# MEETING MINUTES

Date: November 22, 2019

Time: 11-1 p.m.

Loc: President’s Conference Room 1901

## NOTES BY TOPIC

| **ITEM** | **TOPIC** | **DISCUSSION** | **OUTCOME** | **NEXT STEPS** | **\*RESP** |
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| 1 | Introduction/Agenda Approval of Minutes | * Tri-chairs recommended we have a students’ report at every meeting
* Add on to previous meeting minutes: Ashley Daffner, Tiffany Nguyen, Amy Edwards FT
 | * Leo Blas: That’s a great idea
* Thuy: Student report to go before the President’s report
 | * Student Report: Isaac motions to approve; Leo seconds
* All in favor
* Meeting minutes for 11/1/19: Isaac motions to approve
* Betsy seconds
* All in favor
* Meeting minutes for 10/25/19: Anthony motions to approve
* Itzel seconds
* All in favor
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| 2 | President’s Report | * Student Report:
* Leo
* Student Townhall; Pep Rally for Football players (huge turnout); Joined FA Pact meeting
* President Report:
* Proud of ASFC putting together the Student Need Summit; R&R approved for us to present on Monday to the Board to go out for a bond and parcel tax (three H’s: Housing, Hunger, Health); If resolution is approved there will be a separation by law because it would be considered campaigning; student housing and LRC division will be requesting R&R to have a study group to design student housing and LRC area; Having conversation with Academic Senate colleagues a lot of consternation from faculty colleagues regarding decision making will be attending C&C to discuss decision making processes
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| 3 | Update on the Workflow Efficiency Project | * Kelaiah presented on the two new forms that were created through the Workflow Efficiency Project
* Leo: great tool for students; however will it create in increase in more add/drops, etc.
* Benefits: expediting the approval, 3-4 business days to approve
* Faculty have the option to receive email copy of the form
* Leo: Student employment application
 | Thank you Kelaiah and Kristy for all the hard work.  | Continue the work on creating more forms.  |  |
| 4 | Discuss New Program Approval Process. What is the Advisory Council’s Role? | Isaac: * Role that each constituency group plays in program creation
* Curriculum chair, Isaac, Paul Starer, Ram, and Mike came together to figure out an appropriate process that would include the appropriate stakeholders
* Group worked to eliminate steps and create a more effective program creation process
* Step One: Identified the group that had to be met with to begin discussing the creation of the new program
* Step Two: Send feedback form for new programs
* Step Three incorporate feedback in program
* Not everyone is looking at a program at the same time but getting it in between meetings to provide feedback to the chair and if necessary discuss it further during meetings
* Everyone has a good understanding of roles when a new program
* Simon: What is the role of the Advisory Council in this process? We are currently on step two, but what is our role in step 2?
* Mike: Is everyone familiar with the program creation process?
* Anthony: Our role is only to give feedback/recommendation not to make a decision.
* Simon: It is not a vote, it is simply a “this is some things to think about”.
* Thuy: Program Approval under advisory council because the Equity Council already has a lot on their plate, next best option was Advisory Council; Historically program review did go to PaRC and Advisory Council is seen as the new PaRC
* What if there is a disagreement in the process?
* Keep this process for this year and see how it can be modified in the future
* Adding classes or reorganizing classes to create different majors, etc.
* Simon: Part of this process is to ensure there is communication across campus among faculty; and to ensure that there are the appropriate resources to support such program
* Form created for faculty to fill out when creating a program that will then go to each of the governance councils.
* Advisory Council is charged with taking on issues form a college wide planning perspective.

Betsy: Can Advisory be involved in the process after the feedback has been inputted from the other councils? Possibility of having the Programs develop questions for the Advisory Board that programs would like feedback on in the spirit of being a support, working with them to help identify solutions?* Isaac: That was discussed, however, they thought that the process might be delayed
* Mike: Created a streamlined process to be effective
* Isaac: Do we see a reason to continue to become one of the necessary steps in this process?
* Leo: Students will be present at the Council meetings so as long as it passed through one council student input will be considered
* Danmin: Is student input being considered in program creation?
* Mike: The students become involved in step 2 when the feedback form passes through the councils
 |  Isaac: It might be helpful to continue this discussion when we have an example of new program information to look at during a meeting, so that we can better clarify our role as a council in the new program creation process.* Tri-chairs will assess when they would like to discuss this again and we will include it in the agenda again; we will make sure to have a program review form to look at.
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| 5 | Clarify the Advisory Council Role in the Program Review Process | * Simon: Advisory Council is being tasked with being part of this process.
* We need to decide if we want to schedule two more advisor council meetings in the Spring to have the various programs present their program reviews.
* Isaac: IP&B talked about when an item comes to the Advisory council how is it handled?
* There are 11 programs that Advisory Council needs to go through, will need to add more meetings to accommodate all program presentations. Allocate 20 min for each program. 10 for presentation, 10 for discussion.
* Common issues/concerns that come from each group will allow the Advisory Council to identify them and come up with solutions.
* Preston: The Program Review process is quite stressful for many faculty. We should be cognizant of this when planning presentations.
* Amy: Some folks were a little weary of a public presentation of their program review.
* Thuy: Would probably be best to make the process less public
* Amy: Some of the departments feel a little more nervous because they already feel like they are “in trouble”
 | Should the May meetings take place in a larger venue to allow the campus community to join the Council? NoShould we schedule two more meetings to make time for these meetings? Tri-chairs meet and draw up options based on the feedback that was gathered from the Advisory Council; will be given to the Council prior to the December meeting so that a vote can be taken on how to move forward with Program Review* All in favor
 |  |  |
| 6 | Public Comments/Announcements Reflection on how we did today. Did we use the protocol? | * Everyone felt heard and agreed that we adhered to our guiding principles.
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\*Include the person(s) and or group responsible for next steps.

## MEMBERS PRESENT

### Voting

Tri-Chairs: Isaac Escoto, Mike Mohebbi,

Administrator: Betsy Nikolchev, Thuy Nguyen

Classified Staff: Danmin Deng, Itzel Sanchez Zarraga

Faculty: Name Amy Edwards (FT), Preston Ni (FT)

Students: Leonardo Blas

### Non-Voting

Ex-Officio: Melissa Cervantes, Vanessa Smith, Doreen Finkelstein, Laurie Scolari, Chris Allen

Recorder: Veronica Casas

Facilitator: Simon Pennington