



FOOTHILL-DE ANZA
Community College District

Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL

Meeting Summary

December 2, 2016

Present: Judy Miner, Tracy Chung-Tanbangcura (for Karen Hunter), Mayra Cruz, Isaac Escoto, Christina Espinosa-Pieb (for Brian Murphy), Rich Hansen, Kevin Harral, Carolyn Holcroft, Joe Moreau, Thuy Nguyen, Dorene Novotny, Erin Ortiz, Ramiel Petros, Frank Rocha, David Ulate, Lindsay West, Chris White

I. Welcome

Chancellor Miner welcomed council members and self-introductions were given.

II. Approval of October 14, 2016, Meeting Summaries

The October 14, 2016, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

III. District Strategic Plan Review

David shared the draft District Strategic Plan, noting that he is still working on an additional district strategy concerning career goals. He explained that the idea behind the structure is to make the plan an operational document that will give evidence of what the district is doing to support its mission and the primary goals of the colleges as identified in the educational master plans. He added that the college goals map to district priorities and every strategy has a metric that will allow assessment of progress. In response to a question from Mayra, David advised that that it is a seven-year plan that will be refreshed at year three.

David indicated that the Chancellor's Advisory Council will be asked to approve the plan at the January 27 meeting and asked that constituent group feedback be provided to him in a tracked changes format prior to the meeting. Thuy requested that David attend the December 7 Planning and Resource Council meeting to present the draft plan.

Commenting that district strategy 7.2, "Provide opportunities for constituency feedback at all district governance meetings," addresses only half of the equation, Carolyn suggested adding another strategy that speaks to cohesive communication from the district. She cited a recent District Diversity and Equity Advisory Committee meeting in which each participant left with different message as an example of the need for better communication and recommended Board Highlights as a possible model for district governance groups to follow in communicating with employees. Thuy questioned why there was a misunderstanding at the meeting and whether the meeting minutes were clear. She suggested honing in on the reasons that communication is not working and wondered whether people would take advantage of reading a newsletter. Judy explained the circumstances behind the miscommunication to which Carolyn referred. She commented that the district assumes that those on governance committees are taking things back to their constituencies while acknowledging that the district needs to be more deliberate in communicating. In response to Ramiel's question, Judy advised that the communication goal and strategy in the strategic plan are not new, but the district is trying to be more specific and accountable.

IV. Accreditation Functional Map/Infographics Feedback

David asked if there was any feedback regarding the functional map reviewed at the last meeting. There was consensus to accept the map as presented.

With regard to the participatory governance, planning, and resource allocation infographics presented at the October meeting, David shared feedback from the De Anza College Classified Senate suggesting that the resource allocation cycle infographic include descriptions of the groups included in each category. He indicated that it is his intent to add detailed narrative to each of the infographics. Judy reported that the classified senate also suggested that if the infographics are posted online, they include links to more information. She commented that links to the college governance sites would be a great way to underscore the district's college-centric focus.

Rich suggested that the role of the Budget Advisory Committee would be better represented on the resource allocation infographic by moving it in front of the PaRC and College Council box and also adding it to the end of the cycle to show reporting out and feedback.

V. Program Highlights – Online Education Initiative (PowerPoint presentation attached)

Judy introduced Joe to give an overview of the Online Education Initiative (OEI) and commented that sharing program highlights with the Chancellor's Advisory Council is one of the ways the district is working to improve communication. She asked council members to let her office know of recommendations for future program highlights.

Joe detailed the history, goals, and accomplishments of the OEI, noting that the district was selected by the Board of Governors to lead the initiative in partnership with Butte-Glenn Community College District in 2013 with the primary goal of helping more students complete associate degrees for transfer. He described the OEI philosophy as one that always considers what is best for students and includes the flexibility to try things that might fail. Describing a deep commitment to working closely with the Academic Senate for California Community Colleges, he explained that in the early days of the initiative, the leadership team contacted other consortia to get advice and were told if you are not marching arm in arm with faculty, you might as well give the money back.

Joe indicated that 103 of the 113 community colleges in the state have decided to adopt the OEI's course management system, Canvas. Colleges are able to choose their level of participation in the initiative by using the available shared resources, adopting Canvas, and/or participating in the OEI Consortium and course exchange. Among the resources available, Joe described a course design rubric, professional development opportunities that help faculty make classes accessible and utilize best practices in online course design, learner readiness tutorials, proctoring and plagiarism detection programs, and online tutoring, counseling, and Library services. He advised that there are eight colleges piloting the course exchange, which will allow students to take a course at another college with the transcript sent back to the home college.

X. Other Information and Updates

Dorene announced that 109 employees have completed equal employment opportunity training and 63 are signed up for the next one. She said that almost all of the feedback has been positive. Kevin commended Dorene, Pat Hyland, and Elaine Kuo for the training, which he described as more of a great discussion than an information dump. Dorene credited Pat, Elaine, and Veronica Neal's influence for the structure of the training.

The meeting adjourned at 4:05 p.m.