

San José City College
 Advisory Council
 Location: SC-204
 9:00-11:00 a.m. Minutes
 Sept. 04, 2015

Members Present:

MSC	FACULTY	CLASSIFIED	STUDENT	EX-OFFICIO
MSC- Joe Andrade MSC- Lamel Harris MSC- Takeo Kubo	AS-Pat Space AS- Javier Chapa AFT 6157- Barbara Hanfling AS-Michael Berke	CSEA-Deanna Herrera CSEA-Laura Garcia	Celeste DiGenova	Dr. Byron Breland

- **Absent Members:** Duncan Graham, Sean Abel, Jesus Covarrubias, Larry Harris, AFT-Faculty Representative, Alva Long,
- **Committee Proxy:** None
- **Minutes:** Claudia Amador

Call to Order:

- Meeting called to order by AS-Javier Chapa at 9:11 AM

1. Welcome and Introductions:

2. Adoption of the Agenda:

- Pat Space motion to approve agenda.

Motion Carries

3. Approval of May 15, 2015 Minutes/Suggestions:

- Celeste DiGenova motion to approve May 15, 2015 meeting minutes

Motion Carries

4. Public Comments (3 minutes):

- Javier Chapa wants to reiterate the discussion from the last meeting in regards of moving from Moodle to Canvas. The English department is particularly concerned about changing because its very labor intensive and it there is a price attached to it. It is understood that there is a benefit for the students but Javier would like more discussions regarding this switch.
- Byron Breland comments: the state has made the shift and they have paid so there are no additional fees to join canvas. There has been discussion amongst faculty in regards to training availability and if it's helpful we might bring an expert to support faculty. The district has to make the decision as a whole. EVC has already made decision to move forward. Again, we look for the best to help our students. We hope to continue to have more discussions to be able to make the best decision for SJCC.
- Michael Berke questions about funding to bring training to the campus. But the essential question to ask is whether it will help the student? EOI can benefit the students because now, if they cannot take the class for whatever reason that limits the students to complete a course program and with EOI they will be able to take classes through SJCC online.
- Lamel Harris questions if EVC has a timeline to when they plan to implement. Byron replied saying that EVC has already begun training.

5. CAC Committee Comments (2 minutes):

- Laura Garcia: reminder, one of our goals from last semester was to review this year's goals and if we can add it to the next agenda.

6. Action Items:

- None

7. Information Item:

- **Educational Master Plan Update – Fred Trapp:** Dr. Byron Breland introduced Frederick Trapp from the Cambridge West Partnership to give us an update where we are in the Educational Master Plan Process. It is a two-part process, the EMP and the FMP, both of these teams work very close together.
- Fred Trapp – presented a PowerPoint presentation accompanied with a 1-page Handout.
 - <http://www.sjcc.edu/discover-sjcc/college-plans-and-program-review> - Handout
 - <http://www.sjcc.edu/AcademicAffairs/Documents/SJCC%20EMP%20Wrap%20Up%20draft%20090415.pdf> - Presentation
- Fred Trapp gave an overview of what is an Education Master Plan. The purpose of the EMP plan is to address education and support. It is a resource that we are building to use as we need, rather than give a solution to a problem The EMP is not a narrow functional plan; it focuses on multiple areas rather than just one. Fred has conducted various structured interviews with Deans, Faculty, and Students and brought along outside data to support the plans highlighted on the EMP. He has also made sure he is asking the core questions such as how much space will SJCC need by 2030, based on annual growth projection. ***He encourages everyone to make any suggestions, edits, corrections since the month of September will be the last chance to make changes to the draft.***
- The purpose of today's update was not to give details of the EMP, rather to highlight some of the findings and chapters from the document.
 - Part one: to review the FMP (Facilities Master Plan) – to determine how much space will the college need based on instructional time and capacity.
 - Part two: to review the EMP – what are the curriculum options looking forward in terms of needs of students in transferring to a 4-yr college or going to the work market.
- EMP – It is a very data driven report and after each suggestion he list the names of a few campus groups that might be interested in the information reported.
- Score Card – SJCC 11 Associate Degrees for Transfers. From the interviews conducted, many people said were working on an Associate Degree for Transfer in a particular area. This will be a very appealing line for students since we can give a diverse curriculum to help them transfer. He encourages faculty to complete the process to bring those AS-T or AA-T to the college.
- Enrollment Management Plan – Fred Trapp mentioned it on the Educational Master Plan but he has an understanding that there is a group at the district level District working on Enrollment Management. He makes a suggestion to consider Enrollment Management.
- Fred would like to work with the Student Leadership Group, to point to chapter 9 so they have a sense of what faculty has been thinking about and they are aware of what is available now to support students.

8. Discussion Items:

- None

9. Agenda Items Requested and Referred to Other Committees:

- None

10. Comprehensive Committee Reports (10 minutes each):

- None

11. Standing Committee Updates (2 minutes):

- **Academic Senate:** Michael Berke, we had our first meeting and we have a strong senate, a lot of work to do but we have been very productive. Look forward to reports; we made a point to inform their Divisions with a short summary of what is talked about on the meetings and events that are going on.
- **Campus Technology Committee:** No Report
- **Diversity Advisory Committee:** No Report
- **Facilities/Safety Committee:** Have not had an initial meeting yet.
- **Finance Committee:** No Report
- **Student Success & Equity Committee:** No Report
- **President / Vice President's Updates:** Byron Breland, the college is on a very exciting year. We have a few challenges ahead of us, the biggest one being accreditation and self-study. I encourage everyone to focus on accreditation. We want to give the best report we can give. We started working with the consultant Bob Pacheco who is giving us great guidelines and structure on how to work with the 2015-16 accreditation and self-study.
Student Opening Day was a success. Thank you for all the work that you do in your departments.

12. Other (2 minutes):

- **ASG: Announcements (2 minutes)**
 - We had our first ASG meeting on Wednesday. Inclusiveness and outreach will be the ASG president's focus for this year. We look forward to events on campus such as a Day on a Green is coming up next Wednesday, clubs are invited, we are going to have entertainment, and we are getting ready for an exciting new year.

Meeting Adjournment:

- **Meeting adjournment at 10:19 AM**