C&C Governance meeting, Friday February 28, 2020

AGENDA ITEMS

OPIC & ATTACHMENTS	PURPOSE	PRESENTER	TIME	OUTCOME
ll Call		Craig Gawlick	11:00- 11:05	
proval of Minutes	A	Craig Gawlick	11:05-11:10	
blic Comment		Public	11:10	
erview of Outreach Department	I	Josh Pettetier	11:10-11:30	Suggestions and Feedback
esident's Report	I	Thuy Nguyen	11:30-11:45	Information sharing
ident's Report	I	Student reps	11:45-12:00	Information sharing
&R Agenda and R&R/C&C Combined idy Group for Hub	I	Craig Gawlick/Tri-Chairs	12:00-12:15	Upcoming study group, info only
vernance Assessment Study Group pdate	D	Adrienne Hypolite/Doreen Finkelstein	12:15-12:30	Progress report
boarding Discussion	D	Tri-Chairs	12:30-12:45	Discussion
nouncements	I	All	12:45-1:00	

Public Comment - no public

Overview of Outreach Department - Josh Pelletier
Introduction of Outreach group
Put together mission statement
The Outreach Program's mission is to recruit prospective Foothill College students and prepare them to apply, register, connect to campus resources, and show up on day one.

To actualize this mission, Outreach will:

- Strengthen relationships with local school districts and community partners
- Advocate for historically underrepresented students to provide access and expand post-secondary education opportunities
- Foster connections with students, families, and community groups to increase awareness of and encourage participation in Foothill College programs
- Facilitate college entrance by disseminating critical information and coaching students through the application, financial aid, and registration processes

- Build confidence in students to navigate the post-secondary system by providing access to college classes, career exploration, and development of basic skills
- Connect students to detailed information about campus resources, to faculty and staff, to ensure a supportive and welcoming environment that inspires students to show up on day one

Jami - Adult Outreach
Helping adult student matriculate. Also making sure any barriers are removed. Has worked with adult students for about 12 years.

Alex - Working with dual enrollment.Coordinating with different high school partners. Dual enrollment is the CEPAP. Has experience working with underserved population when he was working in Willow Glen High School.

Adiel - In charge of touring and tabling. He was student here at Foothill. Was in student government, was student president for a term. Went to UCLA. Passionate about bveing mentor to students.

Michelle - background in college counseling in East Palo Alto & UCSF. Exposing students to instructors, how to read syllabus, applications.

Bruce: Any work with home schools?

Josh: Partnership with Conlab and Simon has been a link to that group.

Is setting up onboarding meetings . Setting lup dual enromment handbooks for different populations. Lene had Outreach come in and in the meeting, they figured out that they could create a Canvas class.

Thuy: One of the expenditures they agreed on was in increasing the Outreach Department.

President's Report
There is a lot of alarm around Corona virus. Coordinate with ASFC who is creating a poster about the virus. Distributing preventive means. She is working o ngetting information out and

We have keynote, Tino Quier, to help . Free legal immigration office.

She was going to bring Cobert & Associates in to help with what the student learning outcomes should be but mindful of introduction being looked at as pushing something that's fait accompli . Strategic objectives does ask for intentional learning outcomes that we want students to have. Does C&C want to be the first to create outcomes or vice versa? Has meeting with Advisory Council after this meeting.

Lene: They had summary of what they did last time they were there. We'd like to have a copy of that so we can be informed when we make that suggestion.

Jordan: Could make better recommendations and how it could be actionable from the data that was collected when they were there before.

Martha: We should do research as to how Symposium went, how did service learning do? Interview students and staff and see what their perspective is of service learning.

Bernie: Looking at achievement gaps so is participating in that.

Thuy: Since Symposium is occurring already, use symposium as structure to evaluate. Way to anchor work of service leadership.

Bruce: Are we talking about program learning outcomes?

Thuy: in part of accreditation, there is institutional learning outcomes. There are some things like empathy, cultural.

Bruce: how were those institutional learning outcomes created?

Valerie: It went through extensive process although she was not part of it.

Bruce: Need to have inclusion process to get all of stakeholders to look at institutional learning outcomes. Equity is not in.

Thuy:; Possibility of badging for 10 learning outcomes or journaling.

Craig: Is there an ask of C&C that tri-chairs could figure out for next meeting.

Thuy: What does she say to AC as far as check-in? Is C&C interested in Cobert & Associates providing some consulting services to C&C?

Sean: Is there something like curriculum development committee that we might benefit from being in communication with on these learning outcomes for service learning?

Thuy: Daphne Small has been interested in a certificate. She will come to C&C when she's ready.

Valerie: College curriculum's purpose is to ensure that there's communication happening across campus and across programs. They also focus on policies L& procedures that curricular decisions are made consistently. IT's never been integrated with SLO. No integration with CCC at course level or institutional level.

Thuy: When accreditation started, it created an acceleration of that.

Bruce: Curriculum committee has not been involved in broader campus issues.

Action Item: Reading report aht Simon just sent to us and being ready to make recommendation to President for next meeting.

Thuy: SLO does not affect institutional service learning.

Student Report
Bernie: Has been working on outreach video with process of activating a club. Have about 60-70 clubs this year.

Vanessa: On Monday, students are having a civic day for Get out to Vote. Monday at noon.

R&R Agenda and R&R/C&C Combined Study Group for Hub - Elias

Brett: We're focusing on STudent support Center. Looking at what Design Thinking Team has started and going through next steps. Combine regular study group through C&C/R&R and working with students, staff and other groups. Asking for six participants from C&C with even representation across the groups.

Thuy: Want to make sure study group is bringing in people from outside of the councils.

Brett: Continuing from last year's budget reduction.

Martha: Do you want particpants from the Design Thinking Group?

Brett: Some people could be participants from that group.

Martha: We had requested to find out what is vacant as far as open spaces now.

Thuy: There will be joint study group for Facility Master Plan.

Brett: This group will be moving forward with Student & Faculty Support Center plan. It will depend on bond.

Thuy: It was directive from President to look at creating the actual space for the hub.

Bruce: is this study group going to consider the other ideas from the Design Thinking group? One idea has more than one space being used.

Lene: Would like online learning to be on group but they are maxed out but would like to see online student or online faculty on the group.

Thuy: Goal would be to have group work with architect.

Brett: Haven't set up meeting because waiting for election. First meeting would be in March.

Thuy: Even if we don't get bond, we do need to figure out something.

Governance Assessment Study Group Update - Adrienne Hypolite

8 members representing all four governance councils and classified and senate. There is also possibility to get student involvement.

Have met 3 times since February

Confirm membership (in proress)

Developing timelines (n progress)

Identify areas of focus for evaluation (completed)

Narrow down areas of focus and scope of evaluation (In progress)

Determine who and how the evaluation will be conducted (not started)

Areas of Focus:
- Engagement
- Scope and Purpose
- Communication
- Decision Making

Does the redesign encourage greater engagement from four different councils?
Are the expected hours of engage

Scope and Purpose
Did collapsing the many ad hoc committees and workgroups into four councils minize/eliminate repetition of work?

Communicatio:
How is it occurring between coucils
To the wider campus?
To/from president

Decision Making
Are there issues around the councils' ability to make decisions

Scope
Looking at issues as individual council member, within the council, between the councils, and between the councils and campus in terms of:
- Engagement
- Scope/Purpose
- Communication
- Decision-making

Look at breadth versus depth. Looking at whether this can be done this year. Recommendation of study group: to ask for funds to pursue outside vendor to help refine & implement study.

Outside help would assist in being able to forward this.

Next steps for study group:
Finalize decision around breadth vs. depth
Finalizing timeline
Assistance with designing and implementing evaluation (3rd Party)

Want to get student participation. It's every Thursday from 12:00-1;00. Asking for some commitment to attend meetings and can then hand off information to another student.

Bruce: this is great layout for what issues are. Question is do we have opinions as to depth vs. breadth.

Jordan: Can cover entire scope or can drill down into one of the areas in the table. He would choose within the councils and their engagement, scope/purpose, communication, and decision-making.

Thuy: This council has asked her to revise scope/purpose.

Lene: Maybe we want breadth survey to go out to general campus population. General question to ask if they have served on council and then those people would get additional survey or focus groups.

Doreen: Talking about methodology - you can do interviews, focus groups and surveys.

Bruce: Easiest place to get depth would be from individual council members. Where is our time and energy best spent? Don't need to decide right now but should be thinking about that.

Doreen: Do we want to get something on all of the areas? Doesn't preclude depth. Could dive deeper into one of the areas.

Adrienne: Issues like onboarding are important to students but didn't put that into the scope. A wider survey breadth would possibly allow the to include this again.

Marketing Presentation: Communication Plan 1.0 2020-2022, Simon Pennington & Vanessa, Jerry, Julie & Bradley
Rollout proposal for March-June 2020
Simon - Have it finished and "make it look pretty" by July. Want to get feedback from C&C.

Vanessa: Some things happen at the same time every year, second spring, etc. A Marketing Plan helps to plan. WAnt to support brand, standardize communication, uphold college's reputation, and ensure that FC students, faculty and staff are informed and supported with timely messages.

In March want to hold a focus-group with students and have Draft 1.0 prepared and ready by March 27. April 1-May 18 - share with AS, CS, Deans, Students Services, Dabinet, Equity, students and the Councils for feedback.

May 18-June 5 - redraft and finalize for final Cabinet approval. Adopt finished document by July 25th.

Did they miss any constituencies on the rollout list? What would you like to see in the final plan?

Adrienne: Intention behind Puente and Umoja? If intention is to reach African-American and Latinx students, would suggest reaching out to those groups directly. Because they are invoved in those groups, they already feel attached.

Simon: It is much broader than just Puente and Umoja. It is the intention to reach out to the broad community.

Simon: It's aggressive schedule but will have two months to get feedback and

Bruce: Will this be a living document?

Simon: Intention is to have this as a living document. They are looking at two-year revision cycle. Mediai and students change every year.

Simon: Making sure branding, language and engagement are consistent.

Jerry: Trying to find a sense of belonging with students. There are still a bunch of logos out there that they're trying to bring on to the Foothill brand.

Elilas: With new Immigration Law Center on campus speaking to rapid response, how to communicate out to campus.

General Announcement: None