

# C&C Meeting Meeting Minutes from Friday, December 13, 2019

Attendees: Melia Arken, Doreen Finkelstein, Jordan Fong, Craig Gawlick, Adrienne Hypolite, Kristy Lisle, Bruce McLeod, Sean Negus, Thuy Nguyen, Simon Pennington, Martha Rubin, Vanessa Smith, Bret Watson, Lene Whitley-Putz

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## President's Comment

President Thuy: Clarification on minutes from last meeting: Last council meeting, it was said that the last evaluation did not have any questions regarding governance. Thuy needs to make a correction. Evaluation of governance did not have component for governance. Past evaluations asked if you were a member of governance.

Support center is leaning on R&R. If C&C would like to continue, that would be all right but just have to let them know.

With new division - LRC. Advisory Council unanimously voted to approve new division. Having C&C be involved in that is important.

## Public Comment:

Add Student comment and President Comment to agenda.

Administrative team has also been reduced by three people. Looking at what can realistically do. Scale back in new year for administrative team. They will be doing that. She sent out communique.

## Kristy Lisle: Program for seniors

Slowed down initiative so won't be doing full powerpoint.

Full cohort program

Work on helping seniors retool and go back into the workforce if they want/need to go back into the workforce - e.g., CVS marketing to seniors. 9 month pharm tech program.

National studies - blue zones are places where people are living past 100.

Community

Wellness

Holding off on this year. Working with physical education and theater. They are in dire need of load. Dixie, Rita and Dawn have been putting together courses specifically. Non-credit courses so they are repeatable - 15 courses. Theater will be putting in their program review ways to increase enrollment. F2F enrollment - how do we get more people on campus.

Intergenerational learning. Connecting with traditional age students. Currently, there is a PhD in Physics who volunteers and come in to help students.

Haven't gone to any other committees yet. Would like to see if there are any feedback from students

Live well program for cancer survivors. LINC programs exist as well.

Art component could participate as well.

Move to enhanced non-credit or program for certificate. Becoming trainer for senior.

Adrienne - with some of the classes to begin with, do we need those to require use of this campus space? Going out to community and teaching the classes. Transportation could be an issue for some seniors. What are the barriers for senior as opposed to traditional student?

Melia - community program to allow use by community. Went to Palo Alto library and talked about book clubs.

Simon thinks it's a great idea. He will be tabling tomorrow at PA library.

Courses will be fast-tracked. Where senior center, there will be van and will drive to the library location. More formal plans will be made as the idea moves forward.

Bret - can utilize lottery funds.

Thuy - idea is very intriguing and could be strategic. There are various forms of classes for lifelong learners. Thought is how do we frame it and package it and offer it in such a way that it's wholesome and comprehensive. This council could serve in the role of forming this. Do informal landscape view of what's going on.

Service leadership - core around student exploration. Seniors who want to repurpose their lives can assist younger students - synergy created.

Guided pathways - lots of concern that arts and PE will be sacrificed because focus on classes for continuation. Concern statewide. This is way of creating interest in those classes.

Education Master Plan 2030 - Begin conversation next month but may push it out for another half a year. What is the impact of automation and artificial intelligence on what we teach and how we teach? We may pay people not to work similar to Alaska. New economy will be a creative economy. They will be coming to community colleges for that component.

Kristy - Stanford distinguished career program. They got HP grant to explore what these type of programs could look like on other campuses. Notre Dame, Arizona State has oncampus housing. Purpose and Meaning of Life course created at Stanford. If you want to know more, you could look at what's been done. It was \$60,000/year program. Thinking about apprenticeship programs as well.

Lene - important to think about student services as well. Accessibility will also be an issue that will need to be considered. Especially vision and hearing.

If you're interested in working more and be part of what we will be doing in terms of rolling out, it will be a precursor to begin to build market. Focus group as we go toward starting the classes in FALL 2020. AI - being part of that as we "go down the road" and form a more formal development process.

**To Do** - Thuy If there are speakers to have come to campus to address people using. Doing site visits to Stanford and check out what that looks like. There are funds available.

## Define Study Group Criteria for January 2020.

Want to form guidelines that would come from this group. What are concrete things that this group can form before group meets in January?

Doreen Finkelstein would like to be on it. Adrienne will be as well.

What would group look like?

Benchmarks - mid year and end of year check-in. What's step one to having that completed? Start with the basic premise of what are we evaluating ourselves on. Maybe that triggers what process we use and timeline.

Start with what do we want to know.

Lene - we do have research that was already done. Starting point would be looking at mid-year and rubrics that were previously done. Did research on what other colleges did.

Adrienne - past research can inform on what we need to do going forward.

Martha - when governance structure changed, were there goals set as to what governance structure meant to achieve? Visit QFE.

Bruce - timeframe question. Look at part of the charge of this committee. Where does fall in process of this committee? Do we need something by June to set agenda for the following year?

Adrienne - Do we plan to evaluate for this year? How much time does this require so can reverse engineer it.

Vanessa - what are we asking the group to do for the mid-year summit? Are we using summit for opportunity gather data or analysis of how governance is working?

Lene - what is study group responsible for and what is council responsible for? Study group should develop criteria and bring to council for feedback. What are the expectations for each?

Adrienne - Come to study group with something so it wasn't so out of the blue.

Engagement

Efficiency

Training

Operations

Process

Adaptation

Create rubric

Work with IR to create research

Work with IR to collect data (possibly at mid-year)

Evaluate data

Recommend solutions - are we collecting information about possible solutions from those who we are collecting data from? Continuous improvement language should be used.

Thuy -

Logistics of governance - whether to have mid-year. Beginning of year versus end of year.

Operational aspects.

Whether it's deep and meaningful governance work. Decision making - do you represent yourself or your constituency. Quality of - trust and decision making. Is there real opportunity for feedback or is it "done deal?" What is governance's role? Is first and second reading sufficient?

Assessment - when do we come to governance?

Research assessment that can unpack that, it can be deep and meaningful. That assessment could be done around May and then unpack in May and June.

Bruce - Is document created end result or is it a first step to going forward? Remove sense that it has to be perfect. Pick some and go for it - see what happens. Likes idea of having readout in May. What can accomplish by our main meeting?

Adrienne - do we really need to define criteria in January. What are musts for this year? For accreditation? Do we chop it up in parts?

Thuy - no must for accreditation. Strategic objective does speak to assessment and do by the end of the year. Listing all possible criteria that study group could cover. Study group in January would then prioritize. Then move on to how to assess. In March/April, survey would be sent out. Mid-year summit - doesn't see it happening but that could be part of the discussion. Do we want formative assessment in terms of a summit? She would need to reconsider summit. Mid-year was specific for first year so could pivot right away -a one time thing.

Simon - last year's summit was very operational. Don't know if there would be the same intensity. Broader look at governance might be more appropriate.

Thuy - it may be healthy to let it out about angst of budget reductions. What were frustrations? Would be to her benefit to have one at the end of February. Go a little bit deeper about decision making.

Sean Negus - "Faculty want to be more involved from the beginning in the shared governance process from FA's perspective." (via Zoom)

Thuy - February 7th is Friday - would this council like to decide to have mid-year summit? Not leave to study group to decide.

Bruce - Isn't this committee and study group concerned with that assessment. Should it be summit that looks at "good governance."

Jordan - more of sharing information and then roll out what study group has done has done and rollout what study group has done in terms of assessment. February would be a little early.

Vanessa - using this mid-year summit as an opportunity to do evaluation. Talk about it there, get feedback, study group uses that information to lay out rubric and how it will look. Everyone's in the room and opportunity to get everyone's feedback on what this survey should look like.

Sean (Zoom) I would like to emphasize as we work to imagine the form for this meta-governance that a mechanism for transparency and really reliable and open reciprocity between the governance committees and the broader constituencies across campus be sustained. It might be a digital platform, or protocol for outreach and gathering feedback in a reliable way, but concrete options seem important. Meeting minutes is a good start, but I don't think will satisfy the demand from others that I've heard.

Do we have buy-in from all four groups?

Adrienne - is there anything else that we haven't discussed that they should be considering? Can this group empower Doreen and Adrienne to then go forward. Work gets done with the group.

Rubric  
Mid-year summit

Craig - is there going to be comparison with old governance?

Lene - start with QFE.

What are important pieces?

What are we evaluating?

Past research

Mid-year check-in, 3/19

Criterion - focused assessment

QFE - share with entire C&C and study group

# Landscape survey Discussion: how does this tie into theme of Assessment?

Lene: Have to do a really big picture analysis. Need landscape analysis:

- Every single tool that we're using
- Who's using it?
- Who's the audience?
- How much are we paying for it?
- What we think the goal of that tool is.

Process for adopting technology. Some groups using communication tools like Yammer. Other groups have not had a chance to weigh in on whether it's useful, whether it should be used campus-wide. Each group does it's own thing.

Thuy: Operational aspect that would be looked at. This council has a responsibility to look at how we improve communication campus-wide. Her Communique is something she comes up with; Marketing barely touches it. Evaluate "what did you not know?"

We do have money to have outside agency do the landscape study for students, faculty and staff.

## Expansion of Parliament

Martha: Marketing probably has protocols of how to get information to Marketing for dispersion. How do we let people know what that protocol is?

Vanessa: Trying to figure out what is not in Parliament that should be? Does it need to come out more often? Comings and Goings section? Open to suggestions. Email directly to Vanessa.

If there are things that you feel you heard about late, please let Marketing know. Is there another medium that should be used so people will be aware of the information. What will get people to take a look at the information?

A blog has been suggested. Place for people to have their own opportunity to post things (with Marketing as gatekeepers). Open to different ideas.

Simon: would a blog be more organic? Communication requires reciprocity. So many platforms; we're not communicating as efficiently. More communication but is it effective? Also to consider the accuracy of the information.

Craig: Is there something actionable that this group could do.

Lene: would argue for a broad landscape study to look at cultural and operational aspects of campus. Such as Financial Aid using a bot now to assist students with questions. When it's really young is when we should have a way of assessing it.

If it's working, maybe we should get the technology out there and let people know how it's doing before other groups decide to use a completely different platform and, suddenly, we have five different groups on campus using five different platforms to do exactly the same thing. We need a process to do that.

Martha made a motion to use part of \$10,000 allotment to do the landscape study via an outside party. President would work with Tri-Chairs to choose outside party to conduct the study.. Bruce McLeod seconded the motion. All were in favor.