

**FOOTHILL COLLEGE**

**Student Equity Workgroup (SEW)**

**Tuesday, May 24, 2016**

**MEETING MINUTES**

**LOCATION:**  Room 6501

**TIME:**  2:00 PM – 4:00 PM

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| **ITEM** | **TIME** | **TOPICS** | **LEADERS** | **OUTCOME** |
| 1 | 2:00-2:05 | Approval of Minutes – May 10, 2016 | Trichairs | Approval |
| 2 | 2:05-2:20 | State Senate Equity Group Report | Holcroft | Discussion |
| 3 | 2:20-2:30 | Equity Funds Reallocation | Fernandez/LaManque | Discussion |
| 4 | 2:30-3:00 | Online Equity Issues | Baker | Discussion |
| 5 | 3:00-3:15 | Outreach Update | Hanstein | Discussion |
| 6 | 3:15-3:45 | Director of Equity Job Status/Faculty Release for Next Year | LaManque | Discussion |
| 7 | 3:45-4:00 | Cultural Competence Report Back | Fernandez/Sinclair | Discussion |
| 8 |  | ~~SEW Revised Rubric~~ *Postponed* | Fernandez | Discussion |

**PRESENT:** Adrienne Hypolite, Micaela Agyara, Hilda Fernandez, Sarah Cooper, Carolyn Holcroft, Angel Tzeng, Kelaiah Harris, Kimberlee Messina, April Henderson, Elaine Kuo, Sam White, Andrea Hanstein, Judy Baker, Andrew LaManque, Kurt Hueg, Jennifer Sinclair, Liz Leiserson, Sarah Corrao, JR Jiminez, Sophia Vara

1. **APPROVAL OF MINUTES – May 10, 2016**
Meeting minutes were approved by consensus.

**ANNOUNCEMENTS**

1. Hilda Fernandez presented the Faculty Teaching and Learning Academy (FTLA). The FTLA is an initiative outlined in the equity plan to provide a learning opportunity for faculty. Faculty will learn about ways to improve their teaching and class structures. This will include suggestions on class lessons and teaching strategies during the first two weeks of the quarter to improve course success for underrepresented students. This is a great opportunity for faculty to work on their classes with their peers. It will be facilitated by 3CSN – two weeks in the summer and monthly during the year. If anyone has ideas for outreach or knows someone who may be interested, please contact Hilda. Andrea Hanstein, from Marketing, will work with ETS to send out an email blast to Faculty. Hilda encourages everyone to continue spreading the word about FTLA.
2. Hilda also expressed appreciation for the SEW Committee and Workgroup for their efforts in working with equity program initiatives.
3. If anyone is interested in submitting a proposal for funding request, the Committee recommends to first attend SEW meetings before submitting the proposal. These meetings will aid in identifying how SEW can support the needs of the proposal as well as to learn about existing resources and programs that may be available.
4. David Ulate and Casie Wheat will present at next SEW meeting.

**(2) STATE ACADEMIC SENATE EQUITY GROUP REPORT**

Carolyn Holcroft presented the State Academic Senate Equity Group Report. The State Academic Senate Equity and Action Committee released an equity template to engage institutes to encourage cultural competence and professional development within Faculty. Community colleges can have a diversity disconnect on campus and the committee focuses on helping the State level and local Senates find a solution.

Some of the concerns from the State were a lack of diversity on campus Senates and the lack of diversity at the leadership level. The finalized recommendation is to help the Academic Senate become culturally inclusive and move toward culturally proficient by providing training for Faculty. As a result, strategic resolutions were created, these include diversifying the workforce on campus, engaging and empowering diverse Faculty at the State level, and directing the State Senate to develop cultural competence training for Faculty.

Carolyn briefly discussed the possibility of sending some Foothill Faculty to the cultural Competence training. Next year, the Equity and Diversity Committee will build a handbook on how to build your own cultural competency on campus. If any Faculty or Counselors are interested in serving on this committee please contact Carolyn.

**(3) EQUITY FUNDS REALLOCATION**
Andrew LaManque briefly presented a summary of equity expenditures to date and projected for the rest of the year. At present we are showing a $70,000 surplus because we have not implemented a mentoring program or expended money on vouchers for students budgeted this year.

Hilda and Andrew presented that the state is offering a one-time fund allocation. The new allocation will start July 1st, 2016 and must be expended by December 31st, 2016. The deadline to apply for the additional funds is tomorrow May 25th, 2016. The Committee agreed that the current Equity funds can support activities and proposal requests without additional funding; therefore they will not be applying for the State funding allocation.

SEW received two proposals for funding request:

1. The VRC is requesting tools, technology, and equipment for students. Veterans are a target group for access. Some of these tools requested are available on campus in other areas and the Committee is concerned that it is not articulated how the requested items will result in increases in access for veterans and help the college achieve the metrics outlined in the equity plan. The Committee expressed a concern that some items requested may lead to isolation of Veterans on campus. Furthermore, there needs to be a discussion with ETS and the support necessary for these tools that are being requested.

“The VRC is requesting much needed support for funds for technology, assistive technologies, software, and peripherals for our current and expanding population of veterans. We would also like to request office supplies for VRC staff and book vouchers that support our vereran students – especially our under-represented veteran students.”

1. Another proposal request was briefly discussed to bring cultural competence training to Foothill.

“College will use these funds to bring a workshop on cultural competence to the college community along with a follow-up workshop on cultural competence and assessment for teachers of algebra, precalculus, and statistics. While these teachers are at the workshop, we would like to hold a series of focus groups with the students in their classes to give students voice to express what they are hoping to get from their education at Foothill and contribute to the process of reflective improvement. This will require recruitment of facilitators.”

The committee agreed that both proposals should be revised and resubmitted to tri-chairs. The Tri-Chairs should work with the proposers to guide them in the process so they can be funded (rather than just sending it back to be redone).

**(4) ONLINE EQUITY ISSUES**

Judy Baker gave a presentation on Foothill Online Learning and addressing equity issues. There is a concern for target populations and the course success rate with Online Learning. Some students may not fair well with online course success. Judy discussed current challenges and solutions for this equity issue. Some challenges faced by Faculty and students are social distance, course design weakness, and inadequate student preparation.

By taking advantage of the tools offered on canvas, faculty and students can improve their online experience. Solutions include increasing faculty presence, building interpersonal connections, authentic assessment, active learning, skills tutorial, and student readiness assessment. Canvas offers conferencing video or audio live for Faculty-to-student or student-to-student interaction.

Faculty can humanize the Online Learning experience by focusing efforts on instructor presence, course design, and the use of canvas tools. Social, teaching, and cognitive presence are all strategies for student engagement. Weekly email announcements, discussions, experiential learning, and peer group work can significantly improve instructor presence. To improve course design weaknesses, instructors can practice active learning, and clear and consistent instructions for tasks. There are available tools on canvas, such as student readiness tutorials and files and videos that can be easily downloaded.

With additional research, a focus group can be developed to gain qualitative data. Although canvas offers student analytics to provide faculty with quantitative data, there is a concern with the effectiveness of using quantitative compared to qualitative data to capture student experiences.

**(5) OUTREACH UPDATE**

Andrea Hanstein updated the Committee on the outreach efforts in which equity funds allowed $25,000 to Marketing for outreach for disproportionately impacted students (i.e. low income African American and Latino students, and Veterans). The team reviewed their previous efforts with marketing to improve the outreach efforts and did a photo shoot displaying student diversity. They also met with Sam White and Kimberly Escamilla to finalize the text for Umoja outreach. They are working on a joint project with a local firm for Veterans outreach and creating a view book.

Andrea has also been working with Bernie Day creating an electronic newsletter for the Honors Institute. Electronic newsletters can also be used for outreach events and will enable outreach to follow up with students. The new goals for outreach are to focus on who are the current Foothill students, which target high schools should outreach focus their efforts, developing printing pieces, promoting First Year Experience (FYE), and summer bridge.

Depending on the chosen target high schools, the language used for promotion and outreach of Foothill College will be altered. For example, if outreach is promoting at Palo Alto High School, they will focus on students taking classes for course advancement. In preparation for Orientation, Andrea discussed the possibility of having a general orientation followed by separate program orientations in the afternoon. This idea has not been finalized and Andrea will discuss this further with Denise Swett.

A main priority of outreach is increasing staff awareness of the multiple programs Foothill offers and directing students to the appropriate resources. Andrea will work with Lan to promote Foothill programs to staff and faculty, therefore students can be connected to the correct resources. Program information needs to be clearly housed and organized in one location for faculty, students, and staff.

The Foothill website is currently under construction and will be updated to reflect these improvements. A few suggestions were mentioned for outreach; provide data to promote programs at outreach events and proactively contact high schools first, instead of waiting to be contacted.

**(6) DIRECTOR OF EQUITY JOB STATUS/FACULTY RELEASE FOR NEXT YEAR**

Andrew updated the committee on the current status of the Director of Equity position. The Director of Equity position is critical due to the need for support specifically for the Mentoring Program and Professional Development for Fall 2016 quarter. Andrew asked the committee for feedback on the need to take three steps:

1. Re-post Director of Equity Programs position
	1. Post June 2016
	2. Mostly the same classification and description as first search
	3. Change minimum requirements
	4. Position focuses on supporting Mentoring and Professional Development
	5. Position will include support for coordination of learning communities – FYE and Umoja
	6. Consider role in hiring process (EO Training and Coordination)
	7. Search this summer
2. Work on a Full-time Non-Instructional faculty job description
	1. Bring to SEW in fall 2016 for feedback
	2. Post in fall 2016
	3. Position focus on faculty professional development and as campus equity leader
	4. Include knowledge of diversity / equity theory
	5. Hire in winter 2017
3. For fall 2016 (only) – 2 faculty release time positions (50% reduction each)
	1. Continue support for Programs Outcomes activity in equity plan
	2. Second position to research / develop a mentoring plan / proposal

The committee agreed to recommend to the President that we move on these positions – namely a Director of Equity Programs (Administrator) and a non instructional faculty position. Since the faculty position is categorically funded it does not have to be included in the normal prioritization process but should be brought to PaRC as information. The committee recognized the need for two positions – the Director of Equity Programs will be focused on running programs and the faculty member can be focused on providing professional development. It was thought that that hiring process was best coordinated by an administrator. The release time would only be for the fall and would not be needed after the two positions were in place. Andrew will work with Paul and HR to get the Director position reposted in June with the search taking place in the summer.

Andrew will work with Carolyn to post the two fall faculty release time positions next week.

**(7) CULTURAL COMPETENCE REPORT BACK**

Jennifer Sinclair and Hilda presented on their experience at the Cultural Competence Conference. The Conference consisted of 4 workshops

* 1. student learning outcomes
	2. integrating cultural competence
	3. cultural competence and measuring student learning and
	4. building your assessment process with improvement in mind.

Jennifer and Hilda highlighted the primary focus on goal-directed planning and the delivery and evaluation of SLOs. They also reported how experiences can develop biases and if unrecognized they may embed in assessments. It is important to begin each quarter with an assignment on students’ background also known as a culture activity. SLOs can foster this engagement by using ongoing diagnostic assessments. Furthermore, Faculty can ask students for feedback and allow students to build connections.

There are various activities for teaching strategies that can improve cultural competence including course structure, student engagement, and assessment. The attendees of the event wrote reviews to summarize their experience. The reviews centered on how engaging and meaningful the event was in improving student learning. Judy suggested creating an equity group yammer to share the information and comments from the conference. Kimberlee also suggested it would be a good idea to include a survey of this conference for Opening Day. If anyone is interested in attending the next cultural competence conference please contact Hilda or Jennifer.