

San José City College
 Advisory Council
 Location: SC-204
 9:00-11:00 a.m. Minutes
 Sept. 18, 2015

Members Present:

MSC	FACULTY	CLASSIFIED	STUDENT
MSC – Duncan Graham	AS-Pat Space	CSEA-Deanna Herrera	Larry Harris
MSC- Joe Andrade	AS- Javier Chapa	CSEA-Laura Garcia	Vacant
MSC- Lamel Harris	AS- Hasan Rahim	CSEA – Corrine Salazar	Vacant
MSC- Takeo Kubo			

- **Absent Members:** Barbara Hanfling, Jose Cabrera, Michael Berke, Celeste DiGenova
- **Committee Proxy:** None
- **Minutes:** Claudia Amador

Call to Order:

- Meeting called to order by Vice President Duncan Graham at 9:07 AM

- **Welcome and Introductions:**

- **Adoption of the Agenda:**

- Duncan Graham requests to change the order of the two Action Items to give Sean Abel (present) an opportunity to present the Strategic Planning Committee Draft Charge Form.

- **Approval of September 04, 2015 Minutes/Suggestions:**

- Pat Space motion to approve agenda
- Lamel Harris seconds
- VP Duncan Graham and Corrine Salazar abstain

Motion Carries

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

- None

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

- None

- **Action Items:**

- 2015-16 SPC Draft Change – Sean Abel, charge remains the same from last year and there seems no need to change it since it worked, it was approved last year.
 - VP Duncan Graham motion to accept the charge of the SPC Draft.
 - Pat Space seconds motion
 - Discussion: VP Graham asked where is the process with the SPC? Sean Abel responds that the document is over at the Academic Senate waiting their approval. It does not have the President’s message and it also needs additional formatting as soon as the Academic Senate finishes reviewing it, it will be taken care of.
 - Joe Andrade abstains – not here at the beginning of discussion

Motion Carries

- **Review College Advisory Council Charge** –Duncan: Claudia pulled the charge from the web and as I reviewed it, I noticed it was not what we had agreed on last year. *Handout* – this handout includes what seemed to be the changes we had adopted.
 - **Questions:** Deanna Herrera – The draft itself highlights recommendations but it is hard to tell what was actually accepted.

- Duncan - September 19th, 2014 minutes there is one bullet that says something we were supposed to add to the draft but is not included on here, about what we had agreed on. (Deanna Herrera might have the updated version on file) What we can do is bring this as an Action Item to our next meeting.
- Laura Garcia motion to postpone it to next meeting, Pat Space seconds.

Motion Carries

- **Elect a co-chair**

- Duncan - Do we want to elect a co-chair now or do we want to wait until next meeting once we have the charge clear.
- Duncan Graham motions to elect a co-chair for this committee. Pat Space move to have a nomination, Lamel Harris seconds.
- Nominations
 - Pat Space nominates Javier Chapa for Co-Chair of the Committee. Javier Chapa declines nomination.
 - Corrine Salazar nominates Deanna Herrera, Javier Chapa seconds nomination.
- Duncan Graham – All in favor of electing Deanna Herrera Co-Chair of the Committee.

Motion Carries

- **Information Item:**

- **Review and Assess the College Mission Statement** – VP Duncan Graham says that one of our responsibilities is to review and assess our college mission statement. On one of the meetings from accreditation he attended, they highlighted the importance of reviewing and assessing the mission statement, often. *Handout “ACCJC on Mission Statements”* – Duncan Graham, we need to align with the District’s Mission Statement but how do we measure social justice? Deanna Herrera mentioned that last year, the committee voted to remove this item but it was unsuccessful. Duncan believes that equity and social justice should be our guiding principles but are not necessarily measurable. VP Duncan Graham brought a suggestion to the meeting which is included on the handout for this information item. We can definitely take this to the respective constituency groups and we can bring it back for further discussion. Claudia Amador will send out the electronic copy of the ACCJC on Mission Statements handout.
- **Educational Master Plan Update**
 - i. Fred Trapp presented on the last meeting and VP Duncan Graham asked for any feedback. It is important to note that September is the last month to make any suggestions. There is no date yet on when they will present to the board, it used to be October but the board may push it to November, again, September continues to be the last month for suggestions. The EMP and FMP have been working alongside, but the EMP needs to be finalized before the FMP.
 - ii. When Cambridge came forward with a proposal, there were other groups as well making proposals and the committee had the authority that we wanted to have two separate groups working on our EMP and FMP. Cambridge and HPI have been working together a lot on previous projects.
 - iii. Lamel Harris – So what does both of these two groups mean? After they finish the plan do they leave or do they stay as consultants? VP Graham responds that once the project is completed, it is a self-guided process. The Facilities Master Plan is being developed in a way where it takes into consideration not only

- **Accreditation Update**
 - i. Bob Pacheco has been out consultants for the Accreditation process. Self-Evaluation is due in a couple of weeks and he has worked with the Los Angeles Community College and has provided many templates to help us write a strong self-evaluation report. CAC's job this year is to have accreditation as a major focus.
- **Discussion Items:**
 - **Review CAC Committee Goals for 2015-16 academic year.**
 - CAC 2015-16 Goals (suggestions) handout – VP Graham reviews items listed.
 - Item #5: Review Integrated Planning Manual and Processes – Sean Abel is working on this item on the Strategic Planning Committee
 - Items #6 &7 come from Accreditation – do we have a policy where we review our mission statement on an annual basis? No, we don't, it is on our charge that we do but we don't. A suggestion that he would like to mention is to establish policies and procedures, and as a college we can go over our policies and procedure. It will make the accreditation process simpler and it also it reduces anxiety with high turnover with administration. A legacy he would like to leave City College is with policies in place.
 - Javier Chapa – when we talk about policies and procedures, are we talking about each department? VP Graham, no, it would be institutional policies, taking a look where there is no district policy and then create a college policy. Part of the Accreditation they are asking this time is to write a Quality Focus Essay – the idea behind it, is that through the self-evaluation process is that there are two or three issues that we really want to tackle in our institution, and this could be something we can include.
 - Item #7 was also suggested by Dr. Pacheco – developing a flow chart and communication plan for all committees, looking at things that happen in one committee and it affects other committees and how are those connections made.
 - VP Duncan Graham – We will bring this back as an action item on our next meeting.
 - When Deanna and I meet we will establish the standing committee report to have at least two committees every meeting to give us a comprehensive report of how they are doing, we will bring the document for adoption to our next meeting.
- **Agenda Items Requested and Referred to Other Committees:**
 - None
- **Comprehensive Committee Reports (10 minutes each):**
 - None
- **Standing Committee Updates (2 minutes):**
 - **Academic Senate:** Meeting last Tuesday. VP Duncan Graham – a lot of discussion concerning the lack of faculty input in the steering committee for the Adult Ed initiative at the work force institute. They passed an item that the curriculum committee will send any of those courses being developed for Adult Ed to the Academic Senate for approval.
 - VP Graham - They are moving forward in doing a Joint-Academic Senate with EVC. It is a great idea especially when they are doing district policies, we need a united front. Also, on October 6th meeting, Academic Senate is looking at Faculty positions for next fall, take this information back to your areas and make sure

that folks are aware.

- **Campus Technology Committee: None**
- **Diversity Advisory Committee: None**
- **Facilities/Safety Committee: Have not met**
- **Finance Committee: None**
- **Student Success & Equity Committee: None**
- **President / Vice President's Updates:** You are getting VP Graham's update especially on accreditation.
 - Next Meeting - Duncan would like to make the committee aware of the opportunities that are knocking on our campus, for example the language institute, the 1 + 2 + 2 arrangement, where students will hold their language classes on our campus, not our students but they want to have them on our campus, so when they get to that level the following year they will enroll here for 2 years and the last two years they will transfer to a 4-yr college. This can benefit us because we can bring revenue, we will be the pipeline for students to complete their degree. Also, they will come in as international students – which means we get a lot of money because they pay out-of-state fees. We can have someone come in as an information item.
 - Saint Mary's College approached us because there is a need for K-12 instructors. They have a teaching program and they would like to be a pipeline for our students. Duncan Graham will bring more information
- **Other (2 minutes):**
 - **ASG: Announcements (2 minutes)** – Larry Harris: We made it through; we had a great Student Club day. There were about 14-15 clubs. It was one of the better student fund events.
 - **Question:** Larry Harris: ASG did a big part on the **ACCJC where will all that** fall out? Duncan Graham – They are meeting on Wednesday and discussing how to include more students on our accreditation process. But he is not clear on how things are going to shape out.
 - **Question:** Hasan Rahim: is CANVAS full force ahead? Duncan – Not yet. We have heard that our faculty will need training to be able to get the most out of this new platform.
 - **Question:** Larry Harris: How will this affect students? Duncan – Instead of Moodle, they will use CANVAS. It is just a new platform.
 - Hasan Rahim mentions that it is easier for grading. VP Graham mentioned that the Open Education Initiative looked into different platforms and they decided CANVAS was the best.
 - Javier Chapa- They came to do a presentation and there was not enough information given out, just that students liked it the most, we have no information other than that. They didn't even want to show how it looked like.
 - VP Graham will look further into the reasons why CANVAS was chosen.

Meeting Adjournment:

- **Meeting adjournment at 10:14 AM**