



## MEETING MINUTES

Date: January 10, 2020

Time: 11-1 p.m.

Loc: President's Conference Room 1901

### NOTES BY TOPIC

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
1	Introduction/Agenda Approval of Minutes	<ul style="list-style-type: none"> <li>Revisit Norms</li> <li>Reviewed Minutes</li> </ul>	Nov 22 Minutes were unanimously Approved		
2	Student's Report	<ul style="list-style-type: none"> <li>Student Town Hall was held last quarter on November 19th to talk about the students' needs, mental health, food and house security, etc.</li> <li>Students will be supporting Bond Measure and Parcel Tax with possible donation of \$90k (still pending).</li> </ul>			
3	President's Report	<ol style="list-style-type: none"> <li>Enrollment - Down slightly               <ul style="list-style-type: none"> <li>Approximately 70% increase in Dual enrollment.</li> <li>Non-resident Enrollment is 17% down (Environment is not friendly).</li> <li>Resident enrollment was projected down.</li> </ul> </li> <li>Board agenda will include increasing the minimum wage for student workers. This will help with Student Success if we know how to leverage it well.</li> </ol>	Following questions or comments were raised during the meeting: <ol style="list-style-type: none"> <li>Apprenticeship enrollment situation:               <ul style="list-style-type: none"> <li>Numbers of hours seem to be comparable as last year. We are looking at the similar figure.</li> <li>Do we expect enrollment be continuing rising? - That's what we hope</li> </ul> </li> </ol>		



ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
		<p>3. President is very mindful that the administrative team is going through a lot and has to make tough decisions such as budget reduction and reorganization. Three administrator positions were completely eliminated. Therefore, on Jan 24th Advisory Council, president will ask if we could slow down Equity 2.0 so that equity team could get multiple perspectives and they want to benefit from equity retreat.</p> <p>4. President would also consult with Advisory Council if they would allow her to delay Ed Master Plan 2030 until next school year.</p> <p>5. 320-P1 Enrollment Report is due on January 15th. President wants to wait until then to give more info about enrollment status.</p>	<p>so. We make strategic decisions such as hiring Dean of Apprenticeship Program.</p> <ul style="list-style-type: none"> <li>• Apprenticeship program will receive financial aid. Students never received that before.</li> </ul> <p>2. E&amp;E reports on dual enrollment and student success rate.</p> <p>3. Sunnyvale Center enrollment: Doesn't look good. We had possibility with Year up, but had to close down that opportunity. Later we can discuss why this decision was made.</p> <p>4. Is it possible to use Sunnyvale Center for Apprenticeship Program?</p> <ul style="list-style-type: none"> <li>• On Jan 24th meeting, President will talk about Sunnyvale Center. We are in the negotiations with a lot of people who want to lease. Khan Lab School might be the potential one to lease Sunnyvale Center. But Thuy wants to deepen the partnership/engagement. Khan Lab School is going to have dual</li> </ul>		




**FOOTHILL COLLEGE**  
**GOVERNANCE | COUNCIL**

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
			<p>enrollment with Foothill.</p> <ol style="list-style-type: none"> <li>5. Online enrollment is off the charts. We passed 50%.</li> <li>6. What's going on law pathway project? We (Cabinet, the Admin Council) have been looking at a list of all the projects. For dual enrollment, we want to focus on two partners. 1. Gunn high school. 2. Khan Lab School.</li> <li>7. We grew so fast in Dual enrollment and we have increased 7 times in 4 years.</li> <li>8. After the budget reduction, Focus of our resources or investment will be in three offices: Online, Financial aid and Marketing.</li> <li>9. International Student Programs: President has asked if there is any support the college needs to provide.</li> </ol>		
4	New Program Approval Process: Does the AC see value in reviewing new programs to	Isaac Escoto presented Credit Program Narrative. Discussed what are we going to do with this? What role will we play? These were the questions we raised last time.	Following questions or comments were raised: <ul style="list-style-type: none"> <li>• About enrollment. Do we ask about current enrollment trends?</li> </ul>	Isaac: Very good points. No easy answer here. Will share that with our CCC leaders.	




**FOOTHILL COLLEGE**  
**GOVERNANCE | COUNCIL**

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
	<p>provide feedback. If so, what are the criteria for providing valuable feedback? Should we use E2SP2030 as the defining framework for this feedback?</p> <ul style="list-style-type: none"> <li>• Could this feedback be asynchronous?</li> </ul>	<ul style="list-style-type: none"> <li>• We are looking at big picture to see if it goes with the direction of strategic plan or our mission statement.</li> <li>• The sample new program initiative that Isaac gave is regarding Certificate of Achievement in Film, TV, and Electronic Media.</li> <li>• Process: Faculty will first meet with division curriculum committee. Then move to College Curriculum Committee. After CCC approved. It was sent to all the other 3 committees. Currently they are concurrently reviewing this.</li> <li>• Included area in the proposal: Program Goals and Objectives were introduced. Faculty will talk about purpose and descriptions. Program requirements. Total units and proposed sequence (helpful for students to plan ahead). Master planning. How fit into that big picture with our Foothill Mission Statement. Enrollment and completion projections. You will notice it also mentions a specific need for employment with our region including career in media marketing and promotions, film and video production, etc. Similar programs at other colleges in service area. New</li> </ul>	<ul style="list-style-type: none"> <li>• Proposed sequence. If there is an opportunity for student in the fast track. Not interested in degree completion. Some students would be interested in completing within one year.</li> <li>• Are we looking at the program that could have connections with other programs or holistically strength the whole campus? But it might be hard to schedule all of these courses.</li> <li>• If we could create rubric about our role. In a big vision picture. Or could we standardize it a little bit. Figure out what questions we are really going to ask.</li> <li>• President briefly talked about process of program review (10+1).</li> <li>• The original idea was to share new program initiative with 3 councils. R&amp;R and E&amp;E (from Equity perspective).</li> <li>• One question was asked: Do you feel Advisory Council should be the only council to review new programs since E&amp;E and R&amp;R already have a lot of items to discuss on their agenda.</li> <li>• E&amp;E and R&amp;R should also review this in terms of providing feedback.</li> <li>• Isaac: I would have a big</li> </ul>	<p>Next step is to develop criteria on how we should provide feedback. When we review program creation proposal, we would expect some guiding questions that could help guide us. We will put that language together with Tri-chairs.</p>	



ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
		faculty positions.	<p>concern to only have new program approval proposal reviewed in Advisory Council. I feel we would limit the potential about items/feedback that could come back.</p> <ul style="list-style-type: none"> <li>• Suggestions were given regarding providing some guiding questions.</li> <li>• Since we have been practicing the current process in a year and a half. It doesn't hurt just to keep going. We can give another year. Do another evaluation.</li> <li>• It's beneficial for other councils to give feedback.</li> <li>• Teresa: appreciate the comments on how do we think about the program that is out dated. Tough question. Will consult with the cabinet.</li> </ul>		
5	<p>The council will decide how to schedule the Program Review presentations in the spring of 2020. Two options will be presented for consideration. The AC will also agree on standard reporting procedure back to the Program Faculty. The AC will also</p>	<p>Mike Mohebbi facilitated this session. Background info/Intro:</p> <ul style="list-style-type: none"> <li>• The goal is to assess how well we serve our students and how we can improve. Demonstrate program effectiveness through continuous improvement. Align academic and service program needs, campus resources, and priorities within the planning and budgeting processes, etc.</li> <li>• This is to help program improve. Start with goals and processes.</li> </ul>	<ul style="list-style-type: none"> <li>• AC will need about 5 hours to finish listening to these 10 program reviews including Q&amp;As.</li> <li>• We need to be mindful of meeting length.</li> <li>• Students prefer Fridays. Prefer not to have a 5-hour meeting.</li> <li>• Suggested two meetings. Perhaps can replace one scheduled meeting.</li> </ul>	<p>Tri-Chairs will meet. Simon will reach out to Kristy and Kelaiah to get the sense of preparation needed prior to program review.</p> <p>Probably looking at the window between Apr 24 and May 22.</p>	



FOOTHILL COLLEGE  
**GOVERNANCE | COUNCIL**

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
	consider how to report consistent themes (funding, staffing, etc.) - across all ten programs – back to the college.	<ul style="list-style-type: none"> <li>Writers and stakeholders present self-study highlights to advisory council in April and May.</li> <li>We agreed 10 programs are going through the process right now. Each program will have 20 minutes to present at the Advisory Council. This program review recycle will be completed in April 3rd.</li> </ul>	<ul style="list-style-type: none"> <li>Suggestion: After program review report, assess the strengths and weaknesses at the end of spring quarter.</li> </ul>	<p>Need Guidelines. Something really directive.</p> <p>We will do a dry run. Logistic stuff to think about.</p>	
6	Public Comments/Announcements Reflection on how we did today. Did we use the protocol?	<ul style="list-style-type: none"> <li>Everyone felt heard and agreed that we adhered to our guiding principles.</li> <li>People were speaking the truth today.</li> <li>Continue the jazz music at the beginning.</li> </ul>	<p>Announcements:</p> <ul style="list-style-type: none"> <li>Still space to attend equity retreat which will start at 5pm on Jan 31st and end at 3pm on Feb 1st. If anyone interested. Location: Asilomar Conference Grounds (800 Asilomar Blvd, Pacific Grove, CA 93950, United States)</li> <li>•</li> <li>Dr. Cornel West lecture is next Friday, Jan 17th at 6:30 pm in Smithwick Theatre. Students have not claimed your free tickets, please let Simon know.</li> </ul>		

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

## MEMBERS PRESENT

### Voting

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

Prepared by: Danmin Deng



FOOTHILL COLLEGE  
**GOVERNANCE | COUNCIL**

Administrator: Betsy Nikolchev

Classified Staff: Danmin Deng, Itzel Sanchez Zarraga

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

Students: Leonardo Blas, Tiffany Nguyen, Duye Liuapp

Non-Voting

Ex-Officio: Bret Watson, Elias Regalado, Laurie Scolari, Vanessa Smith, Teresa Ong

Recorder: Danmin Deng

Facilitator: Simon Pennington

Guest: Lene Whitley-Putz