



FOOTHILL-DE ANZA  
Community College District

Office of the Chancellor

## CHANCELLOR'S ADVISORY COUNCIL

### Meeting Summary

October 16, 2020

Present: Becky Bartindale, Anthony Cervantes, Susan Cheu, Isaac Escoto, Christina Espinosa-Pieb, Lloyd Holmes, Kurt Hueg, Heidi King, Kristy Lisle, Kathryn Maurer, Kevin Metcalf, Judy Miner, Joe Moreau, Abhiraj Muhar, Thuy Nguyen, Dorene Novotny, Katelyn Pan, Josh Pelletier, Mary Pape, Frank Rocha, Tim Shively, David Ulate, Priya Vasu, Myisha Washington, Chris White, Hyon Chu Yi-Baker

#### 1. **Welcome and introductions**

Chancellor Miner welcomed council members and guests.

#### 2. **Approval of June 5, 2020, meeting summary**

The June 5, 2020, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

#### 3. **Review and reaffirmation of council Charge, Purpose, and Ground Rules**

The council reviewed its Charge, Purpose, and Ground Rules. Judy asked that council members share any suggestions for revisions at the next meeting. Kathryn made positive comments about the document, suggesting that elements of it could help guide other governance groups.

#### 4. **Suggestions for program highlights/speakers schedule**

Judy explained that past presentations from college and district programs have helped Chancellor's Advisory Council members improve cross-district awareness and collaboration. She asked that council members send suggestions for program highlights to Paula Norsell at [norsellpaula@fhda.edu](mailto:norsellpaula@fhda.edu).

#### 5. **Educational Technology Advisory Committee Recommendation on End User Hardware Standard**

Joe explained that because of the transition to remote work during the pandemic, the Educational Technology Advisory Committee (ETAC) recognized the need to change the default standard for end user hardware from a desktop computer to a laptop computer with a large display. He noted that exceptions would be made when circumstances warrant, and employees can continue to choose between Apple and PC products.

The council held a lengthy discussion about providing part-time employees access to laptops or other devices for remote work. Susan advised that purchasing additional computers for this purpose would likely be allowable under the COVID Block Grant, but the purchase would need to be part of the colleges' priority lists for use of the funds, which vice presidents Bret Watson and Pam Grey will submit in the next few days. Heidi recommended that those who support faculty be consulted about the greatest needs, and Chris suggested that a regional approach be considered since part-time faculty often teach at several colleges. Kristy advised that a strong policy on distribution and return of equipment will be required.

The council approved ETAC's recommendation by consensus.

6. **Revision to board policy 2712 Conflict of Interest Code**

The council approved the revised policy by consensus.

7. **Enrollment management**

Judy reported that most community colleges in the state and nation have seen a significant drop in enrollment, but the district's fall enrollment has not followed that trend. The council discussed efforts to make it easier for students to take classes at both colleges. Joe reported that Chien Shih is working with representatives from both colleges on a new process, but there are a lot of issues to consider to ensure that we do not inadvertently create problems for students. Anthony advised that the biggest roadblocks to implementing the necessary changes are the lack of alignment between the colleges in curriculum, prerequisites, and assessment.

Isaac suggested that carving out time for cross-district conversations between department faculty be prioritized and supported. Judy responded that the extra days of professional development held at the start of spring quarter last year might provide a model for this coming year and open up an opportunity for further discussions. She stated that change will take time, but the district needs to have a sense of urgency about the work because it is important to remove barriers from students' paths. Kathryn expressed concern about faculty workload and suggested that the district consider reassigned time for collaboration efforts.

Heidi suggested that at a minimum the district should find a way to alert students who are trying to sign up for a class that is closed at one college to alternatives available at the other college. Isaac noted that many courses are coded the same in Banner, so there is much to build upon.

Ahbi supported a thoughtful process but asked that leadership be provided at the district level, that the colleges work with a sense of urgency, and that students be regularly informed of progress. Judy committed to working with Isaac as District Academic Senate President on the initiative, but she asked for patience and forgiveness as district leaders have faced so many competing priorities as a result of the pandemic. She suggested that district initiatives be added as a standing item on council agendas to track progress on this and other important issues.

**8. District strategic plan refresh**

David provided an update on the District Strategic Plan update process started last year but waylaid by the pandemic. He stated that he would draft language to reflect the small changes agreed to by the council for review at a future meeting.

**6. District Governance Committee/Constituent Group Reports**

Due to time constraints, Judy directed council members to review the district governance committee websites for updates.

District Budget Advisory Committee <http://www.fhda.edu/about-us/participatorygovernance/C-budget-advisory-committee.html>

Human Resources Advisory Committee/District Diversity and Equity Advisory Committee <http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html>

Educational Technology Advisory Committee <http://ets.fhda.edu/governance-committees/etac/index.html>

**7. Dates to remember/Other information and updates**

Ahbi reported that the Associated Students of Foothill College has organized many events in support of Latinx Heritage Month, and officers have been appointed and are starting training. He expressed appreciation to Foothill College student trustee Priya V. for her work on resolutions in support of gender neutral bathrooms, affordable housing, and propositions 15 and 16. He advised that a student town hall meeting is planned for October 20, 2020, from 12:00-1:00 p.m.

Katelyn stated that the De Anza Associated Student Body (DASB) is in the process of planning a student town hall, reviewing its mission statement, and considering an internal student outreach committee. She stated that the DASB has also passed resolutions in support of propositions 15 and 16.

The meeting adjourned at 10:25 a.m.