

**Mission Informed Planning Council**  
**June 2, 2023**  
**President's Conference Room 1:00 – 3:00 PM**

**Attendees:**

Kristina Whalen, Voltaire Villanueva, Simon Pennington, Nicole Nguyen, Saintra Thai, Jordan Fong, Bret Watson, Ellen Judd, Cheryl Balm, Sushmita Carolyn Holcroft, Liz Leizeron (Online: Kelaiah Harris, Adiel Velasquez, Kennedy Bui, Rosalynn Moya, Fatima Jinnah, Chamu Palanappian, John Fox, Liz Williams)

**Minutes:**

Minutes approved

**Discussion Items/Action:**

**Draft ISER:** (Elaine Kuo and Kelaiah Harris)

The college has been working on the ISER since Spring 2022. The work began in earnest in fall and the draft was started in the winter. We have a fairly solid draft that will now go through several edits before formatting. Accreditation ensures that our institution is offering the best quality and that we are effective. We have an accreditation website which lists the steering committee and outlines the seven-year cycle of accreditation.

People can access the information on our ISER via the website and the links are being included in the weekly Parliament. The ISER team would like feedback on each section (do not critique the format yet as the ISER will be formatted over the summer). The document is due to the Board in November for December approval. We have the introduction, four substantive sections, and then the Quality Focused Essay (QFE).

It looks like we have two areas for improvement where we feel we might not meet the standard. This will be discussed with the Steering Committee. Standard I.A.7 is an issue because we have not established RSI in online classes. (Jordan) I do have documents for the ISER team. (Elaine) Please forward those to me. II.A. 11 is also an area for improvement (Institutional Learning Outcomes). We have not discussed this in a robust way and there is not a great deal of evidence available. We are making progress to meet this standard, however. The focus this year has been CLOs and we'll then move outwards to ILOs and GELOs.

(Kristina) One thing from the ACCJC training...for feedback, don't try and fix typos or links. This is about the accuracy of the content. To provide proof of meeting standards, we just need enough proof to show we meet the standard, not necessarily lots and lots of evidence.

(Elaine) The team will meet after our ISER is submitted and they will come back in March with more questions. These topics will be the focus of their visit in October 2024. Please encourage constituency groups to provide feedback. (Kristina) I really encourage everyone in MIPC to read Standard IV. (Saintra) What areas did we identify for improvement? (Elaine) II.A.7 and II.A.11.

One final caveat, Standard II still has items in process. As we complete sections, we'll refresh drafts online. We hope to refresh six sub standards in II.A over the weekend.

**13-55 Planning Agenda:** (Ajani Byrd, Carolyn Holcroft, Liz Leiserson)

(Ajani) 13-55 in Academic Year 23/24. The office of equity is seeking guidance on which issue the college should address in the coming academic year. This presentation will cover the 22/23 approach and then look forward. (Carolyn) 22/23 was our first year in phase two, taking the vision and moving to action and implementation. We did not want an equity initiative to belong to just a few folks. We wanted to develop plans that were measurable, actionable, realistic, timely, and equity minded. We have some wins/observations/lessons learned from 22/23. We are very excited that people from every area of campus were involved. Multiple issues and goals were addressed. People had agency to decide where they wanted to enter the work. The college built capacity to discuss equity work. We addressed the working assumptions folks had coming in. We began to normalize the idea of imperfection and refinement. We said just do something, it will not be perfect, but we'll all learn. This process really stretched the Office of Equity's capacity. It was challenging to support every team. (Liz) 23/24. We are going to agree to come to the same place at the same time to do the same thing. We need to build college-wide capacity to focus on one issue. Coordination and structure will be important. This will depend the college's understanding of how one shows up differently on different parts of the campus. The challenge is that there are 13 issues and that people across campus might not feel as connected to the one issue (not owning the issue).

(Ajani) Where should we focus our efforts? These are the recommendations – Issue 5, Issue 8, and Issue 9. All areas of the college can address these areas. Issue 5...Lack of sense of belonging...a lot of our teams focused on Issue 5 and our Mentor Mindset Initiative is also focusing on this. (Carolyn) We have also received a grant from the state for faculty to focus on culturally responsive pedagogy. (Ajani) With Issue 9, we need to think about the declining number of students in our service area. If we held on to 20% more of our students, it would be helpful on every level. Having a retention plan for each division and department benefits the students and the college. We are looking for a decision by the end of the spring quarter.

(Kristina) Any discussion points? We can have a brief discussion today. (Fatima) The benefit of Issue 9 is that it is a primary agenda item for Guided Pathways. There would then be multiple structures in place to support Issue 9. (Kristina) I agree and it might also subsume/include the other two Issues. (Elaine) The QFE focus is also on retention and this could fold into the QFE plan. (Voltaire)...and the EMP (Stephanie) Is it okay to think of these as all intertwined? (Ajani) I recommend looking closely at the SVE document as there is a lot of detail. For the implementation teams next year, if they want to address an additional issue, that is fine. We acknowledge focusing on two is challenging, but the office of equity will support regardless. (Kristina) May I suggest that MIPC come back at the next meeting to make a decision? (ACTION ITEM). Please read the SVE

### **Smoke Free Campus: (Cheryl Balm)**

This has been a project we have been working on for some time. DASG passed a resolution to ask that De Anza be a smoke-free campus and this was affirmed by the Academic Senate. Our college council recommended that our campus be smoke-free and President Holmes agreed. We need to get Central Services and Foothill on board. Central Services has agreed, so we need Foothill to agree. This is not meant to be judgmental or punitive. Chief Acosta is all for this as well, particularly getting rid of the smoking stations. (Sushmita) I am a UC student and an intern at De Anza. (Sheila) I am from Breath California. We fully support this initiative. Breath California is a resource for questions/comments/concerns. (Cheryl) What would be the process for taking this on to get the AP and BP changed. (Kristina) I was looking for language on what the resolution would look like. That might be helpful (Cheryl) We did not have a resolution. We just voted on the resolution, but we can pass along any language we have. (Voltaire) Typically, this would come from the district. Instead, it came from the students. (Cheryl) Judy was not willing to champion this and asked that it go to Central Services and Foothill before coming to the Board. (Elaine) This should go to Chancellor's Advisory?

(Ellen) My concern is that there might be students here who do not feel comfortable here or might not want to come here. (Rosalynn) The students at De Anza just removed the designated parking spots. It is up to the schools and districts to decide their policies. People are confused about policies so we need clear policies. Just having a clear policy is important. We have signage available to help educate instead of penalizing students. We have done surveys at Foothill, but do not have results yet. (Cheryl) All the UCs and CSUs are smoke-free as well. We would not be the one campus that has a no-smoking policy. (Fatima) About the survey...I wanted to ask if the veteran students were asked to fill out the survey. I remember we were. A smoke-free campus, but the reason we had the space in the parking lot was for veterans. I feel it is important that veterans be asked to fill out the survey. (Rosalynn) Oftentimes, past policies were small steps. The smoke-free policy we had was ahead of its time, but it needs to be updated. (Tanya) I am with Breath California...we have been providing all the resources that are available. Taking away the designated smoking areas will foster a positive and safe environment. (Saintra) I'd like to know more about the survey and look at the sample questions and responses. (Cheryl) They are tabling here on campus, it is not an email survey. (Saintra) One concern is how the implementation would be handled. Having more police activity is not good. I do not want it to be criminalized. (Cheryl) The police would not be involved. There would be no citations or punishment. (Zoya) I am a dual enrolled student at Foothill College. We have encountered students selling cigarettes out of their bags. This creates an extra pressure and is distracting and adds to students' stress. If there is a restriction policy, then we will not be driven towards smoking. (Voltaire) There is no policy yet. We can do more surveys and that will only delay. We can ask to start drafting an AP and BP on a District smoking ban. (Cheryl) There is a policy...there will be designated smoking area on each campus. (Voltaire) Once the policy is instituted, we need to provide support to help students quit smoking. (Jordan) It sounds like the students are not sure. (Saintra) Cheryl is welcome to come to the ASFC meeting to make a public comment. (Kristina) I agree with Jordan that we are not yet hearing a unified voice from Foothill students. (Saintra) I do not want to talk on behalf of others, just that I want all staff/students/faculty are consulted.

**Evaluation of Processes:** (Kristina Whalen)

We have a lot of the right people in the room to discuss this. What I need is an evaluation of MIPC and the entire planning process. My understanding is that when work needs to be done, a working group is formed and the working group dissipates when the task is completed. (Ram) We have a lot of processes that need constant evaluation so yes, we need to form a working group to evaluate over the summer. We could evaluate MIPC, Program Review, etc. (Elaine) Yes, I agree, but two, we should have more discussions about how we do this. We discontinued the summer evaluation process. The number of initiatives and planning processes have increased so the college needs to consider the best way to do this. I am not sure this should be a temporary group over this summer. I am sympathetic to the fact that not all stakeholders are fully present over the summer. (Kristina) Having a few models/options and a potential calendar would be helpful. Somebody needs to put that down on paper. Who would that be? (Elaine) Normally, that would be my office. When would you like this proposal to be ready? (Kristina) How urgent do you think this is given that it is part of the ISER/Accreditation process? If we are working on this in the fall, does this look good for the college? (Elaine) I agree with that sentiment. This initial discussion is being documented. It could show up as a core enquiry. We'd need to follow up. (Ram) There are lots of processes. (Elaine) The only things that went through a cycle were program review, resource allocation, etc. (Ram) The newer processes need to be evaluated. (Elaine) Like 13-55 and the SVE, the Ed Masterplan, Distance Ed Plan, Tech Plan, Guided Pathways, AB 705, AB 1705...At the program level I am very comfortable how we demonstrate effectiveness. Not so much at the college level. Dual enrollment at counseling, A&R, etc. Those conversations are not being held. We should start by identifying the existing processes by the next MIPC. (Kristina) I would appreciate that. (Ram) We can put the list together and models for the last MIPC meeting.

**EMP Membership:** (Kristina Whalen)

We discussed that the EMP expired in 2022. The SVE is for all intents and purposes the planning document for now. Realistically, we could get a new EMP ready by the end of 2024. This would guide us from 2024-30. Who should be on that committee. I want to be sure that if not a member of MIPC, you have identified someone from your constituency group who has the bandwidth to participate in monthly/bi-monthly meetings from fall 2023 till fall 2024. (Elaine) would it be reasonable to assume we'd have a draft ready for the visiting accreditation team in late September 2024? (Kristina) I would hope we'd have the document ready for the Board by December 2024. (Ellen) Would there be pay for PT faculty to serve? (Kristina) I'll get that answer to you.

**Mesa/Priority Registration:** (Sophia Kim)

Word is getting out that we are starting a MESA program. It is a State funded grant (Mathematics, Engineering, Science, and Achievement). There are programs at CCCs, high schools, and in four-years schools. There has been increased funding for any community college that wants to start a program. We have a FOAP to hire a program coordinator and a counselor. Some MESA programs have pushed for priority registration. You have to be low income, first generation, and financially in need, etc. This is similar to EOPS. Anthony Cervantes

recommended we should discuss at MIPC to ascertain whether or not MESA students should have equivalent priority registration to EOPS. Our goal is to eventually have 100 students. (Elaine) How does this relate to College Promise? (Sophia) Students do not get money from MESA. (Voltaire) The students could qualify for multiple pots of funding...EOPS, College Promise, Umoja, etc. (Fatima) What classes do they need to take? Do they follow the general IGETC transfer pattern? (Sophia) They have to be on a Calculus track. (Fatima) I want to understand what the impact would be to other students. If they are going straight into MATH 1A, the impact might be less. (Sophia) Anthony said that we should first see if they qualify for EOPS, then look at other priorities under Ed Code. If not, then second priority as with Athletes. (Kennedy) It seems there are more and more priority categories. The next group is students with children. If MESA students could also be EOPS students, then that is the best option. (Fatima) Other learning communities do not get priority enrollment. They have asked and been told no. (Elaine) My recollection is that there was an ask to give learning communities priority registration, but there were good reasons given to not do this. That happened a long time ago. (Sophia) Given the income standards, it looks like all these MESA students would qualify with EOPS. (Kristina) Maybe work with the first few cohorts to see if there is an issue with students joining EOPS and then reassess.

**Resource Allocation Guide (RAG):** (Ram Subramaniam)

The working group was charged by MIPC to propose guidelines. We collected feedback from AS, FA, the Deans, President's Cabinet, ACE, and CS. All have been incorporated. If there are any suggestions for edits, we can adjust the document accordingly. (John) I wonder if we can add to the administrative hiring procedures that every effort be made to hold the hiring process during the regular academic year so more faculty can participate.

(Kristina) You have two more weeks before we come back for a second read.

(John) LGBTQ history month...at 11:30 at Cesar Chavez plaza, we'll do a Pride March down to the District Offices to raise the Pride flag. Join the group and make some noise!

**Next Meeting: Friday, June 16, 2:00 – 4:00 PM**