# MEETING MINUTES

Date: October 25, 2019

Time: 11:00 a.m. -1 p.m.

Loc: President’s Conference Room, ADMN 1901

## NOTES BY TOPIC

| **ITEM** | **TIME** | **DISCUSSION** | **OUTCOME** | **NEXT STEPS** | **\*RESP** |
| --- | --- | --- | --- | --- | --- |
| 1 | 11:00 –11:20 | Introduction and Meeting Norms  Brief overview of CCAR Protocol | Norms are based on “Courageous Conversations” (framework to have a conversation and around race and equity in an educational setting) and best practices from last year.  Proposed adoption of norms (see sheet from Simon)  •All voices are heard  •Respect our members time and thus agree to start and end on time  •Members arrive prepared having read the agenda and backup materials ahead of time  •We evaluate ourselves at the end of each meeting  •Begin each meeting by offering respect and gratitude to the original inhabitants of our land.  Meeting norms and procedures approved | Council Agreed to adopt norms | Simon will repeat norms and check at the beginning and end of each meeting. |
| 2 | 11:20 – 11:40 | List of Primary tasks for 2019/20 | Comment from Isaac: at Governance Summit (not everyone was there), efforts were made to prioritize.  Comment from Thuy:  1. It’s important to have full visibility of hiring faculty positions. 3 faculty positions (not on SRP) will be prioritized to hire.  2. ED master plan: It won’t be required until Dec 2020. The goal is to have a plan in place by Jan 2021. Additional resources might be available including hiring consultants and bring in speakers.  3.Hope to get resources to help. |  |  |
| 3 | 11:40 – 11:50 | President’s Report | 1. Thuy is no longer an official member. It doesn’t make sense that she votes on recommendations to herself, since the council provides the recommendations to the president.  2. Beyond Diversity and the protocols are practicums on the things that we learn around Equity—important to put into practice what we learn around equity.  If anyone knows any good Equity development protocol, please let Dean of Equity/Diversity/Inclusion  Melissa Cervantes know.  3. Saturday 06/06/2020 will be the date for our inaugural ALUMNI Hall-of-Fame Induction & All-Class REUNION Party. This will also be announced on President’s Communiqué.  4. Parcel and Bond tax: we are preparing for a December Board meeting around the primary in March. Potential $898 million bond if we win in March (FH will receive about $300million for capital work).  R&R council is working on facilities master plan and bond list. It will include student housing.  Parcel tax will bring 5 to 6 million dollars each year to the college. Our focus will be Housing/homelessness, Hunger, Health (mental health); involving potential hiring to coordinate these types of programs.  5. E&E is moving aggressively on Equity plan 2.0.  6. C&C is anchoring itself around service leadership. A consultant has been helping on service leadership. Thuy asked the council through Design Thinking design out the potential Division around the learning center. | 1. A question was asked about receiving training on Design Thinking. Thuy will look for funding sources for this.  2. Thuy asked ASFC president to seek a rep for the Alumni Hall of Fame—no rush. |  |
| 4 | 11:50 – 12:40 | (IP&B) Program Review Update  Kristy Lisle presented an overview of IP&B work and implantation of Program Review—new structure. | 1. Self-Study Report will be conducted every 5 years.  2. The purpose is to improve the quality of programs and identify potential areas for improvement within individual programs and/or the college as a whole.  IP&B manual is ready to share.  3. 11 instructional programs had been chosen to do program review in 2019-2020.  4. Four-slide template created for presenting to the Advisory Council  • Program Strengths  • Actions for improvement identified  • Program Data  • Resources needed  5. Reviewed the specific role and responsibilities of the Advisory Council, including holding the programs accountable for engagement with the process  • This guidance is included in the manual, but feedback is appreciated and can be incorporated  • What the Council should look for is included in this guidance (items listed in the three bullets)  6. Feedback:   * Advisory Council is happy with the progress of IP&B. * Questions were discussed in terms of format, timeframe, meeting dates the Advisory Council would like for the 11 PR presentations. | Advisory Council approved IP&B continuing work over the next year. | Kristy will direct IP&B in its work to produce a SS PR document this year. |
| 5 | 12:40 – 1:17 | LRC: Proposal to set up the LRC (library) and tutorial services as a separate division with the possibility that the new dean could also serve as an ‘evening dean.’ | Paul Starer presented a new proposal: Creating a New Learning Resource Center Division. All tutorial and the library, also pass the torch.   1. Paul started with the problems that needed to be solved. The biggest one is the budgetary problem. 2. Last fall 2018, it was discovered that nearly $1.8 million annually coming from the 1320 budget for tutoring between TLC& STEM Center. 3. In Spring 2019, Paul began discussing solutions with stakeholders including Katie Ha, Eric Reed, Valerie Fong, Ram Subramaniam, etc. 4. Summer & Early Fall 2019, proposal was drafted for new division. Refined proposal based on further feedback. Presented to President and Cabinet. Brought to senate. Presented at BSS. 5. Proposed restructure was shown on the PPT slides. 6. New division would leverage strengths of all LRC Elements; support AB 705 Efforts; allow faculty to focus on programmatic features rather than clerical operations; and provide evening Administration on Campus.   More discussion was needed for this topic. | Simon will schedule a meeting on Nov 1st to only talk about this topic (12pm – 1pm). | Simon schedule a November 1st meeting. Council members should check in with their constituents. |
| 6 | 1:18 p.m. | Meeting adjourned |  |  |  |

\*Include the person(s) and or group responsible for next steps.

## MEMBERS PRESENT

### Voting

Tri-Chairs: Isaac Escoto, Anthony Cervantes, Mike Mohebbi

Administrator: Betsy Nikolchev

Classified Staff: Itzel Sanchez Zarraga, Danmin Deng

Faculty: Preston Ni (FT), Amy Edwards

Students: Tiffany Nguyen, Duye Liuapp, Leo Blas

### Non-Voting

Ex-Officio: Thuy Nguyen, Bret Watson, Elias Regalado, Kristy Lisle, Paul Starer, Laurie Scolari

Facilitator: Simon Pennington

Recorder: Danmin Deng

**Guests:**

Neelam Agarwal, Debbie Lee