

CHANCELLOR'S ADVISORY COUNCIL SUMMARY June 22, 2007

Present

Mike Brandy, Abbey Brown/ASFC, Cindy Castillo, Dolores Davison (also for Starer), Jane Enright, Lydia Hearn, Martha Kanter, Linda Lane, Brian Murphy, Olivia Patlan, Penny Patz, Eric Rosenthal (for Franco), Shelley Schreiber, Fred Sherman

Others

Becky Bartindale, Steven Carleton, Barbara Illowsky, Jon O'Bergh

I. CHECK-IN/BURNING ISSUES

Enright explained that information had been sent to part-time faculty notifying them of the need to sign up for benefits for the coming year. She said it would be helpful for faculty representatives, if they have the opportunity, to remind part-time faculty about signing up.

II. DRAFT SUMMARY OF PREVIOUS MEETING

The summaries of the May 25 and June 8 Council meetings were approved as drafted.

III. REPORTS FROM SUBCOMMITTEES

Budget Committee. Brandy reported that the Budget Committee discussed the use of one-time funds as well as the legislature's budget deliberations.

Legislative Committee. There was no news to report.

ETAC. Sherman reported that ETAC discussed the same issues as in its previous meetings. One major issue that has emerged is communication and coordination at the user level so users understand the distinction between areas of responsibility for ETS and areas of responsibility for the colleges. He provided an update on the replacement of the MAUI system.

HRAC. There was no news to report.

IV. DISTRICT EDUCATIONAL MASTER PLAN AND CRITICAL SUCCESS FACTORS

Discussion was postponed until the fall.

V. STUDENT AND STAFF EMAIL

Sherman asked for clarification regarding the specific issues of concern. In conjunction with the need to email acceptance letters to part-time faculty, Enright discussed problems stemming from part-time faculty not knowing they have a district-provided email address and, especially when email is automatically forwarded, the volume of spam. Lane suggested that part-time faculty could be apprised of their email addresses during orientation. Sherman was uncertain how long email accounts are retained, but Enright said she believed accounts are deleted only after six quarters of

inactivity (i.e., non-employment by the District). Castillo pointed out that individuals must know their “ugly” email address, comprised of initials and numerals, to access email via the web. Sherman discussed spam, which he said accounts for up to 94% of incoming mail. Another 4% is tagged as “bulk,” which sometimes is spam and sometimes is legitimate. ETS is testing a second level defense spam filter. There is no perfect system that will only filter out bad messages and always allow good messages to pass through, however.

Brown reported that students had expressed interest in District email accounts, mainly because access to FaceBook requires an email address ending in “edu.” Sherman noted that 80-90% of students provide a personal email address when they register, and there are pros and cons to providing a District email account. He is working on a mass notification system in the event of an emergency that would entail multiple avenues of communication. Castillo said there needs to be a simple and reliable means of communicating electronically with students. Sherman reported that a recent study showed that simply providing students with an email account resulted in only 20% utilization, but providing full portal access increased utilization to 80%. He added, however, that this percentage is no higher than what would be accomplished by using personal email addresses supplied by the students.

It was decided that, for the moment, the District will remain with the status quo for email accounts.

VI. DISCUSSION OF 2006-07 ACCOMPLISHMENTS AND 2007-08 GOALS

Kanter invited each member to share their accomplishments from the past year and goals for the coming year, and began the discussion by thanking Council members for a good year and noting that a major goal for the District will be increasing enrollment.

<u>Council Member</u>	<u>2006-07 Accomplishments</u>	<u>2007-08 Goals/Challenges</u>
Brown (ASFC)	<ul style="list-style-type: none"> • Successfully work in the participatory governance setting • Increased ASFC budget 	
Schreiber (SEIU)	<ul style="list-style-type: none"> • Created office space for unions and classified senates in new buildings 	<ul style="list-style-type: none"> • Continue to work with District to emphasize the importance of classified staff participation in governance
Patlan (DA Class. Senate)	<ul style="list-style-type: none"> • Participation of classified staff in strategic planning process 	<ul style="list-style-type: none"> • Fill the vacancy for the classified senate president
Rosenthal (FH Class. Senate)		<ul style="list-style-type: none"> • Reassigned time for classified senate president and vice president • Increased staff participation in governance • Office space for classified senate
Hearn (DA Acad. Senate)	<ul style="list-style-type: none"> • Curriculum Committee's work • Filled tenure committees • Continued student equity efforts • Held second annual Teaching & Learning Conference • Explored textbook alternatives • Examined retention strategies 	<ul style="list-style-type: none"> • Educate students about violence

<u>Council Member</u>	<u>2006-07 Accomplishments</u>	<u>2007-08 Goals/Challenges</u>
Davison (FH Acad. Senate)	<ul style="list-style-type: none"> • Part-time faculty representation on academic senate • Getting Curriculum Committee to address G.E. • Office space for academic senate in new building 	<ul style="list-style-type: none"> • Review G.E. • Succession planning
Davison (District Acad. Senate)	<ul style="list-style-type: none"> • Implemented plus/minus grading • Completed academic freedom portion of faculty handbook • Held retreat with FA and administration 	<ul style="list-style-type: none"> • Examine faculty evaluation tools • Examine role of Districtwide academic senate president • Compensation/release time for Districtwide academic senate president
Lane (FA)	<ul style="list-style-type: none"> • Started negotiations on new FA Agreement 	<ul style="list-style-type: none"> • Complete new FA Agreement
Castillo (AMA)		<ul style="list-style-type: none"> • Implement EIS • Adjust to a large number of management changes
Murphy (De Anza)	<ul style="list-style-type: none"> • Initiated a different approach to student athletes and engaged students to address violence against women • Completed strategic planning process 	<ul style="list-style-type: none"> • Determine how to integrate a planning system with the older governance structure of the college
Patz (Foothill)	<ul style="list-style-type: none"> • Successful transitional year • Faculty hiring • New buildings nearing completion 	
Brandy (Business)		<ul style="list-style-type: none"> • Manage a tight budget • Implement EIS • Manage Measure C
Enright (H.R.)	<ul style="list-style-type: none"> • Hired vice chancellor of business services • Opened three employee agreements, including improving assistance for new faculty • Hired benefits manager • Diversity climate survey • Conflict resolution training 	<ul style="list-style-type: none"> • Complete employee agreements • Work with Diversity Committee and campuses on cultural competency
• Sherman (Tech.)	<ul style="list-style-type: none"> • Initiated EIS process • Wireless roll-out • Capture card • ID management project 	<ul style="list-style-type: none"> • Select new EIS • Initiated second-level spam filter

VII. WRAP UP / QUICK NEWS

Kanter reviewed the calendar of dates. Patz pointed out that there may be a conflict with the Foothill Roundtable on October 3. It was determined that a tentative meeting will be scheduled for early August, to be held if needed. Lastly, Kanter distributed certificates of appreciation and thanked individuals who served on the Council during the past year.

CALENDAR OF PENDING ITEMS 2006-07	
District Educational Master Plan, Critical Success Factors	October 3, 2007
Board Policy 2610, Communication Between Staff and Board	Fall 2007
Board Policy 4190, Academic Freedom	Fall 2007
CalPASS Update (Kanter).....	Fall 2007
Board Policy 4185	TBA
Planning for Smart Enrollment Growth – temporary title (Starer).....	TBA

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