



## MEETING MINUTES

Date: December 6, 2019

Time: 1:30-3:30 p.m.

Loc: President's Conference Room

### MEMBERS PRESENT

#### Voting

Tri-Chairs: Ram Subramaniam, Carolyn Holcroft, Andre Meggerson

Administrator: Debbie Lee

Classified Staff: Christopher Chavez

Faculty: Donna Frankel, Cleve Freeman, Patrick Morriss

#### Non-Voting

Ex-Officio: Lisa Ly, Lan Truong, Teresa Ong, Melissa Cervantes, Thuy Nguyen, Thuy Nguyen, Kristy Lisle

Recorder: Jessica Alarcon

Facilitator: Leticia Maldonado

Classified Staff: Kennedy Bui

Guests: Adrienne Hypolite, Doreen Finklestein, Josh Pelletier, Katie Ha, Benjamin Armerding, Rosa Nguyen

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NOTES BY TOPIC

ITEM	TOPIC	DISCUSSION	OUTCOME AND NEXT STEPS	*RESP
1	<p>Land acknowledgement</p> <p>Norm review, Courageous Conversations protocol review -Attachments 1 &amp; 2</p>	<p>Tri-Chair Andre Meegerson led the land acknowledgement stating the purpose is to honor the sacrifice and stewardship of those before us, without whom we would not be here today</p> <p>Tri-Chair Andre Meegerson did a quick run through of the meeting norms and protocols; Tri-Chair Ram Subramaniam posed question regarding what “speaking your truth” meant to committee members and whether or not “your truth” should be representative of others on campus; Dean Debbie Lee expressed concerns that as a committee we don’t necessarily know who we are representing. There is a need to clarify – if we are going to make decisions, who are we making these decisions for; Tri-Chair Carolynn Holcroft shared that the norms apply to the discussions happening during the E&amp;E meetings; Dean of Students Leticia Maldonado asked if the committee agreed that “speaking your truth” and the role of the committee are two different things; Faculty Patrick Morriss shared that the way he sorts the idea is that he is speaking his truth, but as a faculty member who was assigned to serve by faculty; Faculty Donna Frankel shared that she knows how to speak her truth and sees herself as a representative for part-time faculty.</p>	<p>E&amp;E committee members decided to accept non-closure. Will agendize the discussion for the next meeting;</p>	
2	Public Comment	None		
3	Draft Minutes	<p>Dean of Students Leticia Maldonado began discussion regarding minute meetings.</p> <p>Minutes from November 1, 2019 meeting: Approved by voting members</p>	<p>Recorder Jessica Alarcon will send draft minutes to E&amp;E Committee Tri-Chairs. They will then send to all members to review. Voting members will vote to adopt.</p>	<p>Carolyn to post to E&amp;E’s web page</p>

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4	Guided Pathways	<p>Faculty Lead Katie Ha introduced the Communications Team Action Plan which includes plans to visit committees, councils and divisions. Mentioned that the calendar of events is embedded on the Guided Pathways website. She also created a blog that will be linked on the Guided Pathways website; Tri-Chair Ram Subramaniam asked how E&amp;E could help with getting people involved; Guided Pathways Team mentioned that spreading the word and publicizing the events is really helpful. Faculty Lead Rosa Nguyen spoke on the progress and plans of the Onboarding Team; Faculty Patrick Morriss commended her on the definition she provided of onboarding; Faculty Lead Rosa Nguyen added that the team is looking to grow and are looking for people who share the same values; Faculty Donna Frankel expressed that as a division, Kins/Phys Ed, are feeling left out; Tri-Chair Ram Subramaniam clarified that this team is working on figuring out how guided pathways relates to the campus as a whole; Faculty Lead Rosa Nguyen added that the onboarding team is planning on including career exploration; will be exploring differences between processes and resources; Milestones for onboarding: Create online orientation by Spring 2020, will focus on MyPortal, CCC Apply, CCC MyPath; Faculty Lead Ben Armerding introduced the Program Mapping Team plan. Mapping team is tasked w/ creating program maps and meta majors for our college. Goals of the Mapping team are to create 7-15 metamajors by the end of the year. Regarding team members, Faculty Ben Armerding anticipates growth and would like students to be involved.</p>	<p>E&amp;E members are encouraged to talk with constituents about volunteering to work on one of the Guided Pathways teams, and to share the GP web link:  <a href="https://foothill.edu/guided-pathways-initiative/index.html">https://foothill.edu/guided-pathways-initiative/index.html</a></p>	
5	Draft Equity 2.0	<p>Dean of Equity Melissa Cervantes initiated discussion regarding Equity Plan 2.0. Team is currently debriefing on the townhalls that were held. There will be an equity retreat in January. Informed us that once the draft document of Equity Plan 2.0 is made public, there will still be room for discussion.</p>	<p>E&amp;E members encouraged to register for the retreat on January 31-Feb 1 at Asilomar</p>	

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6	Industry Partnerships	Announcement made that the Digital Marketing Certificate in partnership with Facebook had been approved; Dean Lan Truong emphasized that as a college we need to provide students with all their options while still teaching them how to navigate the system. Classified Staff Chris Chavez shared that it is important for our students to be prepared to be global citizens; Tri-Chair Carolyn Holcroft suggested that a question that addresses ethical issues and equity in curriculum be added to the new program application process.	E&E will ask IP&B to include a question(s) about ethical issues and equity to new program application. Classified Staff Adrienne Hypolite and Faculty Patrick Morriss will bring back wording to next meeting for proposed question.	Patrick and Adrienne
7	Feedback re: Curriculum Proposals	Tri-Chair Carolyn Holcroft began discussion regarding feedback on proposals. Little/no feedback received for the last new program proposal. E&E Committee members agreed to actively participate in providing feedback via e-mail going forward.		
8	Dual Enrollment	Ex-Officio Lisa Ly and Supervisor of Student Outreach Josh Pelletier began discussion regarding dual enrollment. At the November 1, 2019 meeting, E&E requested for dual enrollment data to help clarify its charge around dual enrollment. Ex-Officio Lisa Ly shared that last year, high school students represented 5% of Foothill credit enrollments, of which 1% (fewer than 1,000) are from “D” designated courses, i.e., college classes conducted on high school campuses. Since 2015-16, “D” designated headcounts and enrollments has increased. African American, Latinx and Filipinx representation in “D” designated courses has shrunk from 78% in 2015-16 to 50% in 2018-19. Compared to its counterpart, there is a larger proportion of students of color in “D” designated than in non-“D” designated courses last year, 50% versus 27%; Executive Vice President Kristy Lisle shared that as a college we are beginning to work in more diverse areas; Faculty Cleve Freeman asked whether there was data about how many students are part of CTE pathways; Tri-Chair Ram Subramaniam shared that it is more difficult to get adjunct faculty to teach in areas outside of our direct service area. Recognized that MVLA district helped the program grow, and it is now especially important for the college to be intentional	Lisa Ly didn’t have sufficient time to share course success data. E&E will prioritize this item for the next meeting,	



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		about new partnerships moving forward. Tri-Chair Carolyn Holcroft emphasized the importance of being transparent about how partnership decisions are being made; Faculty Patrick Morriss stated that our leadership needs to be transparent regarding leading with equity. How do we measure whether our dual enrollment program is contributing to equity, particularly for access and success for minoritized student groups. E&E Committee made the decision to continue the discussion during the next meeting.		
9	Evaluation of meeting outcomes, CCAR Protocol, and norms	None		
10	Good of the Order	None		

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