



## MEETING MINUTES

Date: October 9, 2020  
Time: 1:30pm-3:30pm  
Loc: Zoom

### NOTES BY TOPIC

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
1	Introductions (Land Acknowledgement) Meeting Norms	<ul style="list-style-type: none"><li>• Janie introduced herself as new facilitator, went over meeting norms and land acknowledgement.</li></ul>			
2	AC Meeting Minutes: 6/12/20	<ul style="list-style-type: none"><li>• Meeting minutes from 6/12/2020 not available, will review at next meeting.</li></ul>			
3	Students' Report	<ul style="list-style-type: none"><li>• Abhi: ASFC has first round of appointments, a lot of new students joining ASFC</li><li>• ASFC working on making sure all students are represented</li><li>• LatinX Heritage Month going on currently</li><li>• Senate board working on survey to come out soon; working with Laurie</li><li>• Adam: Joined the Board of Trustees meeting and presented on Affordable Housing</li><li>• Abhi: second update to the student letter focusing on the Equity issues on campus</li></ul>			

Prepared by:



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		<ul style="list-style-type: none"> <li>• Kathryn: Commend the students for the letter they sent, a lot of passion and research went into it; thank you</li> <li>• Abhi: It wouldn't have happened if we wouldn't have received such a positive response for the first letter</li> <li>• Janie: Thank you Abhi for the questions you asked to Mayor Pete Buttigieg</li> </ul>			
4	President's Report	<ul style="list-style-type: none"> <li>• Thuy: R&amp;R met earlier today and there is an accelerated timeline requiring that the prioritization for the FMP must be submitted to the Board for its November 5<sup>th</sup> meeting; good news is that they have been doing excellent, accelerated work</li> <li>• They would like to have a college wide townhall, they will be tagging with the Budget Reduction Townhall on the 14<sup>th</sup></li> <li>• Governance Summit you spoke about institutional learning outcomes and thinking about accreditation standpoint; thank you</li> <li>• EMP 2020 delayed for good reason to this year; in light of Equity Plan 2.0 at the end of the calendar year (it is a living document); please think about the Ed Master Plan starting January</li> </ul>			



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		<ul style="list-style-type: none"> <li>• Thuy: As we talk about budget reduction, we have spoken about reimagining our college; due to the pandemic, what is the new norm; thinking out loud with you; accelerate and start the conversation earlier</li> <li>• Thuy: assessing what we did in the last budget reduction; hope the council will think about doing that assessment</li> <li>• Amy: assessing the last budget reduction was at the bottom of our prioritization list we didn't see it critical in reimagining the college</li> <li>• Thuy: You will probably see how it is important once you begin talking about budget reduction; but if it is at the bottom of your prioritization list, that is okay</li> <li>• Thuy: Please join the President's Briefing on Mondays from 12:00-12:50pm</li> </ul>			
5	Program Review Part 1: Preparing for Presentations of 2019-2020 Program Reviews	<ul style="list-style-type: none"> <li>• Presentation by Kristy Lisle</li> <li>• IP&amp;B given task to redo and reevaluate the Program Review Process, have been in that process for over two years</li> <li>• Structural Overview of Program Review</li> <li>• Program Review 20-21 Timeline/Dates</li> </ul>	<ul style="list-style-type: none"> <li>• Kurt motions to have October 30<sup>th</sup> 9-11am meeting for program presentations in addition to all scheduled meetings</li> </ul>		




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		<ul style="list-style-type: none"> <li>• Programs Scheduled for Self-Study (first year student success programs will be up for review)</li> <li>• Programs are under program review, as Advisory Council, these programs will be presenting to you, this is part of shared governance</li> <li>• Program Review holds programs accountable</li> <li>• Anthony: How soon can Kelaiah provide the reports</li> <li>• Kristy: She will provide that as soon as possible</li> <li>• Thuy: Thank Kristy Lisle and IP&amp;B for all of their work</li> </ul>	<ul style="list-style-type: none"> <li>• Kathryn seconds</li> <li>• Motion approved unanimously</li> </ul>		
6	<p>Program Review Part 2: IP&amp;B Update on Status of Program Review Project, and Plans for 2020-21</p>	<ul style="list-style-type: none"> <li>• Kathryn: Part II is where we should be in the Program Review project</li> <li>• Structural issue; ongoing improvement to this process</li> <li>• Concerns with representation since she is the only faculty on the IP&amp;B study group</li> <li>• Looking at the number at seats and appointing representatives</li> <li>• Want to have a discussion on the structural piece</li> <li>• Kristy: background and directions, we had good representation the first 20 months and then people started not showing up</li> <li>• In terms of the work that IP&amp;B is doing, it is progressing</li> </ul>			




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		<ul style="list-style-type: none"> <li>• In-person we were doing 4-5 hour retreats, on Zoom we moved to two hour meetings</li> <li>• Anthony: when will survey information be released</li> <li>• Kristy: Most of the work is up on the website, if the survey is not up, we will prepare it in a document and put it up</li> <li>• Elaine: It is already up on the website</li> <li>• Kristy: Anyone and everyone can show up.</li> <li>• Kathryn: members should understand their roles and responsibilities</li> <li>• Anthony: from experience, these meetings are sometimes focused on only one program, etc. it would be beneficial to have a set group attend these meetings, however it is also good to have different people there for different opinions, etc.</li> <li>• Kristy: having the diversity has been great; but faculty representation has been lacking</li> <li>• Amy: faculty should discuss how many people we want there and bring that back to Academic Senate</li> </ul>			
7	Accreditation Midterm Report Planning	<ul style="list-style-type: none"> <li>• Elaine: (presentation posted online)</li> <li>• What is accreditation?</li> </ul>	<ul style="list-style-type: none"> <li>• Anthony: Motion to approve the study group</li> </ul>		

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		<ul style="list-style-type: none"> <li>• Voluntary process, self-evaluate, also based on peers</li> <li>• Eligibility for federal financial aid; you need to be a credited institution, that is the value of accreditation</li> <li>• Continuous improvement; public accountability</li> <li>• Due in October we need to get started; I serve as officer for the college I am the point person, it does not mean that I am writing all these documentations on my own</li> <li>• Supposed to be a college wide effort</li> <li>• Kathryn: Support Elaine's idea of creating a study group to support Elaine</li> <li>• Elaine: When we get to the draft stage we will share it with C&amp;C to get feedback, etc.</li> <li>• Elaine: proposing the study group is also providing an opportunity for students</li> <li>• Thuy: Thank you Elaine for staying on top of this</li> <li>• Kathryn: Question for the students, would you want to be a part of the accreditation study group and IP&amp;B</li> <li>• Abhi: I can check in with other members of ASFC; I believe there would be interest from students</li> </ul>	<p>formation with your leadership (Elaine)</p> <ul style="list-style-type: none"> <li>• Kurt/Josh: Second</li> <li>• Unanimously approved</li> </ul>		




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8	Process for Prioritization of Full-time Faculty Positions for 2020-21 – 1 <sup>st</sup> read	<ul style="list-style-type: none"> <li>• Kathryn: There was a work group put together co-chaired by the Office of Instruction and the Academic Senate to look at our process for how departments make requests to their Deans for a position; to add a full time faculty position and then how the Dean and the division goes about prioritizing those requests that then go to what was traditionally called a Deans meeting to look college wide at how these requests are prioritized and put forward</li> <li>• The number of positions changes every year</li> <li>• There was a lot of lack of clarity; so the Academic Senate had asked to be a part of this process, however, the process got stalled again because of the pandemic and some personnel changes, but we did come up with an interim process for this year</li> <li>• The reason we're having to propose an interim process before we're done with the work is because this actually needs to kick off now in order to begin to get the requests in so that we can have data pulled that will support these requests</li> </ul>	<ul style="list-style-type: none"> <li>• Anthony: Motion to approve upon the first read this process that we were presented with today</li> <li>• Amy Edwards: Seconds</li> <li>• Anthony: Amend the motion to check in with E&amp;E prior to voting and approving the form that was presented today</li> <li>• Amy: Seconds</li> <li>• Approved unanimously</li> </ul>		



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		<ul style="list-style-type: none"><li>• President Thuy has asked that Advisory Council be another body that looks at the prioritization and gives a final recommendation to the college president as to the prioritization of positions</li><li>• Advisory Council has been involved in that in the last couple of years</li><li>• What's been shared with you is the process we're proposing for this year which is not going to change much in terms of a final process that gets proposed except for the timeline may get spread out a little bit more to give IR more time</li><li>• In terms of pulling data and their support they might need more time</li><li>• In terms of approval this is going to Academic Senate, it's already had a first read it will be up for a vote on Monday so it's been out to faculty and constituents there to get approval but we really need to hear from Advisory Council as well if this sounds right or what input you might have</li><li>• These criteria are important that we agree upon</li><li>• Request form to be filled out with the support of IR</li></ul>			



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		<ul style="list-style-type: none"> <li>All of you have this document in the supporting documents for today's meeting</li> <li>Elaine: Clarification</li> <li>Kathryn: moving forward we will build up the 1320 clause</li> <li>Thuy: Thank you Academic Senate, Kurt and Paul</li> <li>Prior to me coming to Foothill faculty prioritization did not come to Governance, I am glad now it does come to Governance</li> </ul>			
9	Check-in for new remarks on Agenda Items 5 - 9	<ul style="list-style-type: none"> <li>N/A</li> </ul>			
10	Public Comments/Announcements	<ul style="list-style-type: none"> <li>Thank you everyone for your participation.</li> </ul>			

\*Include the person(s) and or group responsible for next steps.

## MEMBERS PRESENT

### Voting

Tri-Chairs:

Administrator:

Classified Staff:

Faculty: Name (FT), Name (PT)

Students:

### Non-Voting

Ex-Officio:

Recorder:

Facilitator

Prepared by:



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**GOVERNANCE** | **COUNCIL**

Simon Pennington, Kathryn Maurer, Anthony Cervantes, Josh Pelletier, Doreen Finkelstein, Elias Regalado, Justin Gauthier, Katy Ripp, Adiel Velasquez, Danmin Deng, Janie Garcia, Vanessa Smith, Kristy Lisle, Kurt Hueg, Christina Rotsides, Amy Edwards

Prepared by: