

San José City College
 Planning Council
 Location: SC-204
 9:00-11:00 a.m. Minutes
 March 21, 2014

Members Present:

MSC	FACULTY	CLASSIFIED	STUDENT
Joe Andrade	AS-Pat Space AS-Charles Heimler AS-Javier Chapa AS-Vacant FA-Marc Sola	CSEA-Sue Hager CSEA-Bruce Geer CSEA-Deanna Herrera CSEA-Heidi Hoffman	Larry Harris Andrew Phelps Roland Bough Abidat Oshiobugie

- **Absent Members:** Dr. Elaine Burns, Sean Abel, Duncan Graham
- **Committee Proxy:** Charlene Lilie for Abidat Oshiobugie, Sandra Gonzalez for Sue Hager
- **Minutes:** Sandra Gonzalez

Call to Order:

Meeting called to order by Co-chair Deanna Herrera 9:08 am

1. Welcome and Introductions:

2. Adoption of the Agenda:

Sandra Gonzalez-Motion to approve agenda

Motion Passes

3. Approval of March 7, 2014 CPC Minutes/Suggestions:

Heidi Hoffman-Motion to approve minutes with changes

Motion Passes

4. Public Comments:

None

5. CPC Public Comments:

- Andrew Phelps: Does not understand and wondered why the decision was made not to hold a joint PDD, professional day, between SJCC and EVC.

6. Discussion Items:

- Facilities/Safety Committee Draft Charge: The CPC committee agreed to table this discussion item until the April 4, 2014 CPC meeting so that Seher Awan can be present to discuss this item.

7. Information Items:

- Technology Committee: Duncan and Deanna have both reached out to Clem Lundie, who has expressed interested in serving on this committee, however, they still have not received a response from Clem. Currently the CTC committee has not convened due to the lack of participation from constituent groups.
 Roland Bough stated that he has expressed interest in serving on this committee since last semester. He has suggested that the CPC committee considers appointing a student to serve as the temporary chair of this committee to get things started for this committee.
 Charles Heimler feels that the CPC committee should consider doing the work of the Campus Technology committee since the CTC is a sub-committee of the CPC.

Deanna Herrera will add this item on the April 4, 2014 agenda as a discussion item.

- Accreditation Update: Deanna Herrera read the following statement prepared by VPAA Duncan Graham "The Faculty Association and the District have agreed to a pilot program that will include SLO assessment in a permanent faculty member's self-evaluation. This pilot program is very similar to one used by another college to address Standard III.A.1.c. Additionally the DO is working with MSCC to add language to administrative job descriptions and evaluations that address an administrator's responsibilities in assessing student learning, and outcomes. I am working closely with Keith Aytch VPAA at EVC and VC Kim Garcia to make sure our follow up report addresses the Standard appropriately. We will be ready to file the report by the March 31 deadline."
- Transition from Adult Ed to Community College: Tabled until April 4, 2014 CPC meeting
- Student Success Message on Committee Agendas: The College will begin to implement the student success message on committee agendas. The definition of student success was approved by the CPC committee.

Javier Chapa said that whenever quoting a statement the source should be cited.

8. Action Items:

- Educational Master Plan: At the last CPC meeting Seher Awan discussed that the Facilities Committee wants to begin reviewing the Educational Master Plan a year earlier. The Educational Master plan will determine the Facilities Master plan. Heidi Hoffman sent out an email to all SJCC Classified staff asking for feedback regarding the Educational Master Plan and she had received two responses supporting the recommendation to review the plan a year early. Charles Heimler made a motion to recommend to the president that the college immediately review the Educational Master plan.

Motion Passes

Andrew Phelps made a motion to amend the original motion to include not hiring an outside consultant.

Motion Fails

9. Comprehensive Committee Reports (10 minutes each)

- **Academic Senate Report:** Charles Heimler worked with Academic Senate president Fabio Gonzalez on the comprehensive committee report. The Academic Senate does not have a committee charge but they do have a constitution they follow and have been working on revising the constitution making various changes. With funding provided by Interim President Dr. Breland, the SJCC Academic Senate has begun actively participating in the state Academic Senate and attending conferences. The Academic Senate will continue with a retreat each semester to talk about arising issues in an informal setting. The Academic Senate will begin implementing a reassigned time position process and how the positions are awarded. Recommendations to CPC: the Academic Senate would like for College Planning Council not to approve or make any proposal having to deal with accreditation job description recommendations until the senate make their own recommendations to the administration. The Senate is concerned with how we do accreditation specifically: how it is being done, who gets appointed, how much money is being spent. Some of the challenges Academic Senate had to deal with have been with the shared governance process. Since there has been a technical assistance workshop on shared governance and training given to the chancellor, college presidents, and academic senate the senate feels that it has been working a little bit better.

The Academic Senate has updated the Senate web page on the SJCC webpage. There you will have access to meeting agendas, meeting minutes, membership. Within the last

two years we have hired about 19 positions and had filled roughly 50 faculty seats for hiring committees. The Academic Senate is still working on getting faculty to serve on committees. There has been an Ad-hoc Facilities committee meeting on how the district is spending bond money. The concern is the way the district has spent monies and continues to spend money is "messed up". There is a lot of dispute whether or not the board is spending the money based on the voter's wishes. The ad-hoc committee has uncovered a lot of these problems which has also been aired on an NBC news report. Charles was Academic Senate president for two years and resigned; now Fabio Gonzalez is the current Academic Senate president. Academic Senate elections will be held in April and faculty are encouraged to serve for office to represent their division. Padma resigned from the CPC committee so the AS will be looking to vote for a replacement. Larry Harris-Larry asked if the report regarding the district spending bond monies improperly is a statement or a proven fact.

➤ **Strategic Planning Committee:** Deanna will be reporting on behalf of Sean Abel for SPC.

The SPC committee had difficulties reconvening the committee and started meeting at the end of last semester. The SPC committee began revising the committee charge. However, it will not be ready until the fall 2014. The committee is working under the current charge. The goals and action plans for SPC this year is to review the notes from the May 2013 retreat, align the current KPI's with the accreditation standards to streamline some of the work, and to align the KPI base lines creations and data collections to appropriate committees to designate committees and personnel to be responsible for getting the baselines for the KPI's. Data collection will begin next semester. Recommend that the CPC, through communication with constituency groups, plan for the integration of functionality of the Educational Master Plan with Budget Planning, Facilities Planning, Student Success Plan, etc.

Recommend that the CPC, through communication with constituency groups, plan for the integration of execution of the above plans via the Strategic Plan as well as the integration of the Strategic Plan Goals and KPIs with the writing of the 2016 SJCC Accreditation Self-Study.

Discussion items include lack of Student Success plan which is referenced in the Strategic Planning Handbook. This is causing concern about the efficacy of the integration of the items contained within the Strategic Planning Handbook. This led to questions about how the current Strategic Planning materials can exist in their current state since 2011 without progress on a Student Success Plan until spring 2014.

Challenges: the inexperience of the committee led to a slow start, particularly in light of the committee being dormant for most of the fall 2013 semester. As the members have become more familiar with the concept of Strategic Planning, conversation has become robust and we are developing a better level of understanding of the strengths and weaknesses of the current Strategic Plan.

Current membership one vacant student position despite efforts to fill this position.

Successes/Accomplishments:

Review of current KPIs

Alignment of KPI work

Working together to achieve consensus rather than using voting to determine every step of action

10. Campus Committee Reports:

- **Campus Technology Committee:** Update given in Informational item
- **Diversity Committee:** No Report
- **Facilities Committee** Bruce Geer and Steve Mansfield both stepped down from the committee at the last meeting.
- **Finance Committee:** Next meeting will be on March 24th 3-4 in SC-204, budget hearings will be on March 28th 8-5 pm SC-204.
- **Safety Committee:** No quorum, committee did not meet
- **Student Success Committee:** No Report
- **President/Vice President's Updates:** Co-chair Deanna Herrera read both President and Vice President's reports on their behalf since they are both away at an accreditation conference:

SJCC President's (2014 – 15) Funding Priorities: San Jose City College will implement best practices related to planning and resource allocation including: transparent decision-making processes, support of strategic and comprehensive planning activities and the allocation of resources to support the college's funding priorities. The funding priorities for 2014/15 support student access, success and completion and are focused on the following three areas:

1) Increase Student Success

Use SLO data and utilize best practices, focusing on designing and implementing models for student success in all programs including: strengthening college and career readiness, basic skills instruction, career technical education, and transfer. Implementation of best practices that will reduce the achievement gap by addressing the needs of underperforming student populations in the teaching/learning process.

2) Support Professional Development

Institute a staff development model that supports faculty and staff development for student success. Create and implement an integrated professional development

plan, including evaluation components and appropriate innovation funding. Components of the professional development plan can include a certificate in "Teaching and Learning" for staff.

3) Support and Encourage Innovation

Support and encourage a climate of innovation and creativity. Funding for these endeavors will complement the College's vision and strategic directions in support of new ideas, methods or practices to promote excellence in student academic achievement. Initiatives may range in focus from primary classroom support, to student success or research

- **Other news:** For over a year, the District has been working with the Milpitas Unified School District to build a 21st Century Joint Educational Center on a site owned by the MUSD. Both EVC and SJCC are involved in the project. We are in the planning stages of the design of the building, and will soon be working with faculty to look at programming for courses to offer at the site. There have been surveys conducted with residents of Milpitas, parents of the high school students, businesses in the area, and high schools students as well. Those results are being compiled at this time. It is anticipated that the center will open in fall of 2016.
- **ASG Reports:**
 - Roland Bough- the ASG just filmed the 2nd episode of their T.V. show. Dr. Breland was a guest on the show and answered a few questions. If you have any ideas and/or concepts please send inquiries to Roland Bough.

- The ASG approved funding of \$5500 for food for homeless students currently enrolled at SJCC. ASG will be approving a resolution in support of project cinco.
- Hall of Excellence awards will be coming up and we ask if you have anyone to nominate please do so.
- ASG had their candidate nomination meeting for elections this past week. There may not be enough students to fill all the ASG seats. There will be a candidate forum on April 4th in the college theater. Elections will be on April 23rd and 24th .

11. Announcements:

None

Meeting Adjournment:

Motion to adjourn meeting at 10:22 am

Motion Approved