

**CHANCELLOR'S ADVISORY COUNCIL
SUMMARY
NOVEMBER 5, 2004**

Present

Mike Brandy, Vicky Criddle, Gigi Gallagher, Rich Hansen, Martha Kanter, Duane Kubo (for Reza), Neda Mehran/ASFC (for Chung), Dan Mitchell, Greg Parman (for Enright), Bill Patterson (for Fong), Javier Rueda, Paul Starer, Willie Pritchard, Jim Williams (for Contreras)

I CHECK-IN/BURNING ISSUES

Regarding the Oaks Shopping Center, it was indicated that the District could not proceed in the bidding process because a secure funding source could not be identified and there was not time to structure a financial relationship with a potential bidder, but the District will work with the new buyer to pursue public/private possibilities.

Kanter distributed to the Council the Board calendar for 2005, updated since the Board meeting of November 1. No further comments on this proposal were made.

II DRAFT SUMMARY OF PREVIOUS MEETING

The summary of the October 15, 2004 meeting was approved.

III REPORTS FROM SUBCOMMITTEES

Budget Committee — Brandy handed out a summary of the 1st Quarter budget report for review. He indicated that revenue was down and expenses were up, so concern about maintaining a 5% ending balance was raised. The District will review these data in January to see if mid-year corrections will be needed. Mehran raised a concern about plus/minus grading and the possible effect on foreign student enrollment. Kanter emphasized that the colleges and District as a whole are focused on efforts to increase enrollment in winter and spring 2005. Kanter asked CAC governance leaders to forward suggestions from their constituencies on methods to increase enrollment to Bill Patterson and Alan Harvey at Foothill and/or Judy Miner and Jeanine Hawk at De Anza.

Legislative Committee Report — Kanter described the committee's plan to meet with individual legislators in November and December, followed by spring visits to their Sacramento offices. She invited governance leaders to encourage representatives to join the committee. She noted that meetings have been scheduled for legislators to meet on the campuses as follows:

Senator Simitian	4 p.m., Monday, November 29 Fireside Room, De Anza College
Assemblymember Lieber	4 p.m., Tuesday, November 30 District Board Room

Senator Alquist

3 p.m., Wednesday, December 1
TBA (tentative)

One of the highest District priorities is to seek the second phase of equalization funding to bring the per student cost to the state average, still less than half of the national average. Board legislative goals will be updated during Winter quarter after the Governor's 2005-06 budget is announced. The next committee meeting is scheduled for December 14 at 4 p.m. in the Chancellor's Office.

Educational Technology Advisory Committee (ETAC) — Pritchard noted that revisions to update the technology strategic plan are underway and will be completed in June 2005. The Technology Standards subcommittee working on new standards will soon be posted on the ETS website. Pritchard distributed a summary of spam activity (Spam/Virus Firewall Data) and said that the spam subcommittee is working on spam filters.

Human Resources Advisory Committee (HRAC) — No HRAC report.

Mission Review Committee — Kanter said that this committee has completed its work. Emphasis will now be placed on completing the Mission, Values and Priorities document to inform the District Educational Master Plan.

IV. ENROLLMENT UPDATE

Patterson reviewed specific plans at Foothill for increasing enrollment, including identifying alternative populations to meet enrollment goals. The colleges appear to be down in computer science enrollments as well as students with H1B visas. Mitchell reported survey results at De Anza that queried why students applied but did not come to De Anza. He noted that the De Anza Academic Senate is playing an active role in developing retention strategies. Hansen asked about the impact of increasing student fees and whether the policy to enforce fee payment in 10 days had a negative effect. Mehran reported that the fee policy helped students by preventing other students from shopping around for classes.

V. MISSION, VALUES & PRIORITIES

Kanter noted that Bernadine Fong reported via email that the Foothill Roundtable reviewed the document and suggested more emphasis on occupational education, specifically on page 4. Mitchell distributed the document at the De Anza Academic Senate and would like more time to review it. Kanter requested that governance leaders send written feedback to her via email or regular mail by November 26 so that CAC will be able to finalize the document at its December 3 meeting.

VI. DISABLED STUDENTS PROGRAMS AND SERVICES POLICIES 5076, 5077 & 5078

CAC approved the DSP&S policies as presented. These will be forwarded to the Board for a first reading on November 15.

VII. PUBLIC DOMAIN POLICY

Kanter summarized comments from Nadine Foster-Mahar advocating an emphasis on encouraging instructors to adopt public domain learning materials. Mitchell raised concerns about the wording that included “costly” and the term “public domain.” He suggested changing the name of the policy to “Alternative Web Based Instructional Materials” instead of “Public Domain,” stating that the policy encompasses more than public domain, so the name seems restrictive. Emphasis is on electronic access of materials for students. Another suggestion was to name the policy “Public Domain and Alternative Public Use Materials.” Further comments suggested restricting the policy to “Public Domain” and not expand the various types of uses. All agreed with the concept that paper copies could also be in the public domain.

Incorporating changes proposed by faculty member Scott Heffner representing the Faculty Association, adding “accessibility,” and limiting the policy’s name to “Public Domain,” the CAC approved moving the policy forward to the Board for a first reading on November 15.

VIII. PEDAGOGICAL EXCELLENCE

Kanter shared a concept paper she drafted about Pedagogical Excellence that was discussed in October by the Joint Development Group (JDG). JDG suggested working with the senates, vice presidents and interested faculty as a first step to define this issue more clearly and identify best practices. This is an information item only for CAC, as JDG is the policy body charged with reviewing plans and recommendations on this topic since it is an academic and professional matter. CAC governance leaders were asked to forward their comments to their JDG representatives.

IX. NEXT CAC MEETING

It was agreed to hold the December 3 meeting at 3:00 p.m.

X. QUICK NEWS/WRAP UP

Adjourned at 2:55 p.m.

CALENDAR OF PENDING ITEMS

Mission, Values and Priorities Document.....	December 3, 2004
Educational Master Plan	January 2005
Conflict Management Action Plan	Winter Quarter 2005
Accreditation Self-Studies	May 2005
Board Policy 5550, Time, Place & Manner	Winter/Spring 2005
Board Policy 3214, Environmental Quality and Sound Practices	Winter/Spring 2005
Board Policy 2610, Communication Between Staff and Board	Winter/Spring 2005