



FOOTHILL-DE ANZA  
Community College District  
Office of the Chancellor

**CHANCELLOR'S ADVISORY COUNCIL**  
**Meeting Summary**  
**April 26, 2024**

**Present:**

Christina Espinosa-Pieb, Adriana Garcia, Jory Hadsell, Pat Hyland, Elaine Kuo, Lee Lambert, Kathryn Maurer, Raquel Puentes-Griffith, Kevin Metcalf, Scott Olsen, Stanley Saraos, Adiel Velasquez, Voltaire Villanueva, Kristina Whalen, Lydia Wong, Erik Woodbury

**Guests:**

Danny Acosta, Rick Andrews, Lauren Balducci, Sam Bliss, Mary Donahue, Nazy Galoyan, Stacy Gleixner, Kurt Hueg, Debbie Lee, Carla Maitland, Paula Norsell, Eric Reed

**1. Welcome and introductions**

Chancellor Lambert welcomed council members and guests.

**2. Approval of March 15, 2024 meeting summary**

The March 15, 2024 Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

**3. Board Policies (BP) and Administrative Procedures (AP) Reviewed for Feedback**

Kathryn Maurer, District Academic Senate President, explained that the draft BP 2410 Board Policies and Administrative Procedures and AP 2410 Board Policies and Administrative Procedures are not yet ready for action at today's meeting as they are waiting to receive further feedback from the colleges' Academic Senates and the Academic and Professional Matters Committee. This extra review time will provide their constituents the opportunity to ask questions, give comments or provide feedback on these two documents.

Kathryn Maurer anticipated the BP 2410 Board Policies and Administrative Procedures and AP 2410 Board Policies and Administrative Procedures would come back to the May 24 Chancellor's Advisory Council for a second reading and action.

#### 4. **Campus Enrollment Updates**

Kristina Whalen, President of Foothill College stated that the enrollment dashboard for April 25, indicated that Foothill College has increased its FTES by nearly 12% compared to the previous spring quarter and mentioned that the college has opened a second spring session with more classes to meet the demand.

Stacy Gleixner, Vice President, Instruction and Institutional Research announced that Foothill College had been accepted to join the Strategic Enrollment Management Academy in Costa Mesa on June 14-15, 2024, where their team (Stacy Gleixner, Voltaire Villanueva, and Kathryn Maurer) will focus on using data to identify different populations of students to target in enrollment, such as older adults, active retirees, or some college, no degree student populations.

Christina Espinosa-Pieb, Interim President of De Anza College stated that the enrollment dashboard for April 25, indicated that De Anza College had also seen an increase in enrollment with 8.8% more full-time equivalent students and 7.1% more unduplicated headcount students than the previous year, which equates to an extra 1,000 unduplicated headcount students at their college.

Adriana Garcia, President of De Anza Classified Senate inquired if the enrollment increase was attributed to online enrollment, or in-person, and/or hybrid options.

Christina Espinosa-Pieb responded that 48% of courses taught at De Anza are either in-person or hybrid and that the remaining 52% of their courses are taught online.

Kristina Whalen responded that 59.2% of their instruction is online and that 28.1 our face-to-face instruction but those percentages did not include the second spring instruction that she spoke of in her early enrollment update.

#### 5. **Accreditation Update**

Kristina Whalen, President of Foothill College noted that Monday, September 30 through Tuesday, October 1, 2024, Peer Review Team visits will occur at Foothill College.

Christina Espinosa-Pieb, Interim President of De Anza College noted that Tuesday, October 1 through Wednesday, October 2, 2024, Peer Review Team visits will occur at De Anza College.

#### 6. **Core inquiry received from ACCJC Peer Review Team**

Kristina Whalen, President of Foothill College that the following [slides](#) were shown at their [Mission Informed Planning Council](#) on Friday May 3, which explained the two core inquiries that Foothill College received from the Accrediting Commission for Community and Junior Colleges (ACCJC) team after reviewing their Institutional Self Evaluation Report (ISER).

Christina Espinosa-Pieb, Interim President of De Anza College shared the [De Anza College accreditation website](#) with the Chancellor's Advisory Council members. De Anza College received two core inquiries from the Accrediting Commission for Community and Junior Colleges (ACCJC) team after reviewing their Institutional Self Evaluation Report (ISER).

Kristina Whalen noted the first core inquiry for Foothill College was related to student learning outcomes and the ACCJC team wanted to verify the college's process in ensuring regular assessment of student learning outcomes, and requested to see evidence of the assessment cycle, the use of results, and the improvement plans. She reported the college is expected to continue working on this area before the site visit in late September.

Christina Espinosa-Pieb noted that the first core inquiry for De Anza College was a commendation as the ACCJC team was impressed with the institution's use of disaggregated data to analyze and address achievement gaps for sub-populations of students. However, the team had requested additional evidence, and wanted to see this in action concerning how they are utilizing the data to close the achievement gaps.

Both college presidents (Kristina Whalen and Christina Espinosa-Pieb) noted the second core inquiry was related to regular and substantive interaction in distance education courses. The ACCJC team requested clarification on the college's process for ensuring regular and substantive interaction in all its distance education courses, and asks for the policy, the examples, and the training related to this issue. The colleges have made progress in creating the policy and will respond to the team's request before their respective site visits in late September - early October.

Both college presidents thanked the work of Academic Senate Presidents Erik Woodbury, Voltaire Villanueva and Kathryn Maurer related to Regular and Substantive Interaction (RSI).

Kristina Whalen thanked Elaine Kuo, the Accreditation Liaison Officer (LAO), Kelaiah Harris, Executive Assistant, Instruct & Institutional Research Office and Paula Norsell, the District Coordinator, Public Affairs and Communication for their hard work in responding so quickly to the core inquiries.

Christina Espinosa-Pieb thanked Mallory Newell, the Accreditation Liaison Officer (LAO) and Marisa Spatafore, the Associate Vice President, Communications and External Relations for their unwavering work in responding to the core inquiries.

The third core inquiry that was noted by both ACCJC site visit teams related to understanding how the board regularly reviews and updates its policies for their effectiveness in fulfilling the District's mission.

Chancellor Lee Lambert said fortunately the district had anticipated the need for policy review and have already contracted with the Community College League of California (CCLC) to bring in an expert to help with this task.

The district has a timeline and a system for policy review and hopes to show the ACCJC site visit teams that it has taken this area seriously and show progress and efforts to move forward.

**7. New positions related to the Chancellor's Priorities**

Chancellor Lee Lambert noted that these two new positions align with the Chancellor's priorities and are cost neutral, as they use existing budget lines.

The new Vice Chancellor, Organizational Effectiveness and Engagement will oversee the areas that relate to the Chancellor's identified priorities that were approved at the [February 12, regular board meeting](#).

The Board Relations Assistant will support the work of the Board to allow for the current Assistant to the Chancellor to support the CEO more effectively.

**8. Title IX Updates**

Lauren Balducci, the Dean, Counseling, DSPS, Title IX Coordinator provided a presentation to the Chancellor's Advisory Council of all the new changes and legal updates related to Title IX that will go into effect beginning on August 1, 2024.

**9. California Community College, Chancellor's Office potential creation for an Innovation Hub**

Chancellor Lee Lambert provided an update to the Chancellor's Advisory Council that preliminary conversations with Chancellor Sonya Christian of the State Chancellor's Office, her team and our Executive Leadership Team are occurring related to a possible partnership for an Innovation Hub to support digital transformation.

**10. Discuss District Opening Day (Format/Theme)**

Chancellor Lee Lambert noted the morning session will be in the Visual and Performing Arts Center (VPAC), with an overflow room for those who cannot fit in the main venue. The session will also be available online for those who cannot come in person, especially part-time faculty.

He noted the afternoon session of the event will be all onsite, with no online option. The organizers are still deciding on the theme and the specific areas of focus for the sessions.

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

This standing item was not discussed as we ran out of time.

**Dates to remember/other information and updates**

The May 24, 2024, meeting will take place via Zoom.

Meeting adjourned at 10:23 a.m.