



FOOTHILL-DE ANZA
Community College District

Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL

Meeting Summary

December 7, 2018

Present: Judy Miner, Becky Bartindale, Anthony Cervantes, Karen Chow, Isaac Escoto, Christina Espinosa-Pieb, Jay Field (by video conference), Monica Garcia, Craig Gawlick, Kristy Lisle, Lorna Maynard, Kevin McElroy, Joe Moreau, Carolyn Nguyen, Chelsey Nguyen, Thuy Nguyen, Dorene Novotny, Tim Shively, Chris White, Yali Zhu

1. **Welcome and introductions**

Chancellor Miner welcomed council members and asked for self-introductions. She praised Kevin for the many accomplishments of his tenure with the district. Kevin expressed gratitude for the opportunity to work for the district during the last years of his career.

2. **Approval of October 5, 2018, Meeting Summary**

The October 5, 2018, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

3. **Online Education Initiative Course Exchange Demo**

Joe and Jay gave an overview of the new online education initiative course exchange, which will allow students to register for courses at other colleges through their home school's registration system. They explained that 11 percent of students statewide take courses at more than one college, and it has been cumbersome in the past for students to find open courses, apply and register, get financial aid, and have transcripts updated at their home institutions. Jay advised that the course exchange is in the process of rolling out to seven pilot colleges that use different student database systems.

Isaac asked if counselors have been involved in developing the course exchange, how training will be handled, and best avenues for communication. Jay responded that testing will begin next week and training will be held at all of the pilot colleges.

4. **Proposed revision to council Charge, Purpose and Ground Rules**

Council members reviewed proposed changes to the council Charge, Purpose, and Ground Rules to incorporate the cross-district information sharing that is an important part of the council's responsibility.

Dorene suggested the following revisions to the proposed overview and purpose language:

OVERVIEW

The Chancellor's Advisory Council (CAC) is the primary district-wide, participatory governance leadership team that advises the chancellor on institutional planning, budgeting, and governance policies and procedures affecting the educational programs and services of the Foothill-De Anza Community College District. Members of the CAC advise and make recommendations to the chancellor regarding district goals and priorities that are of major importance to the district in providing opportunity and promoting quality, integrity, accountability and sustainability in carrying out the mission and goals of the district. **CAC members serve as a conduit for cross-district communication on these issues, soliciting feedback from and disseminating reports and updates to constituency groups regarding programs, district committees, challenges, and initiatives.**

PURPOSE

To **provide a forum for advice** and consultation **between with** the Chancellor **and constituency groups** on district-wide governance, institutional planning and budgeting, policies and procedures to promote the educational mission and goals of the Foothill-De Anza Community College District **and to solicit input from and disseminate information to constituency groups**

She also recommended adding a bullet under the participation section as follows:

PARTICIPATION

- Each member will encourage full and open participation by all CAC members and make a concerted effort to avoid discussions that are dominated by a few people.
- Each member will welcome and solicit diverse opinions and viewpoints, remembering that disagreements are acceptable, often leading to good decision-making.
- Each member will practice "active" listening skills in order to avoid pre-formulated responses, interruptions and sidebar conversations.
- **Each member will solicit input from and disseminate information to their respective constituency group.**

The council agreed to consider approval of the proposed revisions at the next meeting.

5. Proposed new administrative procedure 4020 Program and Curriculum Development

The council approved new administrative procedure 4020 Program and Curriculum Development, which was previously approved by the Academic and Professional Matters Committee.

6. **Feedback from constituency groups regarding California Community Colleges Board of Governors recommendation to pursue 100% smoke free campuses**

Council members shared feedback regarding the Board of Governors recommendation to move toward eliminating smoking entirely on community college campuses. Karen reported that after a robust discussion, the De Anza College Academic Senate Executive Committee recommended moving forward. The general consensus from other constituencies, however, was that the issue is not a high priority and should be tabled until at least next year. The following areas were identified for future discussion:

- Data needed for decision making (e.g. student survey, citation data, analysis of possible disparate impact on low-income students and veterans/other students who may be more prone to smoking or use smoking as a coping mechanism)
- Health ramifications of smoking and second hand smoke
- Responsibility to prepare students for transfer to smoke-free CSUs and UCs
- Advantages/disadvantages of containing smoking to specific areas or dispersing smokers to cars, etc.
- Accommodations for employees

7. **Debrief of emergency closure of campuses for poor air quality**

Council members shared some of the issues that arose for students and employees during the recent emergency closure of the campuses.

Chris commented that although De Anza College was closed, activities at rented facilities were allowed to proceed, compelling the facility rental coordinator to work during the closure.

Judy reported she had received a complaint about the closure from a parent who has a child at De Anza's Child Development Center.

Craig mentioned there were students who petitioned to have the campuses closed all week and those who petitioned to reopen the campuses to allow access to services.

Noting that the closure of Chabot College occurred presented complications for their flea market vendors, Yali Zhu, De Anza College's flea market coordinator, suggested that a contingency plan for such events be developed in advance of future closures.

Joe and Christina recommended that the district predefine reasons for and levels of closure in an administrative procedure.

8. **Enrollment management**

Discussion of this item was postponed to the next meeting.

9. **District governance committee/constituent group reports**

Discussion of this item was postponed to the next meeting.

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

Human Resources Advisory Committee/District/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>

Business Process Alignment Task Force https://www.yammer.com/fhda.edu/-/threads/inGroup?type=in_group&feedId=14505859.

9. Other Information and Updates

Discussion of this item was postponed to the next meeting.

The meeting adjourned at 4:00 p.m.