

San José City College  
 Planning Council  
 Location: SC-204  
 9:00-11:00 a.m. Minutes  
 November 1, 2013

**Members Present:**

MSC	FACULTY	CLASSIFIED	STUDENT
Dr. Elaine Burns Sean Abel	AS-Pat Space AS-Javier Chapa AS-Charles Heimler AS-Padma Manian FA-Marc Sola	CSEA-Sue Hager CSEA-Deanna Herrera CSEA-Laura Garcia CSEA-Heidi Hoffman	Larry Harris Andrew Phelps Charlene Lilie Alva Long

- **Absent Members:** Bruce Geer, Roland Bough, Duncan Graham, Abidat Oshiobugie
- **Committee Proxy:** Bunnie Rose Proxy for Sue Hager
- **Minutes:** Sandra Gonzalez

**Call to Order:**

Meeting called to order by committee chair Duncan Graham 9:09 am

**1. Welcome and Introductions:**

- Charlene Lilie is an alternate member serving in place of new student member Abidat Oshiobugie.

**2. Adoption of the Agenda:**

Charles Heimler-Motion to approve Agenda

**Motion Passes**

**3. Approval of October 18, 2013 CPC Minutes/Suggestions:**

Sean Abel -Motion to approve minutes

**Motion Passes**

**4. Public Comments:**

- None

**5. CPC Public Comments:**

- Andrew Phelps: Ongoing concern with increasing the number of Anthropology courses being taught at San Jose City College. SJCC does not offer the same number of Anthropology courses as other community colleges in the area.

**6. Action Items:**

- Election of Co-Chair: Nominations for CPC Committee co-chair are Charles Heimler and Deanna Herrera. Members votes 7-6 in favor of Deanna Herrera as the new CPC Committee co-chair.
- Mission/Vision Statement: Interim Vice President Duncan Graham sent out an email to the campus community on October 18<sup>th</sup> for feedback and/or recommendations to amend the current college mission/vision statement language. There have been no responses to him as of Monday, October 28<sup>th</sup>.

Sean Abel- Motion to approve Sue Hager's mission statement revision made on October 4<sup>th</sup> with minor corrections.

**Motion Passes**

- *“The mission of San José City College is to cultivate an environment that embraces and is enhanced by diversity, by providing open and equitable access to quality education and programs that both challenge and prepare individuals for successful careers and active participation in a diverse global society.”*

*To fulfill our commitment to student learning and to assist students of all ages and backgrounds in achieving their education, employment, and life-long learning goals, we offer the following:*

- *Two year college degrees and certificates*
- *Lower-division transfer and general education courses*
- *Basic Skills and English as a Second Language instruction*
- *Career and technology training*

Javier Chapa stated that this topic should have more input from all constituency groups. The mission/vision statement is something that should be on as an agenda at each division meeting and discussed. This needs more input from faculty, staff, and students. Email is not the best form of reaching out to the campus. This shouldn't be rushed into we can take the remainder of the semester to come up with something

Heidi understands that this topic is something that should be discussed more; however, this has been on as an agenda item at CPC since early October. It is each committee member's responsibility to bring back information back to their constituent group for discussion. This should not be dragged on until next semester.

Charles also agrees that we need to take our time and get the mission statement right. It's a driver to the approaches we take for student success. This needs to get distributed and get the input from all constituent groups.

## **7. Information Items:**

- **Combining Safety and Facilities Committees:** Dr. Breland put this as an information item on the agenda. San Jose City College has a lot of committees on campus and we need to find a way to best utilize the mechanisms that are used here on campus to our advantage. We need to make sure that our committee work aligns with the mission statement and our key performance indicators. A lot of issues and discussions that occur in the Safety Committee are also address and discussed in the Facilities Committee.

Padma Manian stated that she understands that the Facilities and Safety Committee makes sense to combine; however, this should not set a precedent to combining other miss matched committees. Committees attract diversity of opinion so she does not support this idea. Convenience should not be the main driving force to combining committees.

Heidi Hoffman served on both Facilities and Safety committees and agrees that many of the discussion items overlapped in both committees.

Seher Awan is the chair of the Safety Committee and it is a fully functioning committee but every time there is a meeting there is not a quorum because not all committee members attend the meeting. Items are discussed there but usually there are no action items on the agenda. Seher agrees that both these committees should be combined and also conducting safety forums to the campus for discussion on safety issues.

Charles Heimler would like to have more information about this issue and the CPC committee should invite members of both the Facilities and Safety Committees to attend our next meeting. We should hear from both committee members and see how they feel about this proposed move. We should also review the committee structure as a whole.

Larry Harris Motion to move to an action item on the November 15, 2013 meeting

### **Motion Failed**

Charles Heimler suggested this item be left on the agenda as an information item so that we can get more feedback from both Facilities and Safety committee members. Charles will

send an invitation to the faculty members who serve on both committees to attend our next CPC meeting.

- **Student Success Goals:** Dr. Breland distributed a draft of the 2013-14 Student Success Agenda which drafts out the president's goals for this academic year. We need to start tying together what are we doing for our students to achieve student success and how are we doing to measure this. We are measuring student success as it pertains to basic skills, outcomes in course work, persistence, and retention. Dr. Breland came up with expected outcomes drafted out on the hand out with some percentage increase in certain areas. Dr. Breland would like to have more discussions on achieving student success and how do we plan to get there and he would like to have CPC to start the process of getting things moving. We already have programs started with this but we need to get the whole campus involved and setting goals that are in our strategic plan. Dr. Breland asked for the CPC members to go back to their constituent groups and discuss. Dr. Breland would like to bring this back for discussion at our next CPC meeting. The goal is to make this into an action item in December so that we can have a target.

Javier stated that until we see the actual numbers of success rates no one on campus is going to know if these programs are working. Did any of these programs meet their goals to increase our graduation rates? Javier worked as a Puente Program Coordinator for 10 years and during this time he was never asked by anyone including his direct supervisors what the student success rate numbers were.

Larry Harris said that we need to get students excited and changing an attitude

Charles Heimler hopes that this discussion helps reduce class size and paying instructors more and increasing office hours.

**Comprehensive Standing Committee Report Criteria Template:** The template presented will be used beginning in the spring semester for standing committees to give a more comprehensive report following the reporting criteria template.

Charles requests that IPCC be removed from the standing committee reports since IPCC does not report to CPC and instead adding Academic Senate reports. Academic Senate reports can then update the CPC on AS meeting agendas and discussions.

Charles motion to approve the Comprehensive Standing Committee Report Criteria template, with revisions to reflect the spring semester, as an action item to the next CPC meeting

#### **Motion Passes**

**Payphones Location:** Charlene Lilie-At the May 18, 2013 the Facilities committee approved to place the payphone in front of the Library.

Seher commented that the college supports the land-line payphones; however, the student governance should still continue to fund the payphones.

Charles made a motion to approve the payphone location as an action item at next CPC meeting.

#### **Motion Passes**

### **8. Campus Committee Reports:**

- **Campus Technology Committee:** Seher-working with faculty to get committee started again.
- **Diversity Advisory Committee:** The committee is looking for faculty and student support. There are faculty and students appointed to the committee but they are not showing up to meetings. The Meeting is only held once a month on the second Monday. The last meeting was cancelled because of no quorum. October was disabled students awareness month and Latino Heritage month and also the National Coming Out month. DAC committee supported the funds for the Aztec dancers for the dia de los muertos celebration on October 30<sup>th</sup>. In November we'll be celebrating Native

American Heritage month and supporting International Education week. On November 5<sup>th</sup> we'll be having a Veteran's Fair. Request for funds can be requested through an expenditure form submitted to the Vice President of Student Affairs.

- **Facilities Committee:** The committee is looking at facilities master plan and matching it up with bond monies and follow the plan. There is discussion and concern with what the signage is about on campus.

Seher brought up that the college does not have a landscape master plan and part of the process is having signage in front of buildings and entrances.

- **Finance Committee:** In process of allocating equipment requests for the 2013-14 FY.
- **Student Success Committee:** Last meeting was held on October 3 and discussed the expectations from the president. The committee recommended that the membership be extended through fiscal year as recommended through the student success act. Members would follow that through the phased in plan. We do have a completed outreach committee and there will be more parent orientation nights, there will be one at ESUHD in January, and in-reach with our current students. There will be the annual principles breakfast and our English and Math faculty from both the high school and the college are invited to attend to have discussions on aligning curriculum. We need faculty to the Student Success committee; the committee meets the first and third Thursday of each month.
- **Safety Committee:** Meeting was cancelled due to no quorum. The meeting before that one of our students presented the committee with a CD of photos stating that we were not in compliance with safety. The CD's were reviewed by all involved in the construction project, Gilbane, contractors, and our OSHA representative and the photos that were taken actually highlighted the safety measures that are taken.
- **Strategic Planning Committee:** No Report
- **Academic Senate Report:** Next meeting, Tuesday, November 5<sup>th</sup> at 2:00 pm.

#### 9. Other:

- **ASG Reports:**

Larry Harris-Some of our students from our ASG went to a general assembly in Monterey this morning. Our ASG president Alex Ward is consistently requesting student participation to serve on committees. The ASG is working with the Academic Senate on a resolution on their revised constitution to place one student on that council.

Andrew Phelps: New chief Justice who is pulling together the inner process of the student government.

#### 10. Announcements:

Larry Harris: The ASG had a great Halloween celebration.

#### Meeting Adjournment:

Motion to adjourn meeting at 11:04 am

Motion Passes