

MEETING AGENDA

Date: Oct 5, 2018

Time: 1-3 p.m.

Loc: Rm 1401

Prepared by: Debbie Lee (Recorder)

AGENDA ITEMS

ITEM	TIME	TOPIC & ATTACHMENTS	PURPOSE	PRESENTER	OUTCOME
1	1:00 - 1:05	Introductions	I	All	Each person will know all the names of the committee members
2	1:05 – 1:10	Charge of the committee	I	Facilitator	Each person on the committee will know the charge of the committee.
3	1:10 – 1:30	Norms	D, A	Carolyn	A set of norms that the committee will use at each meeting
4	1:30 – 2:00	Issues requiring closure from previous governance committees Attachment: Old Governance Reports	D, A	All	A list of finite tasks, and who will be responsible (study groups or E & E)
5	2:00 – 2:10	Review Student Equity Plan (SEP) 1.0	I	Carolyn	Committee members will recall the success indicators of SEP 1.0, the planned activities for each and become familiar with the most recent efficacy data
6	2:10 – 2:20	Evaluation of SEP 1.0: Activities for Access, Course Completion, ESL/Basic Skills Completion, Degree & Certificate Completion, and Transfer	D, A	All	A list of tasks, prompts, responsible parties (2 E & E members), and timeline
7	2:20 – 2:50	Evaluation of SEP 1.0: Learning Communities (Umoja, Puente, FYE, STEM Core, Mellon scholars, Honors Institute)	D, A	All	A list of tasks, prompts, responsible parties (study groups or E & E?), and timeline
8	2:50 – 2:55	Road Map for E & E – Timelines	D, A	Facilitator	A timeline for our work this year.
9	2:55 – 3:00	Good of the Order & Public Comments/Announcements	I	All	

Purpose Key:

A = Action; D= Discussion; I = Information

Members

Voting

Tri-Chairs: Ram Subramaniam (administrator), Andre Meggerson (classified staff), Carolyn Holcroft (faculty)

Administrator: Sean Bogle

Classified Staff: Lakshmi Auroprem

Faculty: Karen Erickson (FT), Donna Frankel (PT), Cleve Freeman (FT), Patrick Morriss (FT)

Students: Arkady Leviev, Hodah Farah

Non-Voting

Ex-Officio: Lisa Ly

Recorder: Debbie Lee

Facilitator: Ram Subramaniam, in place of Anthony Cervantes

Foothill College Mission Statement

Believing a well-educated population is essential to sustaining and enhancing a democratic society, Foothill College offers programs and services that empower students to achieve their goals as members of the workforce, as future students, and as global citizens. We work to obtain equity in achievement of student outcomes for all California student populations, and are guided by our core values of honesty, integrity, trust, openness, transparency, forgiveness, and sustainability. Foothill College offers associate degrees and certificates in multiple disciplines, and a baccalaureate degree in dental hygiene.

2018-2019 Strategic Objectives (E2SG)

Equity, Enrollment, Service Leadership, and Governance

Public Comments

(1) Introductions

Ram Subramaniam acted as facilitator in place of Anthony Cervantes. All committee members, ex-officios and recorder introduced themselves.

(2) Charge of the Committee

The tasks & questions President Thuy Nguyen gave to the committee on the day of the governance summit were presented to the committee to remind members what the committee has been charged with.

(3) Norms

Carolyn Holcroft presented the committee with a draft list of norms for our meetings. (<https://foothill.edu/gov/equity-and-education/meetings/using-meeting-norms-draft.docx>)

E & E members went through the list of norms and agreed to adopt them with the following changes, and in agreement that we will review and revise them periodically as needed.

For the list of process norms:

- "Be mindfully present with the people you are meeting with" to replace "Be present with the people you are meeting with. Put away phones and other devices during the meeting."
- "Identify and challenge past assumptions and sacred cows" to replace "Challenge past assumptions and sacred cows."

For the list of preparation norms:

- "Meeting material and agenda should be sent 72 hours before a meeting" to replace "Meeting material and agenda should be sent 24 hours before a meeting".

For the list of decision making norms:

- E & E members clarified who are voting members and who are non-voting members. Ex-officios do not vote; they are present to provide essential information or perspectives. Facilitator and recorder do not vote. All other members vote. Non-voting members can always participate in discussions. Members must be present to vote and, no proxy votes are allowed.
- Add “majority rule” to this norm “We will use majority rule as our decision-making process”.
- “Acknowledge when you are challenging the opinion to help test a decision or idea” to replace “Acknowledge when you are playing “devil’s advocate” to help test a decision or idea.”

(4) Past Governance Committees

Debbie Lee requested committees under the old governance structure provide E & E with 1) the committee charge and 2) any issues left hanging from the 17/18 year. E & E went through reports to determine if previous committees need to continue as an E & E study group with a defined, finite task. Any continuing as a study group will tell E & E who the main points of contact are.

These reports are available at https://foothill.edu/gov/equity-and-education/2018-19/oct5/OldGov_Reports.docx

E & E will come back to the issue of how to create a new study group. Carolyn Holcroft has asked Academic Senate to discuss this and how constituencies will be represented.

AB 705 committee: E & E committee voted to have this group continue as a study group. The charge of the committee would be to monitor the progress of implementation in Math and to plan the implementation in English and ESL. The question “Do we want to provide equity lens to guide study group?” was a question that would be revisited later. Questions that directly relate to AB 705 should go to this study group rather than going to the E & E committee.

Basic Skills Committee: E & E committee voted to dissolve this committee. The charge of this committee no longer makes sense since there are no more basic skills courses.

COOL Committee: E & E will consult with the Academic Senate on how this committee should continue. The COOL committee is comprised of faculty, classified staff and administrators. It was working on developing a set of collegewide online standards.

Guided Pathways committee: E & E voted to have this committee continue as a study group with its charge as follows:

1. Explore ADTs as a Guided Pathway and provide a course mapping for students to complete an ADT in a given amount of time based on the student’s FT/PT status.
2. Lead the college in developing a Guided Pathways program that would transform the educational experience for students entering Foothill.

The committee will continue as a study group for the duration of the funding period of the Guided Pathways initiative.

Professional Development committee: E & E will ask Council to provide guidance on exploring the definition of professional development should proceed. The collection of feedback regarding professional development events and needs has been subsumed by the Equity office.

SEW Committee: The main item for SEW had been working on the Student Equity Plan. E & E has been formally tasked with evaluating SEP 1.0 and drafting SEP 2.0 and agreed that we take on these tasks ourselves rather than creating a smaller task force.

SSSP Committee: Because the Chancellor’s Office has combined enrollment services, student equity, and basic skills, there are no remaining/ongoing tasks that necessitate continuing SSSP as a task force.

Transfer Committee: Title 5 mandates that the college have a formal Transfer Advisory Committee. The Transfer Workgroup had previously been serving this function. The committee had been working on issues with dual enrollment, AD-T recommendations and MOU’s with external groups. These tasks are ongoing, not finite. E & E recommended seeking clarification from Council for advisory groups that had ongoing tasks.

E & E ran out of time and will revisit the status of Strong Workforce committee in the next meeting.

(5) Review SEP 1.0.

Carolyn reviewed the success indicators and planned activities from Student Equity Plan 1.0, as well as the status of the activities as of October 2016. The slides are available at <https://foothill.edu/gov/equity-and-education/2018-19/oct5/SEP1-0-review-Fall-2018.pptx>

(6) Evaluation of SEP 1.0 - Activities

Members of E & E committee were tasked with determining progress made since October 2016 with respect to each of the activities. Responsible members will send their findings to Debbie Lee and cc Ram Subramaniam), Carolyn Holcroft and Andre Meggerson by 10/22.

Activity	Description	Rating	Who to Contact	Member responsible for check-in
A.1	Marketing and Outreach to Recruit Students from Under-Represented Student Groups	More work to be done	All marketing, all outreach	Al Guzman
B.1	Develop a Mentoring Program	Little Activity		Paul Starer, Sean Bogle
B.2	Professional Development	Some Progress	Carolyn	Carolyn Holcroft, Lakshmi Auroprem, Hodah Farah
B.3	Support Early Alert Activities	Some Progress	Owl Scholars (Adrienne, Chris)	Patrick Morriss
B.4	Plan for the Expansion of First Year Experience (FYE)	Some Progress	Review report from Spring 2018 (to PaRC)	Lisa Ly, Kristy Lisle, Hodah Farah
B.5	Provide Equity Research	More work to be done	IR (Elaine, Lisa, Doreen)	Al Guzman, Sean Bogle
B.6	Develop Online Access to Data about Subpopulations of Students	More work to be done	IR (Elaine, Lisa, Doreen)	Andre Meggerson, Patrick Morriss
B.7	Reduce Financial Barriers to Course Success for Low Income Students	Some Progress	Financial Aid Office	Laureen Balducci, Lan Truong,
C.1	Pilot Multiple Measures of Assessment	Some Progress	Kennedy, Ray, Fountainetta	Patrick Morriss
D.2	Use Student Educational Plan Data to Project Student Needs	Little Activity	Counseling, Student Services	Laureen Balducci, Lan Truong

E.2	Facilitate the Assessment of ADT Learning Outcomes for Disproportionate Impact	More work to be done	Office of Instruction: Kristy Lisle and Paul Starer	Ram Subramaniam
-----	--------------------------------------------------------------------------------	----------------------	--------------------------------------------------------	-----------------

(7) Evaluation of SEP 1.0 – Learning Communities

Lisa Ly already has some data on various learning communities from 16/17 year. E & E members felt that in addition to quantitative data, there should also be qualitative assessment.

E & E members were tasked with asking learning communities (see table below) the following two questions:

1. To date, how have you been evaluating your learning community in terms of students reaching outcomes?
2. Are all of the demographic groups achieving success at the same rate in your program?

E & E members should report back responses to Debbie Lee, cc Ram Subramaniam, Carolyn Holcroft, and Andre Meggerson by 10/22.

Learning Community	E & E member responsible for check-in
FYE	Lisa Ly can provide data. FYE is on hiatus this year.
Umoja	Paul Starer & Hodah Farah
Puente	Al Guzman
StemCore	Ram Subramaniam
Mellon Scholars	Patrick Morriss
Honors Insitute	Debbie Lee & Voltaire Villanueva

(8) Road Map for E & E – Timelines

E & E members had questions regarding some of the questions President Thuy Nguyen had listed under the charge of the E & E. E & E tri-chairs will get clarification from Thuy and Council and bring answers back to the next meeting.

Questions are as follows:

1. Who is doing evaluation of online quality? Does COOL committee do this?
2. Is faculty hiring prioritization a question for Council or E&E?
3. Some E&E members do not feel they have enough information and expertise with strong workforce & CTE to address the questions listed. E&E felt we need clarification on questions that deal with strong workforce & CTE. In particular, what does Thuy want E&E to provide that program review is not already being provided.

(9) Good of the Order and Public Comments

E&E committee members need to know time, date and place of next meeting. On some places, meeting is listed as 11/2 and others have it listed as 11/9. Tri-chairs will clarify.

Cleve Freeman thanked the recorder and tri-chairs for running a smooth meeting.

There were no public comments made.