



SJECCD DISTRICT COUNCIL MEETING MINUTES

October 18, 2018

3:00—5:00 p.m.

EVC – Library – Mishra Room

Attendees:

A. Lopez (SJCC Academic Senate President)
A. Lopez, (CSEA)
B. Breland (Chancellor)
D. Smith (Vice Chancellor)
E. Narveson (District Academic Senate President)
E. Ayala-Austin (MSCC)
F. Espinoza (EVC Academic Senate Member)
J. Escobar (Acting SJCC President)
J. LeDee (CSEA)
K. Aytch (EVC President)
P. Fong (AFT 6157)
R. Pratt (EVC Academic Senate)
S. Alvarez (CSEA 363)
A. Herrera (MSCC)
W. Watson (CEM)

Other Attendees:

A. van Ommeren
J. Pace
L. Tran
R. Brown
S. Brusseau

Absent:

B. Seaberry (Vice Chancellor)
D. Hawkins (CSEA 363)
D. Micetich (EVC College Council)
F. Villa (CSEA 363)
J. Bills (AFT 6157)
L. Harris (SJCC College Council)
V. Simmons (Chief Human Resources Officer)
EVC and SJCC Student Government

1. Review of the Agenda:

a. B. Breland reviewed the agenda with the District Council. No changes were made to the agenda.

2. Approval of the September 27, 2018 Meeting Minutes:

a. E. Ayala-Austin noted that she was in attendance at the 09/27/18 meeting.
b. M/S?P; Ayes – 14, Opposed – 0, Abstentions – 1, Absent – 7, Motion made by J. Escobar; Seconded by D. Smith. The 09/27/18 meeting minutes were approved as amended.

3. College Highlights:

a. EVC – Reported by K. Aytch.

i. AB 705: EVC is working on accelerated below transfer English and Math curriculum. This is not in lieu of next fall's compliance requirements, but rather the beginning of our

process to eliminate levels below transfer. We are making a lot of progress and thanks to all of our staff and faculty for their work on this.

- ii. Guided Pathways: EVC had a great meeting with Guided Pathways Consultant, Rob Johnstone, a couple of weeks ago. The EVC Faculty, Staff and Administrator workgroup is making great progress and is now focusing on meta-majors as well as the integration of our work with Guided Pathways and AB 705. Rob Johnstone will return in the spring as well as August 2019 PDD.
 - iii. Strategic Planning: EVC is working with Fred Trapp of Cambridge West and will hold a campus forum on November 8 where the draft strategic plan will be presented.
 - iv. San Jose Promise: EVC's cohorts are moving well with about 260 students in the second cohort. Our first cohort included a student that will be completing the program in December and transferring to San Jose State in the spring. She will be the first graduate of the current San Jose Promise Program. Additionally, EVC is looking to expand wrap-around services to support our promise students in an effort to retain students.
- b. SJCC:
- i. J. Escobar distributed flowchart documents that illustrate the efforts around and in relation to all of the current initiatives. J. Escobar noted that now with the emphasis on the strategic plan we can now look forward, rather than being reactive
 - ii. AB 705: SJCC is continuing to work on curriculum development in math and English. The English department is slightly behind, but is aware of the deadline requirements.
 - iii. Guided Pathways: SJCC held a team visit with Guided Pathways expert, Rob Johnstone on October 9th. The team is doing a great job in terms of forward movement and structure. SJCC will hold a Guided Pathways retreat on October 26th to review tasks done to date, and build on the existing project plan. SJCC and the District had the opportunity to meet with the State Chancellor's Office Guided Pathways Coordinator last week, Katherine Bergmann. Ms. Bergmann was excited to see how far the district has come with their collective efforts around Guided Pathways.
 - iv. Strategic Planning: SJCC is working with Fred Trapp of Cambridge West.
 - v. San Jose Promise: SJCC's program is going well and now facing the challenge of ensuring the students are completing enough units to complete the program in the time allotted. Some difficulties have arisen with having to inform some students that they are no longer qualified to be in the program. It is a work in progress and we are helping many students succeed.
 - vi. [SJCC Documents provided – Attachment A.](#)
- c. Regional City San Jose Promise:
- i. B. Breland reminded the group of the Regional Promise Program that the Mayor of San Jose, Sam Liccardo, is heavily involved in, and added that there are opportunities for business industry to donate to the regional promise, which is why SJECCD took an interest in participating in the Regional Program to further assist our local students.
 - 1. **Follow-up Item: Chancellor's Office to provide an update on the Regional Promise Program at the next meeting.**
- d. AB 705 – Reported by A. van Ommeren:
- i. A. van Ommeren reported that she attended the Strengthening Student Success conference a couple of weeks ago.
 - ii. A. van Ommeren distributed her notes from the conference and recommended that anyone needing additional information should contact her and she can direct individuals to the specific sources.
 - iii. A. van Ommeren noted that the official name is "The Developmental Education Reform", and clarified that it is really about the interconnectivity of the multiple initiatives. The conference highlighted the importance of colleges not picking and choosing the reform that they are focusing on but rather focus on all of them due to this strong interconnectivity.
 - iv. A. van Ommeren noted that she is available to come to any meetings as additional information is needed.

- v. B. Breland reminded that we need to look at ways to improve the student notification process of the this information. B. Breland further encouraged the constituency groups to include A. van Ommeren on their agenda in an effort to keep things moving as the deadlines are fast approaching with the first due by fall of 2019 (math and English), and fall 2020 (ESL).
 - vi. B. Breland reminded the group of the AB 705 Retreat held in August of this year and reported that we will be pulling that group back together on Friday, November 30.
 - vii. [AB 705 Notes – Attachment B](#)
 - e. Guidelines for Student Success:
 - i. B. Breland reported that the Guidelines for Student Success will be coming from the California Community College State Chancellor’s Office soon. This will require each District Board in the State of California to approve and be committed to implementing the [State’s Vision for Student Success \(Eloy Oakly\)](#). Our District and Colleges will work towards weaving in all of the initiatives and the Vision for student Success, in particular as we develop our College Strategic Plans. The next step, due May 2019, will be to have the colleges and district meet the requirement of committing to having metrics and indicators in place with tie-ins to the Strategic Plan.
 - ii. B. Breland noted that this is nothing new, but rather the Chancellor’s Office’s way of trying to tie all of these initiatives together under one umbrella allowing all college districts to move in the same direction. While this requires Board approval, it does not require participatory governance approval. Nonetheless, we will move this through our participatory governance process to ensure all are on the same page.
 - f. Student Equity Achievement Program:
 - i. E. Ayala-Austin reported that student co-chairs of the Student Success Equity Committee attended the State provided local workshop on Student Equity Achievement Program in ESI, SSSP, and Student Equity and addressed the Vision for Student Success as well as the improving graduation rates for Latino Students. There is a training coming up in November in San Francisco for those who would like to attend.
- 4. Accreditation Update:**
- a. B. Breland commented that this item will continue to be on our agenda in an effort to stay ahead of the accreditation planning and submission timelines.
 - b. **EVC:** K. Aytch reported that the colleges are having preliminary discussions and will be bringing information to the Academic Senate shortly. We will present our update to the Board in January where we will provide an outline for our midterm report. With a deadline of October 2020, our goal is to submit a draft to the college by spring PDD. We are now constructing our working writing teams to address recommendations and the QFE. EVC has selected communication and planning for this QFE, which will consist of the bulk of the report. K. Aytch thanked B. Breland for his leadership, as accreditation is an endless and on-going process.
 - c. **SJCC:** J. Escobar noted that SJCC has a template and are confident that the initial draft will be available by the end of the year for review, including a timeline with the proper time allotted to put it through the shared governance process. From a process improvement perspective, the ACCJC did a great job in adding the QFE piece to the process in an effort to allow colleges to stay on track with a continuous improvement cycle. For SJCC, communication was one of the issues discovered in that the way that our standing committees are created, updated, etc. is inconsistent. We are now putting together a plan for all of these committees to follow and hope to inspire students to take on this plan as well.
 - d. B. Breland reminded that all of the planning around the Vision for Student Success and initiatives under that umbrella could be scripted out in the accreditation reports.
 - e. **Follow-up Item: B. Breland reported that he would be recommending a point of contact from the district to the colleges soon to address those areas that were district related.**
- 5. Board Policies & Administrative Procedures:**
- a. B. Breland reminded the group of the importance around this Committee’s Policy and Procedures work in that there are certain areas that we need assistance in catching up. Joy Pace has been tasked with the responsibility of sharing and tracking this information with this Committee, and

more importantly, getting it through the proper channels for approval so that we are in compliance and can move forward.

- b. J. Pace reminded the group of the history of this Committee and its participation and need for improvement a few years ago to catch up with the BP/AP review process as described in AP 2410: Board Policies and Administrative Procedures. J. Pace highlighted that this District Council is the main reviewing body of these BPs & APs. J. Pace further reminded that the expectation of this District Council Leadership group is that it is responsible for taking these BPs & APs back to the various constituency groups for review, recommendations and/or approval.
- c. J. Pace reminded the group that the BP/AP goal this year is to review chapters 6 & 7.
- d. J. Pace reminded the group to please inform her of questions or needed clarifications ahead of the District Council meeting to ensure these BPs & APs continue to move efficiently through the process.
- e. E. Ayala-Austin reminded the group of the District-wide BP & AP Review Committee established in 2017 that consists of both MSCC, CSEA, and Faculty to codify the process of review and approval.
- f. A. Lopez added that last year, both academic senates worked through the District academic senate to facilitate these APs & BPs. The Academic Senates are currently awaiting the first meeting to review APs and BPs.
- g. E. Ayala-Austin reported that the DW BP & AP Review Committee held a very productive 3-day retreat in January 2018 where they reviewed 140 BPs/APs.
- h. A. Lopez recommended that we consider having the DW BP & AP Review Committee work with the Fiscal and HR teams to choose the appropriate subject matter experts in an effort to facilitate this process.
- i. J. Escobar recommended creating a list of those items that need to be approved, breaking that into separate lists of APs and BPs, and then further separating those that can be easily approved (parking lot), and then use our time here to concentrate on those areas that need more attention.
- j. **APs/BPs Approved on 10/18/2018:**
 - i. AP 4020
 - ii. AP 4055
- k. **Follow-up Item: J. Pace to report on AP 7250 and if this applies to Interim Educational Administrators.**
- l. **Follow-up Item: E. Ayala-Austin to include J. Pace in the District-wide BP & AP Committee.**
- m. **Follow-up Item: Chancellor's Office staff to create the following documents:**
 - i. **Flowchart template of the BP/AP approval process BP/AP Tracking Sheet.**
 - ii. **BP/AP Color Code Key.**
 1. **Red: Legally Required**
 2. **Green: Suggested/Recommended Changes from District-wide**
 3. **Blue: Recommended by CCLC for best practices**
- n. **Follow-up Item: Chancellor's Office to add BP/AP Review Process at the November District Council Meeting agenda for approval.**

6. RAM Update:

- a. DS noted that the RAM Taskforce previously approved the model, but did not approve the recommended percentages placed within the model. As a result, the RAM Taskforce met again and came up with the second page of the provided materials attached ([Attachment C](#)) that outlines suggestions that may help the group reach consensus.
- b. E. Narveson reported that the next RAM Taskforce meeting would take place Friday, October 19 at San Jose City College where they will hear report-outs from the Senate groups.
- c. EVC – Randy Pratt:
 - i. R. Pratt noted that both he and F. Espinoza are on the RAM Taskforce this year, and they are brand new to this role. R. Pratt reported that he and F. Espinoza have now had the opportunity to have discussions with the academic senates around the history of the resource allocation model and have a better understanding at this time. With that understanding, the EVC Academic Senate along with the SJCC Academic Senate have concluded that a district office audit is needed. This will assist in the understanding of ~~DW and DS~~ DO Services provided and whether or not the percentage recommended for

that area is appropriate or if a different or more flexible percentage would be more appropriate.

- ii. C. Frazier reported that SJCC's Academic Senate voted against the recommended percentages in the model. SJCC's Academic Senate is concerned with the Equity Lens, as well as the fourth bullet provided on page 2 of the handout "Keep the adopted model as is", in that, we want to make sure, it is in line with the 10+1. The Senates would like an accounting around the per student cost rather than just FTES, as well as an understanding of the dialogue around non-credit student cost vs. credit student cost.
- iii. C. Frazier closed by noting that the Senates are two very unified groups and are looking forward to the work ahead. The Senates believe that we can do this fairly quickly to the level previously described by B. Breland in order to get it started.
- iv. K. Aytch clarified that this audit will determine if the 15.5% is appropriate?
 1. The Senates clarified that all of the recommended percentages were rejected. The next steps will be to conduct an audit and move forward from those findings.
- v. B. Breland reminded the group in terms of timeline, if we do not move forward now, the next deadline to aim for should be early 2019 as we begin creating the 2019-2020 budget in March of 2019.
- vi. **Follow-up Item: B. Breland added that he would be discussing the new outcomes and recommendations of the RAM Taskforce with the Board President in an effort to manage and adjust the expectations of their timelines.**
- vii. **Follow-up Item: Academic Senates will forward their recommended outside Auditor names to the Chancellor for review.**

7. Committee Reports:

- a. District Budget Committee:
 - i. D. Smith reported that the next DBC meeting will meet to review the first quarter budget report Thursday, October 25 at 3:00 p.m. at EVC.
- b. District Technology Planning Committee:
 - i. J. Escobar noted that he is looking forward to the many projects and ideas the committee is reviewing.
 - ii. R. Pratt asked if the DW Technology Consultant plan is online.
 1. J. Escobar noted that this information can be found on the District ITSS website. Additionally, J. Escobar will provide R. Pratt with a link to the Technology Plan SharePoint where projects can be viewed.
- c. Institutional Effectiveness Committee:
 - i. A. van Ommeren reported that the IEC did not meet in October. The next meeting will be held in November.
- d. College Councils:
 - i. EVC:
 1. K. Aytch reported that the meeting focused on the difference between AB 19 and the Local Promise Program. The next meeting will focus on action items on new processes such as the intake of students (waitlisted vs. not waitlisted, etc.), and reviewing the hiring list provided by the Academic Senate and Deans.
 - ii. SJCC:
 1. J. Escobar reported that the meeting focused on the constitution of all other standing committees in terms of membership and new constituency group representation.

8. Other Items:

- a. E. Ayala-Austin reported that MSCC is currently updating their bylaws and handbook.
- b. R. Pratt asked for clarification around the FON number reported to the state as the District total number of Adjunct Faculty was reported at 237, when EVC alone has nearly 200.
 - i. D. Smith noted that the number submitted to the state is based on FTEF and thus, for example, three part-time adjunct may account for one full-time equivalent adjunct.

9. Adjournment:

- a. The 10/18/2018 District Council meeting adjourned at 4:38 p.m.