

San José City College
 Advisory Council
 Location: SC-204
 9:00-11:00 a.m. Minutes
 November 4, 2016

Members Present:

MSC	FACULTY	CLASSIFIED	STUDENT
MSC – Duncan Graham MSC – Joe Andrade MSC – Moni Dickerson MSC – Edina Rutland	AS – Clem Lundie AS – Gerald Grudzen AS – Hasan Rahim	CSEA – Corinne Salazar	Joseph Heady Andrew Phelps

- **Absent Members:** Lamel Harris, Leslyn McCallum, Deanna Herrera, Adrian Keeley
- **Minutes:** Dee Davis

Call to Order:

- Meeting called to order by Duncan Graham at 9:13am

- **Welcome and Introductions:**

- **Adoption of the Agenda:**

- Motion to approve Agenda by Moni Dickerson
 - i. Second by Joe Andrade
 - ii. Agenda approved

- **Approval of October 21, 2016 Minutes/Suggestions:**

- Motion to approve October 21, 2016 minutes with corrections by Hasan Rahim
 - i. Second by Clem Lundie
 - ii. Minutes approved

- **Public Comments (3 minutes):**

- None

- **CAC Committee Comments (2 minutes):**

- Gerald Grudzen inquired if we have a child development program (yes). He has been researching other community colleges with child care on campus. Wants to know if one has been proposed and if it is part of the budget for the future. Suggested he check the Facilities Master Plan. We have space set aside for future child development center that would include child care.
- Edina Rutland said she received a survey from ASG regarding child care to forward to her staff to give to students.
- Comments are comments, not discussion items. A request was made to put child care on next meeting's agenda.
- Clem Lundie reversed his previous decision and is in favor of Measure X after doing background research. Original concern was with asbestos in old buildings. Measure X funds will go to much needed upgrades on campus.
- Andrew Phelps also has a passion with child care on campus and we don't have a program. No overall plan addressing the problem.
- Joseph Heady stated the Robotics and Animation Club has partnered with two local businesses working to get members trained and take advantage of job opportunities with those businesses.

- Comprehensive Reports

Professional Development

<p style="text-align: center;">Annual Review of Committee Charge</p>	<p>Committee Charge: To offer and enhance opportunities that promotes the training and professional development of faculty, classified, supervisory and administrative personnel. To plan and recommend activities to the College President for approval.</p> <p>The Professional Development Committee charge was reviewed and revised at a meeting on October 17, 2016. The committee also established Committee Attendance Policy.</p>
<p style="text-align: center;">Annual Goals/Updates/ Timelines/Action Plans</p>	<p>Goals for (2016-17): Final version, 5/16/16. Goal 1: Review committee charge and establish attendance policy procedure. Goal 2: Review and revise professional development plan as needed. Goal 3: Review the application process development funds and revise as needed. Goal 4: Develop and implement strategies to improve the employee response to assessment of professional development days activities and workshops. In 2015-16, had 8 goals</p>
<p style="text-align: center;">Recommendations to CAC</p>	<p>None</p>
<p style="text-align: center;">Discussion Items</p>	<p>Professional Development Plan</p>
<p style="text-align: center;">Challenges/Successes/ Accomplishments</p>	<p>Challenges: Allocation is only \$10,000 per academic year for professional development funding; allocation for PDD activities is additional (\$5,000 semester) Establish one source of possible workshops, training, and conference; there are different silos advertising them</p> <p>Successes: Collaboration between SJCC, DO and EVC for Fall 2016 PDD Planning President’s Office Matching Funds continued Funding opportunities are year round activities Coordinate webinars, workshops, training sessions PDD assessment surveys on the college website More employees seek funding opportunities Collaboration with other funding sources such as Perkins, BSI, SSSP, METAS, and Student Equity Current information and funding applications on website</p> <p>Accomplishments: Commendation by ACCJC Visit Team of the equal professional opportunities for all employees Professional Development Plan (Endorsed by A/S May 2016) Continue to plan 4 Professional Development Days (2 Fall and 2 Spring), Holiday Social (Dec), and Employee Recognition Ceremony (April)</p>
<p style="text-align: center;">Membership</p>	<p>Classified: Maria Avalos, Sandra Gonzales, Dee Davis Faculty: Celia Cruz-Johnson, Mary Conroy, Dong M. Cao Managerial: Lamel Harris</p>

Professional Development (PD) Committee Discussion

International travel is only eligible for PD funds if the trip falls within PD guidelines. Employees can apply, but there is no pot of money. PD committee does not deal with Professional Development credit, which is part of the PD Recognition Committee. Workshops on how to apply for funds are given, but not attended, so Celia works with individuals who apply for funds and works with other sources to find additional funds. SSSP = Student Success Services Plan, CTE =Career & Technical Education. PDD is college employee working day, not open to community. @One real time offering online courses. Courses \$65, if want professional credit, \$200 extra. Responsibility on faculty to sign up for needed workshops, and can apply for funds before class is over. PD funds not for students. Will add state-wide PD sponsored workshops/activities to website. Committee believes more funds should be allocated to PD and would like to find out how to do this. Suggested embed request into the Program Review process and take to Academic Senate and Classified Senate.

Strategic Planning Committee

Annual Review of Committee Charge	<p>Committee Charge: The charge remains the same at this time. We do have some questions about the scope of work for the committee, but will handle that later.</p>
Annual Goals/Updates/Timelines/Action Plans	<p>Goals:</p> <ol style="list-style-type: none"> 1. Continue to work on Key Performance Indicator Strategies. 2. Review Integrated Planning and Resource Allocation Handbook and make any needed minor changes. (annually) 3. Complete the timeline of committee activities and/or master calendar of committee activities based on the committee feedback in fall. 4. Seek campus wide input for the creation of strategies for the remaining KPIs. Focus Student Success and Campus Safety 5. Give a KPI progress report in December and May.
Recommendations to CAC	<p>We would like input regarding committee self-evaluations. Is SPC the right place for this? We’re doing self-evaluations and not the reporting group.</p>
Discussion Items	<p>Committee structure. Ideas include working the Strategic Planning Model to more closely align with Accreditation Standards, having committees align with the four Standards and sections of the modified Strategic Plan (Meta-Committees that facilitate communication between those within the four sections and meet on a revised schedule so that on the fifth weeks of months with five weeks, the Meta Committee meets together for planning, communication, and unification of work/goal focus). Crosswalk Strategic Goals with District/Board Goals and Ends document.</p>
Challenges/Successes/Accomplishments	<p>Successes/Accomplishments:</p> <ol style="list-style-type: none"> 1. Committee self-evaluations-we have given feedback on some of these by attending meetings in person and relaying the feedback given by the committee 2. We have a full set of strategies for KPIs selected by the campus community. Many of them are in process and a few are completed. <p>Challenges:</p> <ol style="list-style-type: none"> 1. Having all committees submit self-evaluations 2. Determining what should be on our meeting minutes 3. When to do our annual retreat and what should be included

Membership	We are currently down one faculty member, one classified member, and one student member
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Strategic Planning (SP) Discussion

Question as to if the committee is strategic or tactical. Committee has strategies, which are plans of action that achieve KPIs, short and long term. Trying to fold strategies into the Planning Handbook so more people can see them. Questions and comments on marketing arose, but marketing is not part of the SP committee charge. SP community mostly revolves around success of the students we have, not why or why not students attend. A comment was made that two retired advisors discussed frustration with the student involvement process, not being served well within the strategic approach. Another comment suggested student success is hindered because students aren't aware of opportunities.

Bring to SP committee, put on next agenda: 1) aligning committees to the ACCJC standards, 2) entertain 5th Friday of month meeting of tying in strategic planning, 3) KPIs to Board Ends policy. Question on committee self-evaluation – how does information get to CAC? Where does marketing fit into strategic planning process and how often are we revisiting those KPIs to make sure still current, fresh and addressing the needs for the college? Give direction to Strategic Planning Committee. Communicate what needs to be done and give to the office to be done. Joseph, take back to ASG to give guidance as best way to communicate with students. We need help.

Campus Technology Committee

Clem states the committee consistently has not had a quorum going on four years, with no suggestions on how to achieve a quorum. Possibly not the correct host. Asked Academic Senate if can use Skype for remote committee members, but was denied because of parliamentary procedures. Recommend establish standing days and times to meet to help people plan. Judy helped set up Mondays at 1:00, but still no attendance. There is no next meeting scheduled. SJCC has changed its charge significantly to try and gain more participants. Clem is trying to explain what he has observed: he has been in the industry for 45 years and has had successful projects of all levels of all types within multiple industries, except with academia. There is a disconnect on our campus. We talk technology, but don't do technology. Wants to ensure CTC exists. Attending District meetings and receiving leadership with Ben Seaberry. Both EVC and the DO are thriving. Still providing feedback as a CTC element to district, i.e., get third party group to come in to do the tech plan for EVC, SJCC and DO. Help ITSS standardize on new system. Do one-on-one with individual problems, but not as a committee. Suggested merging with Distance Education or be part of another committee. Tech committee is our way of giving feedback to all technology decision makers about what we'd like to see on campus. The CTC is not able to provide feedback, so ideas are set to default mode. SJCC has outdated software. Unsure how the CTC is different from the Facilities, Safety & Technology Committee. CAC believes the CTC is instructional technology, more software focused.

- **Action Items:**

- None

- **Information Items/Action**

- Standing Committee updates
 - **Academic Senate:** None
 - **Classified Senate:** None
 - **Diversity Committee:** None
 - **Facilities, Safety & Technology:** Will meet Monday & work on comprehensive report.
 - **Finance Committee:** Reviewing outline of due date for budget requests to align with Program Reviews. Did presentation on other funding in the division, like Perkins and Strong Workforce, and other grants to better understand what is allowable and not allowable. Next meeting will have SSSP and Equity as guests.

- **President Updates:** President Breland stated the CAC will be discussing accreditation approaches for standards. We should be receiving the report by next week. Most items will be the same as the unofficial report in the exit review. CAC is the hub of monitoring progress moving forward of the ACCJC's recommendations. We have two check points. First, by January when commission meets and receives our report, we will have a couple minutes with the commission to explain what we've done since the visit. Once we receive the action report, we're estimating we'll have that 18 month time period to follow up. The CAC will monitor the action items and who's doing the actual work. Some items relatively easy, others involve deep level or department work or course level work, SLOs, for instance.

DISCUSSION Item – will develop Rubric for ACCJC recommendations and do an action plan for each recommendation. Will be prepared by next meeting.

Vice President Updates: There is a change in the Chancellor's office in terms of course approvals. Now the Chief Instructional Officer at each campus (here it is VP Graham) can certify courses on behalf of the state: new courses in existing programs can have a local certification, non-substantial, small tweaking without course outline of record, textbook updates and substantial changes –unit change, course title change. Non-credit and new courses still require state approval. Programs need state approval. Desire is to reduce backlog of course approvals at state chancellor's office. Sometimes waiting 6 months to a year for changes. Update on curriculum committee's next meeting agenda to discuss process. Once a year, will send in a list of courses that have been approved locally. Still must go through our entire process, Board, then back for certification with conversation with AS. Also, a lot of discussion on Strong Workforce plan, ongoing funding, district initial allocation 60% or 2.2M, additional 40% waiting for word as to how split will be between EVC and SJCC. Money must be spent on campus. Criteria for spending: 1) Increase number of CTE programs, 2) increase number of students in CTE programs and/or 3) improve CTE programs. Can be in Milpitas.

- **Student Success Committee:** None

- **Discussion Items**

- Staff Hiring Prioritization: Will put as Action Item for next meeting to approve.
- Forms – look at each form. Does the title make sense? Is the layout logical and organized well? Does the form have a logical work flow? Where does the process start, end, who touches it? Can students walk the form through? What are the criteria we want to establish for each single form? Bring in forms from your offices to start cataloging and put into manual to create one repository.
- Milpitas student survey – Sent out to all students in the district, about 18,000 surveys, received 800 back. – Milpitas will be an Open Education Resources (OER) campus – no textbook costs, free parking. Class preferences M-TH am, Chose classes with most enrollment overall, 22 on list, took off chemistry, biology. Select classes to take in spring, still waiting for complete data. When drilled down to which classes to take when, responses changed to M-TH evenings, F evenings, (396), Saturdays (300). Next step, researcher will drill down, list of courses, times students want to take and build Milpitas scheduled based on what students tell us. If evenings, prefer 2 days/week, not one. Starting spring, populate evenings first. Still variables about classes during the day, along with classes in MUSD. Interesting that responses didn't match what was initially stated at start of survey of M-TH morning. Little interest in afternoons, split between mornings and evenings. Also want more online offerings with 7 exceptions: Math 111, 311, 13, 63, Poly Sci 1, Comm Studies 20, History 17A.No specific goal for Milpitas. If running at 100% efficiency, generate about 400 full time equivalent students. Now working with social media advertising to get word out to anyone who wants to take a class in Milpitas. Want to attract students who are at Ohlone or Mission. Instructors will go through regular hiring process.

- **Other (2 minutes):**
 - None

- **ASG Reports**
 - Thriving. Recommend all-day symposium dedicated to the topic of campus sexual violence on Nov. 18th at Santa Clara University where the District Attorney has teamed up with eight local colleges and universities to create the symposium.

- **Announcements (2 minutes)**
 - SJCC, in addition to Laney, has been selected as a marketing site for state rebranding of the Career Technical Education program. The organization will be here to cast students in our allied health area, dental and medical assistant, small entrepreneurial area, cosmetology and esthetics and IT area computer science info and machine and laser tech area. They will be here Nov. 15 to cast students and faculty and want to do live shootings. They may also take other students and will give a gift card of \$75 to participants. Shooting will be Nov. 28. An email will go out to faculty in the targeted areas and flyers to give to students.
 - Have Microsoft programs available to all students, faculty, free operating system software, 7, 8, 10. Access to add to office suite or standalone. SJCC has premium membership. If you contact Clem, he will add your name to webstore list. If you have a need for programming software in entire MS catalog, available free, studio, C++. Clem, Moni and Deans will be doing an Apple tour to try and partner with Apple.

Meeting Adjournment:

- Meeting adjournment at 10:53 am.