

**Mission Informed Planning Council**  
**October 6, 2023**  
**President's Conference Room 1:00 – 3:00 PM**

**Attendees:**

Valerie Fong, Tim Shively, Doreen Finkelstein, Kelaiah Harris, Adiel Velasquez, Simon Pennington, Josh Pelletier, Josh Pelletier, Voltaire Villanueva, Stacy Gleixner, Elaine Kuo, Joshua Agupugo, Nina Heywood, Bret Watson, Phuong Tran (Online: Anthony Cervantes, Fatima Jinnah, Janie Garcia, Clifton der Bing, Roxanne Cnudde, Lisa Hills)

**Introduction:**

(Kristina) Any objections or amendments to the agenda? No objections or amendments.

**Minutes:**

Minutes approved as amended. Add Elaine Kuo as an attendee. ACCJC acronym correction.  
*“As we update the Mission Statement, we will now have a 9-10 year review gap between revisiting Mission and Vision statements.”*

**Public Comment:**

(Nina) ASFC has appointed students to this committee. (Janie) Can we send out campus-wide invites via Outlook to the whole campus so everyone is aware when MIPC meets and can join.  
(Kristina) I will now hand over the meeting to Voltaire for facilitation of the meeting.

**Introductions:**

(Voltaire) In order to build community, I'd like everyone to introduce themselves, their constituent group, and discuss how your work aligns with the colleges' mission (reads Mission Statement). Each person introduces themselves...Voltaire, Joshua, Nina, Fatima, Janie, Roxanne, Clifton, Patrick, Josh, Adiel, Bret, Kelaiah, Doreen, Valerie, Tim, Elaine, Stacy, Lisa, Kristina.

**Orientation, Establish Norms, Reconnecting to MIPC Guiding Principles:**

(Voltaire) we each bring our own lens to the work we do here. I bring a Filipino-American lens. This list contains agreements that I use in my classes. Voice and representation, Active Listening, which affords us the opportunity to say “I did not see it this way” and reflect on the different perspectives. Use I statements. Intent vs Impact, Step up and Step Back, Challenge Ideas not People, Accessibility Matters-making sure everyone is heard, Cultural Sensitivity, Constructive Participation, Both/And Approach-embracing multiple perspectives to get away from binary thinking. Strategic Thinking-we use that term in a lot of documents. What does it mean? (Tim) This is planning in stages. (Voltaire) here we are thinking about what Foothill will look like in five or ten years, for the students in Middle School now. We have the charge of looking to the future. This is what we do. Questions/thoughts? (Janie) Strategy makes me think of working smarter, not harder. Having an intentional focus is strategic. In our Equity work, people can feel left out, but I encourage people to realize that being strategic and intentional does have an impact. (Lisa) The word strategic bring being purposeful to mind for me. We are being very purposeful about how we achieve our goals and outcomes. Our goals and vision truly

impact someone's life. We are looking for outcomes of improvement. Making a positive impact and there is a lot to consider. We need to be purposeful in how we plan and reach our goals. (Voltaire) Strategic means different things based on your lived experience. We all have a vested interest in the work we do. This is all expressed in the Mission. Josh is leading a group of folks on the Mission Statement. Anything else? Any questions? (Patrick) The contrast for me is the contrast to tactical, the things we do day to day. The why is the strategic vision. I heard you say the intent and impact versus the slide which said intent versus impact. The intent is important and the impact is important. (Voltaire) Thank you. I do want to move forward with the agenda. You all have the Guiding Principles and Operating Principles in front of you. How we approach agreements in this space is via consensus building...all voices should be heard. When we can articulate that, we get to common understand. That is part of consensus building. If there is anything that is not sitting well. Please be sure to voice that. I want to normalize speaking up. It is okay to feel that way. This is a safe space for everyone. Once the concerns are expressed, we can incorporate the. The MIPC team should have a unified voice and support our decision meeting. Our communication on campus might not have been transparent historically. You can request anything to be on the agenda. Adiel, Joshua, Kristina and I welcome input on agenda items. We commit to timely publishing the agendas and minutes. I want to invite everyone to look at the guiding principles. Later on we'll discuss an evaluation of MIPC so we can improve the efficacy of this committee. Questions? Concerns? (Adiel) for increased transparency, maybe we can create some social media to communicate who is on the committee. (Nina) I have started a section on our ASFC page so students can see the information there. (Voltaire) This committee was organized three years ago. We are looking to improve everything we do. Janie mentioned an Outlook invite and this is a way we can welcome more people into the deliberations here.

### **Evaluation of MIPC:**

(Kristina) I spent the summer digging into the archives and history of the MIPC group. I noticed some discrepancy in how we were running the committee and the listed operating procedures. In the MIPC charter it states that there will be periodic evaluations of MIPC and guidelines will be developed and reviewed. This has yet to be completed and it seems like time to do an evaluation. I wanted to open up broadly to what a periodic self reflection might look like. I am ready for input on this. (Voltaire) Who should we engage? What does this evaluation look like? How are we going to engage folks not around this table or on Zoom? (Elaine) For clarification...what are we evaluating? The process, structure, or outcomes? (Kristina) As written, it is not specified. I feel it was purposefully broadly written to make sure everything was attached to the mission. In my mind, the evaluation would look at how we support the mission. Also, do people know what we are doing? We do not have a built-in feedback loop. (Janie) In an attempt to answer Voltaire's question, I think we engage people to clearly define and describe what we do. We put MIPC together theoretically. If we put an outline together about what happens in a typical meeting, that might be useful. The practice piece, what has happened thus far, would be helpful. (Josh) I wanted to affirm what Janie said. As Janie said, we were creating something theoretical. We did not do that this council would go through iterations. We spent days, literally days, going through all the groups we could invite. The review felt like a necessary thing to bake into the charter so we could assess the process. MIPC was designed as

a filter for ideas and activity, to help people move from theory into action as quickly as possible. We need to evaluate if we are actually doing this. (Voltaire) For the folks here, what is your assessment on how things are going? (Tim) I am looking to use any good ideas I see here to De Anza. We are going through struggles with our shared governance as Foothill did a few years ago. I am hoping we can learn from changes at Foothill. (Voltaire) We can talk ad nauseum about this, but I would suggest a subcommittee that could propose an evaluation mechanism to the larger body. (Kristina) I like that idea. To start with the question could be “what would a self reflection mechanism look like?” The membership from last year would be useful in this. (Janie) My sense of MIPC would be that this is the general space, a first step, to ensure ideas were Mission-aligned and student-centered. Then, we would make sure that folks college-wide were involved in that work. I don’t think we have achieved that yet. When Jerry was asked to put together a graphic for MIPC, he wanted to know who was still meeting, governance-wise across the campus. The missing piece is we cannot define what information should come to us, then we need to fill that missing piece. (Doreen) Looking at this here, all the guiding principles would need to be evaluated by this group. Under Operating Principles, only a few aspects could be assessed outside the council. Speaking for myself, it has been unclear to me how MIPC is different from the past Governance system, apart from the fact that it is just one council. I am interested in learning how MIPC is doing things differently and there might be other folks on campus who feel the same way. (Josh) I don’t we think we have enough input from the college community on how we go about our business. The video and invites, etc., will help with this. This council was intended as a harvesting mechanism for ideas. (Voltaire) We do have a year of work under our belt and we can look back at the agendas. What is the will of the body here? (Valerie) I am hearing the outcomes emerge from this conversation. I think I hear Doreen saying we’ll need more than one instrument in this room and one external of this room to assess the council. There was a lack of clarity of how the old governance system worked in relation to the senates and we need that clarity with this group. (Elaine) I would also say I am not clear what this body does. I cannot point to it. I cannot provide guidance where someone should bring an agenda item. Should the ISER come to MIPC? Is it enough to just go to the other constituency bodies? How can we set up systems, in Banner, etc., to extract data that is interesting to the group around this table? For instance, what is the mechanism that as faculty come on line, to ensure changes to program mapper are effective, etc. (Valerie) What I hear you say, is what we mean by strategic and tactical and the feedback flow between tactical and strategic. (Doreen) what is the purpose of this evaluation. This is the key question? (Josh) when we were discussing the council, we felt that the purpose of MIPC was not to get into the weeds, but to ask the questions “does this proposal help us achieve our college’s mission?” (Janie) The importance of using Guiding Pathways as an example, a group like MIPC, at the vision level, would ask is this something that aligns with our mission? If yes, MIPC assigns a working group to do the work.(Voltaire) we’;; move along now. If we synthesized what is discussed here, perhaps we can talk with our co-facilitators and bring ideas back to the next meeting/ (Kristina) The questions were similar and we’ll bring back answers to those questions at the next meeting.

**Governance Handbook:**

(Elaine) We do not have a Governance handbook for this council. I pulled out the MIPC charge from the website. I reviewed why shared governance exists. It is in Ed Code. There is a historical

context that really fosters and encourages communication, consultation, and collaboration across the various constituencies in a CCC to provide information and recommendations to a college president. I have been here since 2010 and MIPC is the fourth version of Governance at the college. This group is supposed to review strategic plans. To oversee strategy and execution of the Ed Masterplan. I did not hear any of that come up in our conversation today. Do we want/need a Governance Handbook? We do not have one, perhaps that would be helpful? It is not required? The document would facilitate a reflective process. (Kristina) I feel a handbook would be a good use of our time. The college would benefit from a decision tree about why and when/how decisions are made. There is confusion about where decisions are made.(Elaine) we could have a decision tree too. This should not be a dead document, that is trapped in amber. The document should evolve with evaluation over time. We can build that mechanism if it is documented in a handbook. (Voltaire) What do you think? (Josh) A great idea! (Voltaire) How do we create a handbook? (Elaine) You did mention that a subcommittee could do this. (Elaine) My role and where my office sits...it would be helpful to have IRP help. (Doreen) I am happy to serve partly as IRP and partly as Classified Senate on this. (Voltaire) I can serve too. (Janie also volunteered to be involved). (Kristina) We need a student representative on the committee. (Voltaire) Who is taking lead on this? (Doreen) I don't know what to write, so I do not know if there is anyone who can speak historically...Janie? (Janie) I think that it can take multiple brains and experience and we have that in this group. To Joshua...it has been a feeling that students said they did not understand the process, but we need you in the room as your voice matters most. Don't let yourself or anyone else feel unprepared. Your voice is needed. (Nina) Let us know how many people you need. (Joshua) I heard some talk about evaluating MIPC and that would be results. The students know the results as they live the decisions made by this group. They are the beneficiaries. (Voltaire) Thank you everyone for your comments on this.

### **ISER:**

(Elaine) we should look at the slides. I am the accreditation liaison officer. What is accreditation and why do we do it? This slide describes why. We wanted to highlight that the idea of accreditation is to continue to demonstrate academic quality. The accreditation process is national. Being accredited is a mark of quality. ACCJC accredits associate degree organizations, although we do now offer bachelors degrees. The folks who assess are from community colleges. The goal is reaffirmation of our accredited status for the next eight years. Four years after the initial report, we have a midterm report. We also submit annual reports to report substantive changes. The report must be honest and accurately reflect where we have done a lot of work to improve and where we have done less. We are submitting improvement plans for Standards II.A.7 and II.A.11. the Quality Focused Essay (QFE) will look at being race-conscious about Course Outliers of Record and the development of an annual academic course schedule. It is now college feedback time on draft two of the ISER. There is an online feedback form on the ISER website. We will receive a core-inquiries report in spring of 2024. The site visit will happen the week of September 30, 2024. (Stacy) Thank you, Elaine. (Elaine) I'd like to recognize Kelaiah as she has done amazing work to support every aspect of this process. (Voltaire) Everyone contributed, included finding evidence, which is difficult.

**Announcements:**

No public announcements.

**For the Good of the Order:**

(Patrick) I'd like to ask that we schedule a break in these meetings. We live in human bodies and I'd like to suggest we have a biological break and a 20-50 norm (meetings running 20 minutes or 50 minutes) to allow people to get to their next obligations.

Meeting adjourned at 3:00 PM