

San José City College  
 Advisory Council  
 Location: SC-204  
 9:00-11:00 a.m. Minutes  
 May 01, 2015

**Members Present:**

MSC	FACULTY	CLASSIFIED	STUDENT
MSC- Duncan Graham	AS-Pat Space AS-Jesus Covarrubias AS- Javier Chapa AS-Hasan Rahim AFT 6157-Jose Cabrera	CSEA-Corinne Salazar CSEA-Laura Garcia	Larry Harris Celeste DiGenova Alva Long

- **Absent Members:** Joe Andrade, Sean Abel, Elaine Burns, Kulwaran Sandhu
- **Committee Proxy:** Margaret Muench for Jesus Covarrubias
- **Minutes:** Sandra Gonzalez

**Call to Order:**

- Meeting called to order by Vice President Duncan Graham 9:10 AM

**1. Welcome and Introductions:**

- Welcome new members Celeste DiGenova representing Associated Student Government, Hasan Rahim representing Academic Senate Faculty.

**2. Adoption of the Agenda:**

- Margaret Muench motion to approve current agenda  
**Motion Carries**

**3. Approval of April 17, 2015 Minutes/Suggestions:**

- Margaret Muench motion to approve April 17, 2015 meeting minutes  
**Motion Carries**

**4. Public Comments (3 minutes):**

- None

**5. CAC Committee Comments (2 minutes):**

- None

**6. Action Items:**

- 2015-16 Budget Allocation Recommendation:  
 Margaret Muench Motion to recommend to the President to accept the budget allocation from the Finance Committee with the exception that Cosmetology receive a zero allocation because they did not have a proficient program review.  
**Motion Carries**
- Committee Self-Evaluation:  
 The committee worked together to complete the Annual Self-Evaluation of Standing Committee form for the Strategic Planning Committee  
 Margaret Muench Motion to approve the completed form  
**Motion Carries**

## **7. Information Item:**

- Accreditation Update: Vice President Duncan Graham attended the ACCJC Accreditation Symposium last Friday on April 24, 2015. There Napa Valley College presented and shared how they are going through the first cycle using the new standards. The approach is very different than what has been done in the past. The ACCJC wants less narrative and more evidence. SJCC will be taking a different approach in addressing the standards. We have developed a rubric asking if we meet the standard or we don't meet the standard; if we do meet the standard there will be a link showing the evidence that we do meet it. We will also include the board policy or procedure showing where we meet that standard. The report also needs to include a quality focus essay up to 20 pages. They are looking for one or two large scale projects of what we want to do for the next seven years. Developing policies and procedures for SJCC will be a good focus for this essay and will address every one of the standards.

## **8. Discussion Items:**

- Recharging the Technology Committee: There needs to be a plan to get this committee going.
  - Javier Chapa suggested that each standing committee on campus have and a standing agenda item for each meeting addressing Campus Technology and then reporting back to the CAC.
  - Margaret Muench is concerned that eliminating committees should not be the practice. The charge of the Technology committee is really critical to integrate planning to create the Technology plan. It seems like the reason the committee is not functioning is because nobody wants to serve on the committee because they feel that their input is not valued.
- The CAC recommends to the College President that the college needs to get this committee moving and make it a priority.
- Feedback on EMP & FMP:
  - Larry questioned the Facilities master plan and didn't see of what we could not do.
  - Margaret Muench stated that we already had a long term plan in place and then this new FMP comes along and says we did it all wrong.
  - Rahim Hassan stated that he likes the idea of positioning the buildings to force students to interact with one another.
- The EMP & FMP plan is still in draft form nothing is final until December.

## **9. Agenda Items Requested and Referred to Other Committees:**

- None

## **10. Comprehensive Committee Reports (10 minutes each):**

- Diversity Advisory Committee: No Report
- Student Success Committee: No Report

## **11. Standing Committee Updates (2 minutes):**

- **Academic Senate:** They are working on the qualifications of instructors who are

teaching Distance Education. They are also working with academic policies.

- **Campus Technology Committee:** No Report
- **Facilities/Safety Committee:** Next meeting on Monday, May 4, 2015
- **Finance Committee:** Completed self-evaluation for at our last meeting
- **President / Vice President's Updates:**

**12. Other (2 minutes):**

- **ASG: Announcements (2 minutes)**
  - Elections are scheduled on May 4<sup>th</sup> & 5<sup>th</sup>.
  - Hall of Excellence is on May 14, 2015 in the cafeteria from 6-8 pm. This year they are including honorable mentions as well as the recipient awards.

**Meeting Adjournment:**

- **Meeting adjournment at 10:45 AM**