer to other colleges and universities. It also assures our students and the public that SJCC offers quality certificates and degrees.
- vi. Bios and pictures of the Visiting Team, as well as the Self Evaluation Report, are available on our website. Go to Accreditation on the front page of SJCC's Website.
– It was suggested to send email to ASG as Duncan missed the meeting, or determine if Duncan plans to visit again.

- Professional Development Plan – Tabled until next meeting

- Commencement – it was moved off-site and we had approximately 3000 guests and 400 walking, our largest graduation group. We have outgrown the site, and will need to find a larger site for next year. We received positive feedback as this was a great opportunity to have a professional graduation ceremony. Nice having everything contained in one area to create a more intimate, formal, and experience for students.

- **Discussion Items:**

- QFE – Implementation of EMP and FMP – *see handout* – go over timeline

- Start going through items identified in QFE and start working on them. Duncan has outlined three projects he wants to start and provided timelines in handout. CAC should look at timelines to determine if they're doable, make adjustments, and make a motion to approve timelines. We want this committee to complete work on the QFE during these meetings.
- ACTION ITEM – Look at draft of Quality Focus Essay and provide feedback by next meeting. Focus on next four years.
 - First project: College Operations Manual. A manual of what we do to ensure consistency across campus. Gather all forms used on campus, iterations, who created, step by step, what the form is, how to use, why we use, narratives to make an immediate impact. What can we do today that will put energy around improving experience for students and processes we have?
- Pare down agenda for discussion items and focus agenda on action items.
- Our charge has a lot to do with accreditation. We haven't done any work with it, so we want to take the opportunity to implement projects to get a head start for the next site visit to show we've been making steps.

- Clem Lundie stated plan is missing technology section. Gerald Grudzen suggested adding competency based evaluations over and above grades. Student Government is doing some of this in their Leadership Academy.
- Is it committee's responsibility to address drop in enrollment? President looking at hiring marketing person. When Dir of Mktg comes on, will have marketing person come to CAC and discuss plan of his/her initial thoughts.
- Duncan created procedure for mission statement – not the mission itself, but the starting point of CAC reviewing mission statement – process, what to do.
- Issues with shared governance. Groups upset not involved with the process, ie, Academic Senate. Responsibility of constituents from different groups to be on committees and take back information to their committee.
- QFE – Implementation Plan for the Educational and Facilities Master Plans. – *see handout* – go over timeline
 - Send link of plan to group so we can discuss ([click here](#)).
 - Classified Senate created and approved on campus and at state level. Worked on nomination process for upcoming year. Will be casting ballots for nominees. First meeting will be end of September. Will meet twice a month.
 - Is Child Development part of bond? (See above link).
- QFE – Budget Process – *see handout* – go over timeline
 - Need transparent process so colleges have a voice in how budget is determined.
 - Need to have an effective and equitable plan – three factors:
 - SJCC has a larger CTE program that mandates smaller classroom size – more students with disabilities and part of special programs.
 - Not just number of programs and how much money they need, it's time and effort taken in instruction, additional experience we need for our students.
 - More athletics
 - Funding per student not fair rate as SJCC has higher costs. Want to put defined budget plan in place and come prepared next meeting to vote and start working.
- Review Accreditation Self Examination – under Accreditation update and the QFE discussion.
- Global Studies –Peace studies course was approved through the Philosophy department which has global aspects to it. In the past, took a trip to Egypt in 2010 with students. Global studies more than a course, it's how you education students to the world in which they live today. Can include student travel and ways to bring online courses. SJCC is one of a few community colleges that had an international program to bring students in other parts of the world to interact with our students through the internet. Need funding for those courses that are separate from courses we've had to date. Mary Conroy has done a lot with global studies, but other global studies activities like bringing in speakers. It would be nice to have a budget that would be available for these kinds of international programs. It was stated that will be done through the program review process. Also discuss with the Academic Senate. Asked if there was a global studies committee, and the answer was, no.
- Classified Representation – proposal to structure our classified representatives to this committee as we do with faculty, four appointed from Academic Senate, one from CSEA. This will be a discussion item for next meeting as that will change our charge.
- Committee workflow and plan – tabled

- **Comprehensive Committee Reports (10 minutes each):**
 - Not at a point where we're doing comprehensive reports, but at next meeting Deanna will prepare schedules for this year.

- **Standing Committee Updates (2 minutes):**
 - *Can CAC request procedure for passing down minutes to committees and departments to get the word out? – that's part of committee workflow.*
 - **Academic Senate:** Has met once – no updates
 - **Campus Technology Committee:** Has not met.
 - Windows 10 is current operating center
 - SJCC offers free development tools, and you can download free complete visual studio software.
 - All plans should cover technology.
 - **Diversity Committee:** Stopped meeting last year
 - **Finance Committee:** Reviewing charge. Discussing budget allocation model and program reviews. Interested in feedback on how budget allocation process worked, so are developing a survey to get out to see what worked/didn't work and what we can improve on and how we're going to proceed with our research allocation model going forward.
 - **President / Vice President's Updates: Student Affairs** – Our President has started an extension in the 2021 scholar promise. Started with 30 students, and hope to get up to 50 students next semester. We're trying to take away any barriers, covering books, registration fees, other fees, echo pass (distributed almost 1400 passes – \$9 if six units or more, \$4.50 fewer than 6 units. College is not subsidizing Echo Pass. Joan Biden (VP's wife) was here, she talked about the college promise, and highlighted our 2021 scholar program. Part of partnership is partnership with Unity care – housing for foster students (currently 10) will have a slot in their housing program where housing is \$500.
 - **Academic Affairs** –The reason Duncan is not here today is that he is a member of the CTE Leadership Group for the Bay Area Community College Consortium, which is meeting today to decide how the Bay Area region will spend and allocate millions of dollars to the region from new funding for Career and Technical Education programs. In addition to the Regional funding, SJCC will receive an additional minimum of \$1,000,000 in ongoing funding to support the improvement and expansion of Career and Technical Educational programs on our campus. This new state funding is called the Strong Workforce Program.
 - **Professional Development Committee:** Reviewed charge, set goals for upcoming semester and determined survey questions for last PDD. Historically, do not receive much feedback. Looking at future PDD opportunities. Part of goals is to provide personal development opportunity.
 - **Strategic Planning Committee:** None
 - **Student Success Committee:** 20 students in fall, 10 spring. Adobe and President agreed to host an event for our students. Meet diversity committee, tour site, paying for reception and having a film created. Majority of meeting was looking at the top 5 student equity plans in system and taking ideas out of those to see what we can use

- **Other (2 minutes):**
 - ASG Reports: Wednesday, Sept 21 is Club Day.
- **Announcements (2 minutes)**
 - None

Meeting Adjournment:

- Meeting adjournment at 10:30 am