FOOTHILL-DE ANZA
Community College District
Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL
Meeting Summary
April 28, 2017

Present: Judy Miner, Becky Bartindale, Mayra Cruz, Isaac Escoto, Moaty Fayek, Christina Espinosa-Pieb, Rich Hansen, Carolyn Holcroft, Karen Hunter, Brian Murphy, Jim Nguyen, Thuy Nguyen, Dorene Novotny, Ramiel Petros, Chien Shih, David Ulate, Lindsay West, Chris White

I.   Welcome

Chancellor Miner welcomed council members.

II.   Approval of March 31, 2017, E-Meeting Summary

The March 31, 2017, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

III.   Revised board policies and new administrative procedures

Revised BP 5300 (formerly 5600) Student Equity (second reading)

The revised policy was approved by consensus and will be presented to the Board of Trustees for first reading on May 1, 2017.

Revised BP 2432 Acting Chancellor in Absence of Chancellor (second reading)

The revised policy was approved by consensus and will be presented to the Board of Trustees for first reading on May 1, 2017.

New AP 6331 Food Purchase Procedures (second reading)

The new administrative procedure was approved by consensus and will be added to the Board Policy and Administrative Procedures manual.

Revised BP 2735 Board of Trustees Travel (first reading - Board recommendation for change)

No comments were made regarding the proposed policy revision. The council will be asked to approve the policy revision on May 19, 2017.

<u>Revised BP 2015 Student Member (statutory deadline for approval May 15 - Board recommendation for change)</u>

In response to Ramiel's question, Judy explained that state law sets forth the minimum eligibility requirements for student trustees and colleges determine any additional qualifications. It was noted that the policy revision would not be brought back for a second reading by the council as the Board is required to adopt the policy by May 15 each year.

IV. **Educational Technology Advisory Committee (ETAC) Recommendation on Student Email Accounts**

Ramiel explained that the Associated Students of Foothill College passed a resolution asking that students be provided .edu email addresses that would allow access to education discounts. He noted that there would be no additional costs incurred by the district.

Chien reported that the Educational Technology Advisory Committee (ETAC) has discussed the issue multiple times. He advised that the committee would work with the student organizations to develop policies and procedures regarding the accounts.

Moaty suggested that it would be helpful if students were able to retain their college email addresses after graduation so they could be contacted for alumni events.

The Chancellor's Advisory Council approved ETAC's recommendation by consensus.

V. **Program Highlights – Sunnyvale Center and Enrollment Generation (attached)**

Interim Vice President of Workforce Development and Institutional Advancement Moaty Fayek and Sunnyvale Education Center Dean Dawn Girardelli provided an overview of the Sunnyvale Center, highlighting apprenticeship, Strong Workforce, high school dual credit, and Career Technical Education (CTE) pathways programs as well as proposed scheduling changes intended to boost enrollment.

Dawn and Moaty reported that they are working with the college deans on one-year schedules for the pathways programs to better meet workforce needs and are trying to be reflective about modifying the schedule based on enrollment figures and conversations with students and faculty.

In response to Christina's question, Moaty explained that there now ways to award certificates to eligible students even if the students don't apply for such. Christina expressed concern that awarding a certificate could affect eligibility for government aid and wondered if there is a way to capture data on certificates without recording the certificates on transcripts.

Thuy spoke of the need to empower CTE students through service learning. Rich asked that enrollment data for the Sunnyvale Center be provided to the Faculty Association.

VI.   <u>Enrollment and District Enrollment Management Committee</u>

The council agreed to serve as a districtwide committee on enrollment that would review and analyze data and discuss recommendations. Judy suggested that seeking a legislative hold harmless solution may be the best approach to the decline in enrollment, which is affecting most districts across the state. Ramiel recommended speaking to students who attend multiple campuses to find out what would keep them at the district's colleges and reaching out to feeder high schools to combat the negative image of community colleges. Christina expressed concern that the colleges may be offering too many different courses in some programs, and Judy commented that it is important to make sure that the colleges are offering the right sections and not just rolling over the same schedule. Moaty suggested bundling classes to make programs appealing to students, and Chris advocated for a better understanding of the market to determine whether the colleges' offerings meet students' needs.

Judy offered to share material prepared for the governing board on outreach and send links to the enrollment data available on the college websites. She asked council members to advise of other data they would like to review.

The meeting adjourned at 4:10 p.m.

FOOTHILL COLLEGE, SUNNYVALE CENTER

Chancellor Council advisory [4.28.17]

**Presented by: Dawn Girardelli & Moaty Fayek**

Foothill College, Sunnyvale Center serves as a regional educational provider and workforce resource advancing the economic well being if the region by serving employer training needs, developing a quality workforce and serving as a key player in local and regional workforce development initiatives.

MISSION:

The **PURPOSE** of FHDA Education Center is **twofold**:

To serve as a regional educational provider that fosters partnerships with other educational entities and leverages resources that enhances student learning opportunities and prepares them to transition to four-year universities and/or into the workforce.

To serve as a regional workforce center advancing the economic well being of the region by developing and maintaining a quality workforce and by serving as the focal point for local and regional workforce development initiatives.

Sunnyvale Face-to-Face Enrollment

	Fall 2016	Winter 2017	Spring 2017
No. of Sections	83	69	74
Enrollment	1949	1450	1477
Productivity	389	367	342

- No. of Sections
- Enrollment
- Productivity
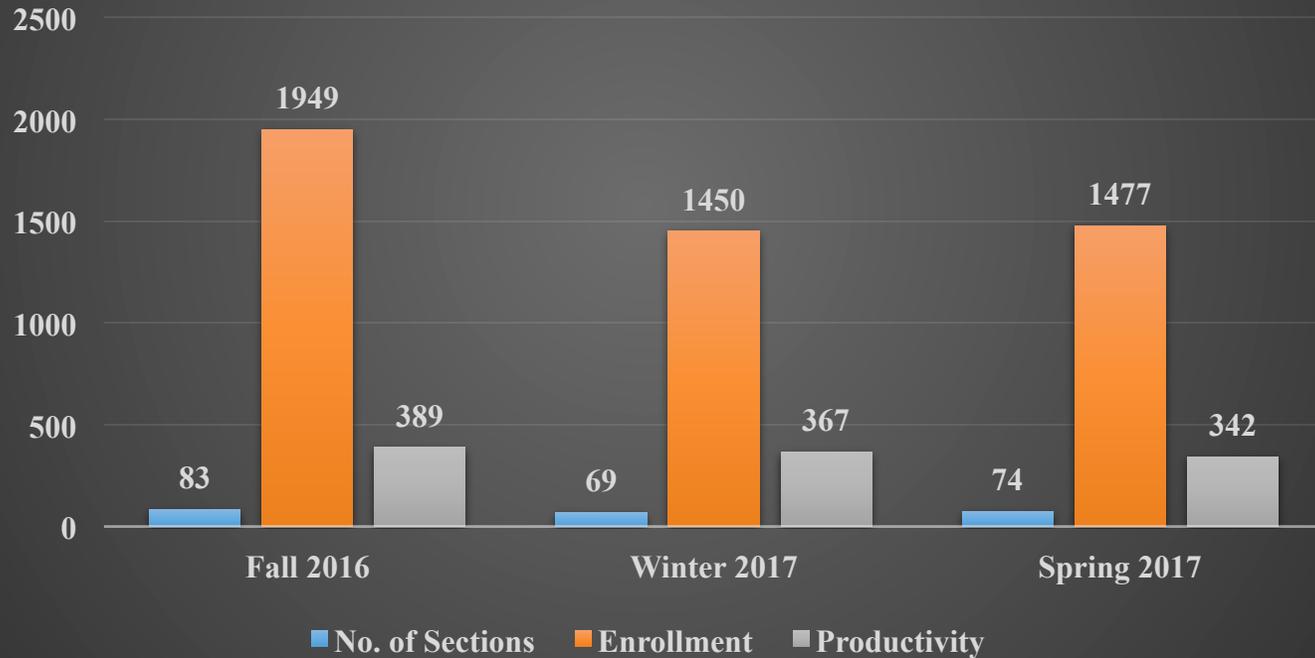
- In Fall 2016, we added several 2nd session (last 6 weeks sections).
- Spring 2017, only 2 2nd session courses were added. Enrollment and productivity are lower since late sessions are not fully enrolled yet.

Load

Fall 2016	Winter 2017	Spring 2017
12.563	9.342	10.075

WSCH

Fall 2016	Winter 2017	Spring 2017
14677.46	10,508.36	10351.66

Enrollment by Ethnicity
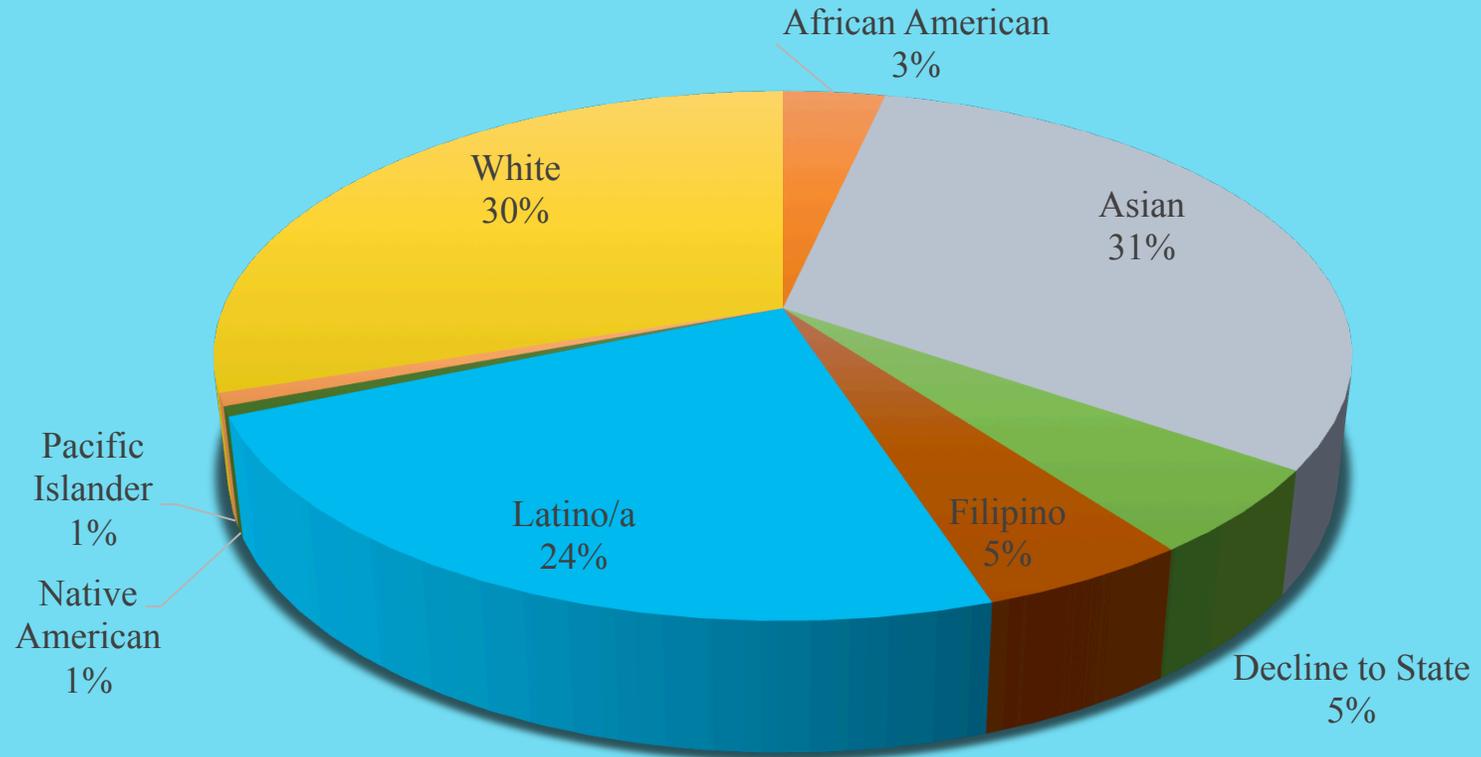
Enrollment by Residency
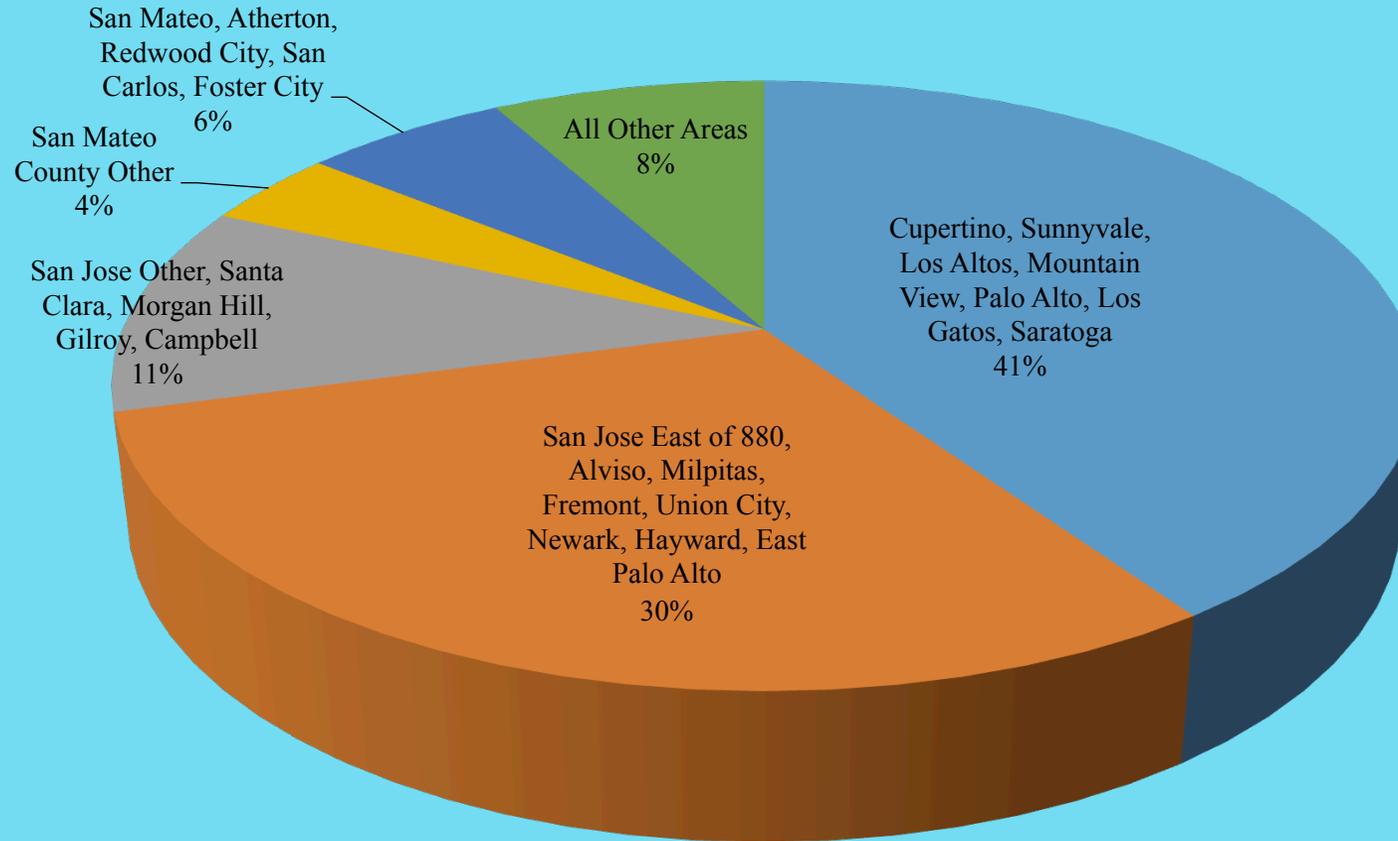
Enrollment by Campus
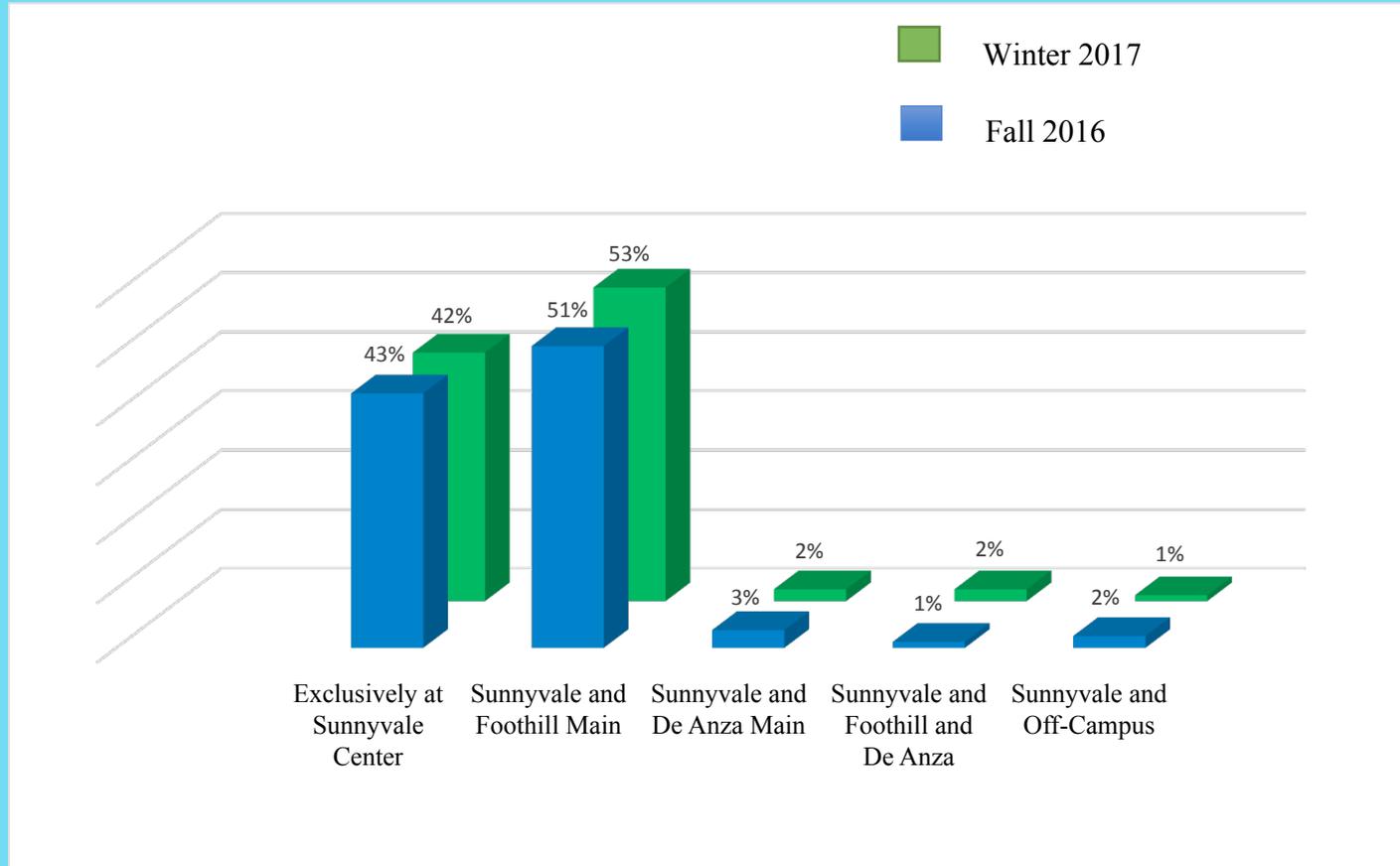
- 52% of students are concurrently enrolled at Sunnyvale Center and Foothill Main
- 43% of students are enrolled *exclusively* at Sunnyvale Center
- 2% of students are enrolled at both Sunnyvale Center and De Anza Main

**Note: Non-Credit not included

Apprenticeship

- Strengthening the relationships with the trades.
- 3000+ students in the apprenticeship programs.
- Lost one trade, but added two new ones: Culinary (Job Corps) and Horticulture (San Jose Conservation Corps). More to come.

Course	Units
Hort52C plant installation and	3
Hort30 soils	3
Hort80A fall skills	2
Hort80B winter skills	2
Hort80C spring skills	2
Hort80D summer skills	2
Hort90M plant nutrition and fertilizers	1
Hort90V sustainable organic gardening	1
Hort91A composting	1
Hort90L plant propagation basic skills	1
TOTAL	18

Two tracks
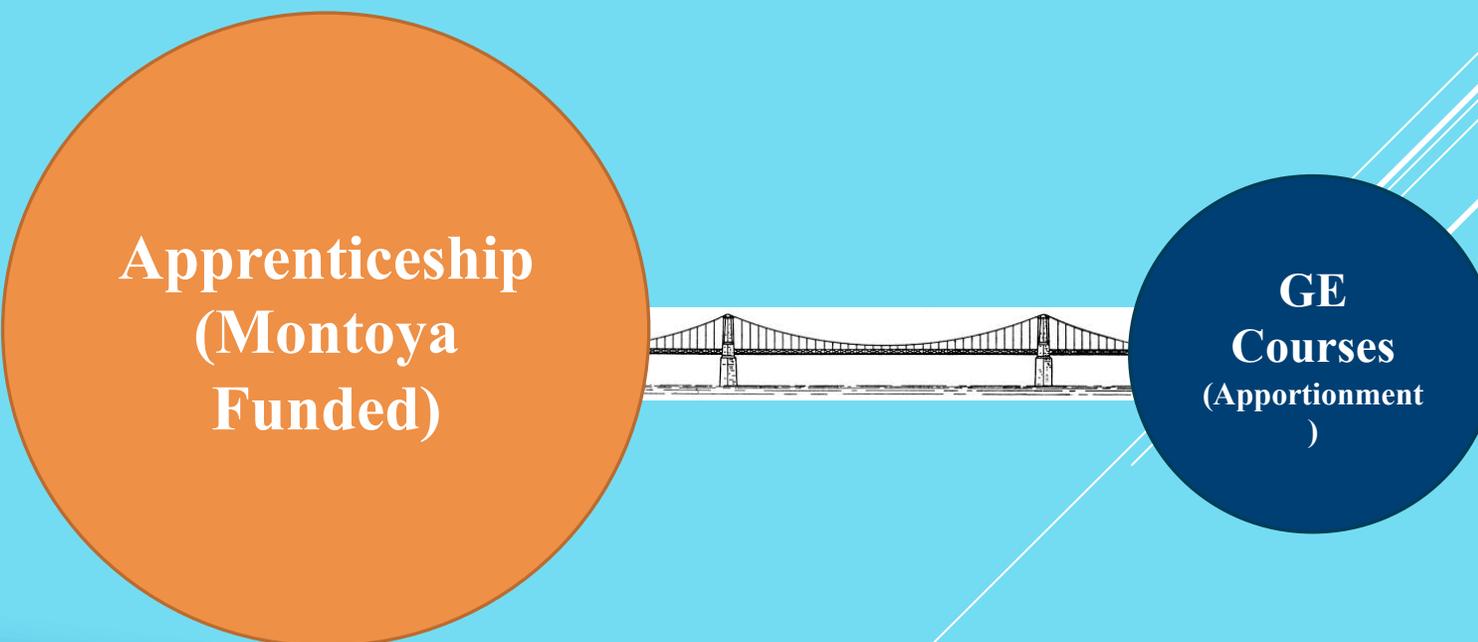
Apprenticeship (Montoya Funded)

GE Courses (Apportionment)

Job Corps: almost 370 students live in the dorm.

Strong Workforce Program

- Manage SWP funding for both local (about $900K) and regional projects (about $800K).

- Orders are being processed for equipment.

- Deans have been advised to work with faculty in the planning for round 2 funds.

- A template to monitor and assess release-time has been developed.

- SWP Policies and instructions are changing weekly.

- 17% penalty if certain goals are not met. Proactive measures must be taken to ensure that will not happen.

REGIONAL FUNDING

- Regional EMS Center

- Diversity in Tech

High School Dual Credits & CTE Pathways

- In addition to existing dual credits program, we are in the process of adding several more.

- Middle College with Fremont Unified High School District @ Sunnyvale.

- Health Pathways with Palo Alto Unified School District.

- STEM Pathway with Eastside Prep.

- Law Pathway Career Pathway. Workforce proposed the curriculum which was approved by the deans.

- Developing dual credit agreements to replace some of the gentlemen's agreements.

- Building a marketing plan for dual enrollment and streamlining the application and registration process.

Pathways At Center

Accounting
- Bookkeeping Specialist Certificate**
- Enrolled Agent Preparation Certificate**

Business
- Business Management Career Certificate
- Entrepreneurship Certificate**

Child Development
- Associate Teacher Early Childhood Development
- Teacher, Early Child Development
- Program Supervision & Mentoring
- Inclusion with Children of Special Needs Certificate
- Infant Toddler Development Certificate

Computer Science
- Java Programming
- C++ Programming
- Mobile Applications Certificate (Android & IOS)
- Cyber Security **

Early College
- Fremont Union High School District**

Emergency Medical Services Training Center
- EMR
- Emergency Medical Technician
- Paramedic
- Non- Credit EMT
- Continuing Education**

ESLL
- Credit & Non Credit Tracks

Industrial Design
- Industrial Design Certificate**

Graphic & Interactive Design
- Website Design & Development Certificate**
- Graphic Design Certificate**
- Industrial Design Certificate**

General Education Track
- IGETC

Geographic Information Systems
- GIST I Certificate of Achievement
- GIST II Certificate of Achievement

** New Programs for 2017-2018

	FALL		WINTER		SPRING		SUMMER		NOTES
8-10am	CLASS	DAY	CLASS	DAY	CLASS	DAY	CLASS	DAY	
GEN ED									
	HIST 17A	TR	POLI 1	TR	ECON 1A	TR	ECNON 1B	MW	GE-IGETC
	MATH 1A	MWF	MATH 220	MWF	MATH 105	MWF	MATH 1A	TWR	GE-IGETC
	ENG 1A	MWF	ENGL 1B	MWF	ENGL 1A	MWF	ENGL 1A	MWR	GE-IGETC
NCEL									
	NCEL 411	MWR	NCEL 412	MWR	NCEL 411	MWR	NCEL 412	MWR	
	NCEL 421	MWR	NCEL 422	MWR	NCEL 421	MWR	NCEL 422	MWR	
EMT/EMT-P									
	EMT 1	MTWRF	EMT	MTWRF	EMT	MTWRF	EMT	MTWRF	COHORT 1
	EMT 2	MTWRF	EMT 2	MTWRF	EMT 2	MTWRF	EMT 2	MTWRF	COHORT 2
	EMT-P	MTWRF	EMT-P	MTWRF	EMT-P	MTWRF	EMT-P	MTWRF	PARAMEDIC
	EMR	MTWRF	EMR	MTWRF	EMR	MTWRF	EMR	MTWRF	EMR
10am-12pm									
GEN ED									
	SOC 1	TR	HIST 17B	TR	PHIL 4	TR	ANTH 1	TR	GE-IGETC
	PHIL 1	MW	ANTH1	MW	HIST 17C	MW	PSYC	TR	GE-IGETC
	ECON 1A	TR	ECON 1B	TR	HUMN 1	TR			GE-IGETC
	MATH 220	MWF	MATH 105	MWF	MATH 1A	MWF	MATH 44	TWR	GE-IGETC
	MATH 105	TRF	MATH 1A	TRF	MATH 220	TRF			GE-IGETC
	COMM 1A	MW	COMM 2	TR	COMM 10	MW	COMM 2	TR	GE-IGETC
	ENGL 1B	MWF	ENGL 1A	MWF	ENGL 1B	MWF	ENGL 1B	MWR	GE-IGETC

	ART 1	MW							
	HLTH	R	HLTH	R	HLTH	R			GE-IGETC
12:30-3:30PM									
GEN ED									
	POLI 1	TR	HIST 17C	TR	ECON 1A	TR	POLI 1	TR	GE-IGETC
	HIST 17A	TR	POLI 1	TR	ECON 1A	TR	ECNON 1B	MW	GE-IGETC
	ANTH 1	MW	PSYC 1	MW	SOC 1	MW	PSYC 1	TR	GE-IGETC
	COMM 2	MW	COMM 1A		COMM 2		COMM 10	MW	GE-IGETC
	MATH 12		MATH 44		MATH 1A				GE-IGETC
IND DESGN	ART 74	TR	ART 74A	TR	ART 72	TR			IND DESIGN
ESLL									
	ESLL 235	MWR	ESLL 236	MWR	ESLL 237	MWR			ESLL
	ESLL 226	MWR	ESLL 227	MWR					ESLL
4pm-6pm									
GEN ED									
	COMM 1A	TR	COMM 2	TR	COMM 10	TR	COMM 4	TR	GE-IGETC
	CRWR 6	TR	CRWR 39A	TR	CRWR 41A	TR	CRWR 6	TR	GE-IGETC
	MATH 10	MW	MATH 1A	MW	MATH 12	MW			GE-IGETC

	BIO 8	MW	BIO 45	MW	BIO 8	MW			GE-IGETC
MOBILE APP	CS1A	MW	CS10	MW	CS63A	MW	63C		MOBILE APP
	CS10	TR	CS18	TR	CS64A	TR	63C		MOBILE APP
6-10pm									
GEN ED									
	HIST 17A	TR	POLI 1	TR	PHIL 1	TR			GE-IGETC
	PHIL 8	MW	ANTH 1	MW	ANTH 1	MW			GE-IGETC
	SOC 1	TR	PSYC 1	TR	SOC 1	MW	PSYC 1	TR	GE-IGETC
	ECON 1A	MW	ECON 1B	MW	ECON 1A	TR	ECNON 1B	MW	GE-IGETC
	PSYC 40	R	PSYC 40	R	PSYC 40	R	PSYC 40	R	
	ENG 1A	MW	ENGL 1B	MW	ENGL 1A	MW	ENGL 1A	MW	GE-IGETC
	CRWR 6	TR	ENGL 1A	TR	ENGL 1B	TR	ENGL 1B	TR	GE-IGETC
	COMM 2	TR	COMM 1A	TR	COMM 4		COMM 1A		GE-IGETC
	ASTR 10A	MW	ASTR 10B	MW	ASTR 10A	MW	ASTR 10B		GE-IGETC
	ASTR 10L	MW	ASTR 10L	MW	ASTR 10L	MW	ASTR 10L		GE-IGETC
	MATH 1A	MW	MATH 1B	MW	MATH 1C	MW			GE-IGETC
	MATH 220	TR	MATH 105	TR	MATH 48A	TR			GE-IGETC
PROGRMG	CS 1A		CS 1B		CS 1C				JAVA
	CS 2A		CS 2B		CS 3C				C++
CYBER SECURITY	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	CYBER S

	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	CYBER S
BUS MGMT									BUS MGMT
	BUS 18	TR	BUS 90A	TR	BUS 18	TR			
	BUS 90A	MW	BUS 95	MW	BUS 59A	MW			
ACCTG/BKPG	ACTG 60	MW	ACTG 64A	MW	ACTG 64B	MW	ACTG 65	MW	BKPG
			ACTG 64B	MW	ACTG 64A	MW			
	ACTG 1A	TR	ACTG 1B	TR	ACTG 1C	TR	ACTG 60	TR	ACCTG
	ACTG 67	TR	ACTG 68A	TR	ACTG 68B	TR	ACTG 68C	TR	ENRL AGNT
GIST									
	GIST 11	T	GIST	T	GIST	T			GIST
	GIST 12	R	GIST	R	GIST	R			GIST
			GIST	W					
CHLD DEV									
	CHLD 1	M	CHLD	MTWRFS	CHLD	MTWRFS	CHLD	MTWRFS	CHILD
	CHLD 56	T	CHLD	MTWRFS	CHLD	MTWRFS	CHLD	MTWRFS	CHILD
	CHLD 56N	W	CHLD	MTWRFS	CHLD	MTWRFS	CHLD	MTWRFS	CHILD
	CHLD 56N-2	M	CHLD	MTWRFS	CHLD	MTWRFS	CHLD	MTWRFS	CHILD
	CHLD71	FS	CHLD	MTWRFS	CHLD	MTWRFS	CHLD	MTWRFS	CHILD
	CHLD86A	T	CHLD	MTWRFS	CHLD	MTWRFS	CHLD	MTWRFS	CHILD
	CHLD86B	M	CHLD	MTWRFS	CHLD	MTWRFS	CHLD	MTWRFS	CHILD
	CHLD88	R	CHLD	MTWRFS	CHLD	MTWRFS	CHLD	MTWRFS	CHILD
	CHLD88-2	T	CHLD	MTWRFS	CHLD	MTWRFS	CHLD	MTWRFS	CHILD
	CHLD88B	FS	CHLD	MTWRFS	CHLD	MTWRFS	CHLD	MTWRFS	CHILD
	CHLD89	W	CHLD	MTWRFS	CHLD	MTWRFS	CHLD	MTWRFS	CHILD
	CHLD90B	R	CHLD	MTWRFS	CHLD	MTWRFS	CHLD		
	CHLD53NP	S	CHLD	MTWRFS	CHLD	MTWRFS	CHLD		