

SAC COLLEGE COUNCIL MINUTES
November 13, 2019

PRESENT: Linda Rose
Vaniethia Hubbard
Jim Kennedy
Jeff Lamb
Roy Shahbazian
Monica Zarske
Sean Small
Arianna Castillo

GUESTS: Maria Dela Cruz
Brenda Estrada
Alicia Kruszenga
Janice Love
Fernando Ortiz
John Steffens
Jarek Janio
Mark Liang
Brin Wall
Leisa Schumacher
Teresa Mercado-Cota
Hang Le
Doug Manning

LIAISON: Scott Baker
Christina Romero

ABSENT: Bart Hoffman
Elizabeth Harvey
Madeline Grant
Mariano Cuellar

I. Call to Order

Dr. Lamb called the meeting to order at 9:05 a.m.

II. Routine Items/ President's Items

1. Approval of Minutes – Dr. Lamb motioned to approve the October 9, 2019 and October 23, 2019 minutes and seconded by Dr. Kennedy. Monica Zarske noted corrections to be included in the approved minutes.
2. President Report – Dr. Rose shared a copy of the Educational Master Plan with attendees. She noted the upcoming Integrated Planning Workgroup meeting to occur on December 6, 2019. The Skyline College Educational Master Plan will be the template model for SAC's work. It was noted that showing how we align to each component of the plan will be needed for the next Accreditation in 2022. Dr. Rose reviewed the Do's and Don't's of California Campaign Law for School and Community College Districts handout and encouraged everyone to share with all constituent groups. A consultant group will develop a mailer for distribution in our service area. GAP analysis and work to be done; impactful to direction of the college; identifying the needs and support services are critical; engagement is critical. Details will be distributed from Chancellor Martinez's office. Dr. Rose noted SAC's acknowledgment on the Aspen list and that planning is integral to successfully apply. How do we strive to be a student centered college? Monica Zarske suggested providing a list or summary that could be provided to help inform others. Dr. Rose acknowledged the recommendation and will work with Janice Love. The questions contained within the Goals will be revisited.

3.

II. Constituent Reports

1. **ASG Report** – Arianna Castillo reported on the various ASG events occurring in the month of November 2019, to include November 14th CAP Fair; November 15th Blood Drive; November 19th Environmental Awareness Day; November 20th Native American Heritage; November 25th CTE Tech BBQ and November 26th Kinesiology Awareness. She also noted that ASG is moving forward with Farmer's Market Resolution.
2. **Academic Senate** – Monica Zarske began the report on behalf of Roy Shahbazian that the November 12th Academic Senate meeting was informational focused. The Fall 2019 Plenary was held the previous weekend. She noted to be watchful of the Resolution by Academic State Senate. Dr. Lamb noted the difference in the Faculty Prioritization process and that it is more data focused now and that we are proceeding with 6 positions in advance of receiving this information from the District Office. Both Roy Shahbazian and Monica Zarske acknowledged the collaborative efforts and improvements.
3. **Public Safety** – Scott Baker reported the blue emergency phones are now up and running across campus and that RAVE alerts will come through these phones. He reminded attendees to keep their personal information updated to ensure receipt of the RAVE alerts and messages. Updated signage and markings across campus are continuing for needed enhancements, which will be done in phases. New campaign titled Safety Tip Tuesday has been developed.
4. **Student Information Support** – John Steffens provided a PowerPoint presentation and discussed the various details related to the migration from Web Advisor to Self Service, as well as the planned timeline for the implementation. Hang Le, Maria Dela Cruz and Robert Manson were recognized for their outstanding efforts and contributions to this project. Collaborative efforts continue between the District and SAC as the scope of work for this project moves along. Sean Small raised the question about whether this new platform shows the declared major of students. John Steffens replied not at this time. It was noted that Faculty initiated drops are not included at this time, however students can drop themselves. Dr. Kennedy asked the question about whether current Positive Attendance Collection (PAC) be affected and stressed the importance of these features being developed and included. John Steffens responded that further research is needed. Monica Zarske raised the question about whether both Self Service and Web Advisor can run simultaneously. John Steffens will look into this. Mark Liang noted that key drop dates will need to be addressed. Alicia Kruienza inquired about how other institutions are handling this. Dr. Kennedy recommended to add these items to the ITS project list to be addressed. John Steffens and Hang Le continue to meet with key areas. The operational needs need to be defined. It was noted that the Early Alert system will go away with Web Advisor and will be needed with Starfish. Teresa Mercado-Cota raised the question about training needs and that Professional Development can assist with these efforts. Feedback during the testing phases is critical. Dr. Kennedy inquired how PAC will be coordinated. Dr. Lamb recommended that a sub-committee of SACTAC be formed to address these items / concerns. Brin Wall to create a matrix for each user group to utilize for functionality, history, processes, etc. Dr. Hubbard recommended an "all inclusive" approach
5. **Student Services** – Dr. Hubbard reported that a Counseling Team (comprised of credit and non-credit counselors) attended the Skyline Equity Academy. The current counseling framework is being reviewed to determine how it will change Guided Pathways, with a debrief to follow. Student Services and Academic Affairs teams will work together with Counseling to restructure pedagogy online services.

- College Success courses to be redone and trainings will follow. The RP Group acknowledged the work of Dr. Dela Cruz and Dr. Ortiz. Work continues on Program Mapping. The November 14th CAP Fair will represent 63 programs and counselors will be available. The Honors scholarships are more competitive with national and local opportunities. The BOT meeting on November 18th will recognize and honor a SAC Veteran student.
6. **Academic Affairs** – Dr. Lamb provided a summary of the SAC enrollment reports noting that we are tracking slightly down in our enrollments comparing fall to fall terms. Block Scheduling meetings are underway, which will help us to identify schedule barriers of students and work towards resolving them. A Taskforce has been created to dive into these details in greater depth. Cambridge West data reviews room usage. Access and completion drive funding for the college, which we need to maximize. Dr Hubbard noted inclusion of ASG in these conversations with College Hour and schedule building. What benefits and impact are we looking for? Accreditation Update – two meetings have occurred, writing teams to be identified, Dr. Ortiz is presently working on the job description for the Accreditation Coordinator. Guided Pathways Update – Ensure Learning/4th Pillar- approach to implement combined work.
 7. **Continuing Education** – Dr. Kennedy provided a summary of general updates for CEC.
 8. **Administrative Services** – No report (Dr. Hoffman absent).
 9. **Classified** – Sean Small stated no report.
 10. **College Advancement/Foundation** – Christina Romero reported that Spring 2020 will bring an open house event with the Board of Directors to get to know them. Scholarship Live now occurring with \$600,000 available. Tailored workshops can be provided by Nandini. Nora Mendez will be recognized at the November 18th BOT meeting.
 11. **Public Affairs** – Teresa Mercado-Cota provided a detail summary of the continuing efforts and work on the Census 2020 campaign. SAC will be a 4-day voting site planned on February 28, February 29, March 1 and March 2, 2020. Professional Development Workshop opportunities continue – look for emails. Brin Wall provided an update on the continuing work with crisis protocols. She summarized the recent marketing and social media efforts for CAP and Guided Pathways, including the Guided Pathways website. It was noted that the District Office is assisting with review of website for ADA compliance. Maria Dela Cruz acknowledged the work and efforts of the web redesign team. Christina Romero noted working with community partners to develop materials for outward facing education.
 12. **Research** – Janice Love discussed the Transfer Volume handout in details and described numeric values about trends to 4-year universities by SAC students. An annual review of this data will be done for both SAC and SCC students. EMSI Project poll details can assist with Alumni files.

IV. **Other** –

V. **Next Meeting and Adjournment**

The next meeting will be Wednesday, December 11, 2019, at 9:00 am in S-215. The meeting was adjourned by Dr. Rose at 11:13 am.