College Council Meeting Minutes
April 13, 2015

MEMBERS PRESENT: Alison Kuehner Mike Holtzclaw
James Keogh Jeff Roberts
Stephanie Foisy Dave Schurtz
Jesse MacEwan Bunny Klopping
Sonam Babu Rowan Youssef
Ron Travenick Lenore Landavazo
Leta Stagnaro Kelly Wilmeth

MEMBERS ABSENT: Sally Scofield Gari Browning
Terry Exner Alex Lebedeff
Rae Halliwell Ron Little
Shairon Zingsheim

OPEN MEETING:

1. Approval of March 9th College Council Minutes

   March 30th College Council minutes approved unanimously.

2. Board Meeting Update (Roberts)

   • Highlights from the April 8th Board Meeting:
     - Presentation on student learning outcomes from Jennifer Jovel, Sociology.
     - Presentation by Dr. Travenick on high school outreach and support, and the relationships that
       we have in place with the area high schools. Board dialogue on this topic.
     - Approval of revised Educational Master Plan
     - Approval of the accreditation follow-up report
     - 1st reading of the values statements. The Board asked about two things that were included in
       previous iterations of the values statements - “actively reaching out to underserved populations”
       and “risk-taking and entrepreneurship.”
     - Approval of the revised mission statement. The Board was pleased with the inclusion of “high
       quality” before education and the insertion of “innovation” in the mission statement.
     - The values statements will come back to College Council one more time before going back to
       the board. Maybe at the April 27th meeting we can look at them again? Then we can stay on
       track. Comment: After approval, all of the college documents, literature, website, etc. will need
       to be updated.

3. Student Equity Plan Update

   • Still haven’t heard back from the Chancellor’s office yet, but we’re not anticipating any issues with the
     plan.
   • Five major strategies: Access; course completion; student success – ESL and basic skills; student
     success – degree and certification completion; student success – transfer. (See presentation)
   • Total budget for the plan is $324,719.00.
• Some highlights of the plan, by strategy:
  o **Access (A)**
    ➢ Targeting foster youth - $1000, includes .25 FTE counselor position for outreach, support, funded through SSSP. Promotional materials for outreach.
    ➢ Targeting veterans - $24,000, includes .25% veterans affairs coordinator, promotional materials for outreach, assigned office space, faculty stipends for mentors.
    ➢ Promotion of STEM. Two grants – one is a pathways grant getting people ready to work, part of a consortium to get people into STEM areas and ready to work. The other is a grant for K-12 pathways into STEM careers. Really about developing those paths and ideas with students early on. Mike Holtzclaw is taking the lead on this, along with Lesley Buehler.

  o **Course Completion (B)** – divided into three goals: B.1, B.2 and B.3 (see presentation Slide 5).
    Goal B.1:
    ➢ Learning communities - $20,000, includes .25 FTE counselor position, additional counseling and faculty support through Basic Skills Initiative Funds, tutors
    ➢ AANAPISI designated college. We’ve submitted the application and are awaiting approval. After receiving this designation, we will be able to apply for some grants.
    ➢ Additional Research Analyst position to help with Student Equity Plan and SSSP.
    Goal B.2:
    ➢ Learning support services - $110,000, includes .25 FTE Library lab tech position, 1 FTE instructional technology position for Faculty Center for Innovation and Technology, tutors, faculty professional development, promotional materials.
    ➢ In the process of recruiting for the library tech position.
    ➢ Tutoring - $50,000, includes tutoring coordinator through SSSP, Accudemia tracking software (through instructional software and SSSP), tracking and data collection, tutor recruitment, training and support
    ➢ Hired a Director of Tutoring.
    Goal B.3
    ➢ “Center for Excellence in Teaching, Learning & Innovation” ($38,000) in early stages. Librarians taking the lead on this. Professional development and faculty stipend funds, promotional materials.

  o **Student Success – ESL and Basic Skills (C)**
    ➢ Not a lot of funding from the Equity plan for this because there’s a separate Basic Skills initiative for this.

  o **Student Success – Degrees & Certificates (D)**
    ➢ Degree promotion - $3719, includes promotional materials, faculty workshops, professional development.
    ➢ Student Planner –$9,000, this will be discussed in the upcoming SSSP presentation (Agenda item #4). Focused around student planning and has partial funding for an evaluator position.

  o **Student Success – Transfer (E)**
    ➢ Although we are one of the top transfer schools in the state, we can always be better. African American, Hispanic and Caucasian students do not tend to access Transfer Center resources as much as our control group (Asian students).
    ➢ Awareness of transfer opportunities, Student Planner

• **Question:** At the Student Services Management Team meeting, the Student Equity Plan was discussed. We were asked to bring a question back to College Council. It’s a generalized question about Student Services being involved in the Student Equity Plan. Will there be an action committee, and how can Student Services help if it’s an area where they’re implementing things? If we are doing things within our areas that contribute to this, should be reporting it to someone? **Response:** Report to the deans or supervisors, Susan Gutkind and Ron Travenick. Comment: College Council is technically our Equity Committee. There are a lot of different areas involved, and that’s good. The more campus departments involved, the better. **Question:** Wouldn’t the college benefit from having an action committee on this topic? To make equity meaningful, we need to do some outward things that show that. It’s hard to believe that we can be involved in establishing an equitable environment when we only
bring it up once a semester. **Comment:** The idea of a committee came up at our planning summit table. There’s a concern that you have a committee that doesn’t have a task, and is the committee going to be the ones implementing this? The discussion is in the notes from the planning summit and those notes will be coming back to College Council. **Comment:** It’s one of our goals, it’s not going to go away. **Comment:** As a college, do we want equity as a theme, or do we want it as a committee? It will be examined as part of the strategic plan as we put it together. There are several people that have good insight that we need to consult with that we haven’t yet. Would like to see it infused in the college as a theme.

- Thank you for the feedback. Just because something is a committee, doesn’t mean it’s no longer a theme. It would be good for the people that have ideas to have somewhere to go with them. If we look at equity as a systematic thing, not just at Ohlone but beyond.
- **Question:** What would the committee be doing? The notes from the summit will help ensure that it’s meaningful.
- It may seem unorganized and you’re probably right. We are going to move forward and start working differently. This is a very small budget for what we want to accomplish. We have Equity as a theme for our strategic planning goals. There’s a lot more that has to come together to make this a viable plan, and not just piecemeal. We’re hoping for some additional funding next year.

4. **Student Success and Support Program (SSSP) Plan Update**

- Review of PowerPoint presentation by Susan Gutkind, Dean of Counseling.
- Broad scope with specific directive. Left it up to the college to figure out how to implement the plan. This is very much a student services plan.
- The core services that have been identified are:
  - Assessment
  - Orientation
  - Counseling/Advising
  - Ed Planning
  - Follow-up Services for at-risk students
- Most of these services were already happening, for us it was a matter of scale.
- The Student Equity Plan addresses the gaps that occur when you offer these services. People want to keep it all going, to serve our students well. Communication between the two plans, how do we make sure we keep integrating all of this?
- Progress over the last year:
  - Orientations have now gone from optional to mandatory.
  - Increased hours for counseling and student services.
  - Ed Planning workshops offered – these didn’t generate as much interest as we’d wanted. Looking into some alternate ways of disseminating the information.
  - Continued outreach to basic skills and probation students
  - Increased outreach to undeclared and BoG students
- **Student Planner** – online education planning. Students can map out what classes they need to take and which semesters they’d need to take them in. All of their classes are listed for them. They can identify which specific sections they’d like to take, and use this to register.
  - Integrating this plan has had massive impacts of technology and campus processes.
  - Tested Student Planner with Puente students last week. There are some glitches, but it definitely works and the students loved it. 100% said that they’d use it and recommend it to a friend. Very intuitive for students to use.
  - Counselors are going to be absolutely vital in guiding students in this process.
  - Data will be in Colleague and WebAdvisor, automatically reported to MIS.
- Hired a few new staff – adjunct counselors, increased the summer counseling hours. Hired an Outreach and Orientation Coordinator, and about to hire an In-reach Coordinator (Basic Skills and Early Alert). Also hired a Director of Tutoring and an IT Analyst.
- Technology is probably the biggest piece in the first few years – Student Planner has revealed a few other processes on campus that weren’t so user friendly. The Registration dashboard is almost ready.
Some of the other things – electronic petition/waiver process, electronic change of major, are in the beginning stages of development.

- Tutor tracking – Accudemia. Intent is that we roll that into a campus-wide early alert program, student needs with counseling, tutoring, financial aid. In a click, you can communicate with students.
- The SSSP Committee meets once a month, current membership is listed (see Slide #7). There are two faculty members on the committee (currently teaching during the meeting time), a lot of student services staff, and some staff from other departments.
- **Comment**: Good work, job well done. **Response**: It was a team effort, will pass this along to the committee.
- **Comment**: Disappointed that we don’t have faculty involved on the on the committee. **Response**: They self-chose to be on this committee. If you have ideas of who would like to be on this committee, let us know. **Comment**: Maybe a different meeting time? Thursday mornings are a prime teaching time.
- **Question**: What about student representative? **Response**: We have student feedback indirectly from student services and counseling staff, but we do not have students on the committee. **Comment**: What you have done with the Puente group is good feedback.

### 5. Sustainability Committee Update

- Update provided by Jeff Wanatabe, Biology Professor.
- Earth Week plan – an announcement will go out today. Instructors are encouraged to have students participate, as sustainability has a cross-disciplinary interest.
- Highlights of Earth Week include the following:
  - Monday, 4/20 – The City of Fremont Sustainability Coordinator will speak at the Newark campus. The City of Fremont is competing in a $5 million energy challenge.
  - Tuesday, 4/21 – Tables and displays from classes, outside groups and a promotion for H20 to Go, refilling stations for water, fracking conversation (Newark campus). Ceramics studios open house (Fremont campus).
  - Wednesday, 4/22 – Water display, how thirsty is your food? at the Newark campus.
  - Thursday, 4/23 – Garden Day at the Newark Campus
  - Friday, 4/24 – Community discussion on climate change and environmentalism at the Fremont campus.
- Student Sustainability Club and Puente Clubs are having a tomato plant fundraiser, selling starters grown in the Newark greenhouse. Contact Jeff Watanabe to order plants. They will also be for sale at the Newark campus next week.
- **Comment**: At the planning summit last Friday, noticed that sustainability was taken out as a college goal. **Response**: Last time we looked at the plan, we had so many things we needed to look at. It seemed like we were doing a good job with sustainability, and we need to place our efforts on things that need improvement. Perhaps it’s just woven in now as part of our culture.
- **Comment**: Keep in mind that we’re aiming for LEED Gold with our new buildings.
- **Comment**: Maybe you can tell us how to put sustainability into our goals. **Comment**: Perhaps in resources.
- **Question**: Are the tomatoes organic? **Response**: Yes, they are.
- **Question**: Is the water for H20 to Go filtered? **Response**: Believe so, Patrice Birkedahl would know more.

### Planning Summit Discussion (impromptu)

- **Comment**: Great event. Difficult for group to phrase things correctly. Maybe something can be done for help with this. Would have rather spent more time with ideas, and less phrasing the language for the goal. **Comment**: Had that issue at my table as well. **Comment**: Took ½ hour to come up with phrasing, rather have that time to think of ideas.
• **Comment:** Couldn’t hear very well. Didn’t know what was going on. Felt like it was rushed, could have had more time.

• **Comment:** Worked well, trying to synthesize the goal statements.

• **Comment:** In that large a setting, trying to have that many groups reporting out might not be the best idea. **Comment:** It was a way to give some closure, and it was a way to tune into similar topics at different tables.

• **Comment:** Which of the objectives do we use, we’re not writing all of the ideas. Unclear as to what we were doing.

• **Comment:** Laptops for each group, to take notes electronically? Perhaps a template, with instructions for each table to use at future summits?

• **Comment:** Liked having the student perspective.

• **Comment:** Enjoyed the summit a lot. Once we started with something, we wanted to run with it, so we had to rein things in. Had an “ideas” section in our notes, narrowed down to our goals. It was great to hear that other tables said the same thing.

• **Comment:** Because there were 20+ tables, we could possibly generate at least 20 goals. We have to achieve the objectives and we don’t want to go crazy trying to accomplish everything. Hopefully next meeting the feedback can come back, and we can look at all the ideas and shape them.

• **Comment:** Who is going to write the goals? **Response:** College Council. We’re going to be shaping the strategic plan in the next few meetings.

6. **Heard it through the Grapevine/Suggestions for Future Topics**

• **Comment:** New policy for getting visitor parking passes – seems to be much more cumbersome. Visitors coming in at the last minute, it used to be that the dean could take care of it. **Comment:** This is impacting student services a lot. **Comment:** The planning and decision making handbook mentioned that shareholders would be consulted on topics that impact them. **Response:** There’s a fine line on what needs to be shared governance vs. the daily operations of the college. Sometimes people make decisions because they have to run the day-to-day operations of the college. **Comment:** There’s a big problem enforcing guest parking on the campus, a lot of guest parking permits are being used for long periods of time. Students have been using them. The intent of this policy is good, but perhaps we need to tweak it a little bit. The Chief is aware of the issues. **Question:** Maybe we can invite the Chief to a College Council meeting? **Comment:** Some students have shown concern about having armed officers on campus. **Response:** Will bring this topic to a future College Council meeting, hope to start that conversation before the end of the school year.

**ADJOURNED:** 4:18 p.m.

**Spring Semester Meetings (2015)**
Fremont Campus / Room 7101, Mondays @ 3:00 – 4:30 p.m. (unless noted)
April 27
May 11