

# CHANCELLOR'S ADVISORY COUNCIL SUMMARY October 3, 2007

## Present

*Wayne Chenoweth, Stephanie Franco, Barbara Illowsky, Martha Kanter, Linda Lane, Scottie McDaniel, Judy Miner, Brian Murphy, Olivia Patlan, Fred Sherman, Paul Starer*

## Others

*Karen Webb*

### **I. INTRODUCTIONS**

Kanter asked everyone to introduce themselves.

### **II. CAC GROUND RULES**

Kanter reminded members of ground rules for participation and noted they were posted on the district website. Any suggestions for improvement should be sent to Jon O'Bergh.

### **III. CHECK-IN/BURNING ISSUES**

Franco commented on the Opening Day speaker being well-received by staff. Kanter noted that 47 workshops were offered at District Opening Day and welcomed any recommendations for future speakers.

### **IV. DRAFT SUMMARY OF PREVIOUS MEETING**

The summary of the June 22, 2007 meeting was approved as drafted.

### **V. REPORTS FROM SUBCOMMITTEES**

***Budget Committee.*** Since Dunn was in Sacramento, no report was given.

***Legislative Committee.*** Kanter reported that the California College Initiative will be on the February 5 ballot. Someone will present information at the October 26 meeting. If approved by voters, it would mean \$11 million in ongoing funding over 3 years. The campaign is currently in fundraising mode. The Department of Finance is reviewing AB 577-Open Educational Resources.

***ETAC.*** Sherman announced that the first ETAC meeting will be held October 17. The issue of security is under review as a laptop with confidential information on staff and students was stolen during the summer. The colleges, with ETS support, will conduct a survey to find out where confidential information is kept (electronically and in paper form) and to determine how we are using confidential information. ETAC will look at how confidential information is managed and then recommend policies for adoption to minimize limits on the flexibility of staff and faculty to work with confidential information while providing better security for personal, confidential information. Best practices for safeguarding confidential information have been posted on the website at [www.fhda.edu/security](http://www.fhda.edu/security).

Sherman reiterated that confidential or personal information needs to be handled with due diligence, that everyone should destroy documents that have personal information after they no longer have a use for it. Also, the CWID (college-wide ID) should be used in place of social security numbers. Starer noted that class rosters have names but no ID numbers and grades are posted using a random 4-digit ID assigned to each student; he affirmed the need to include CWIDs on the class rosters that faculty receive. Kanter indicated that the security issue will be brought back at the next meeting for further discussion.

Illowsky brought up the issue of records management and asked how long instructors need to keep grade records. Two common views are “seven years” and “forever,” but others state that retaining records by individual faculty members are not necessary as A&R already maintains copies of grade methods used by each faculty. Illowsky also asked about electronic versus paper records and which should be used. Franco noted that submission of grade records is uneven. Lane relayed that Foothill already tells instructors to put the formula used for grades on the grade sheets that they turn in, and suggested that, since it’s already in writing, we should just make the policy statement bigger or more prominent. Murphy said De Anza will conduct a survey of records submission compliance. Sherman will gather information from the De Anza survey, the outcomes of APM’s (academic professional matters) review on the matter, and information from legal counsel to present at the next CAC meeting.

Regarding the Educational Information System (EIS), two vendors remain in the competition for the procurement award. The vendors have been given scripts for demonstrating their products, which they will each do over a one-week period during the latter part of October and the beginning of November. The functional sponsors and steering committee are also planning site visits to local colleges which use the software. Sherman will send out the calendar for EIS activities to CAC members. Lane asked if the demo scripts included faculty loads. Sherman indicated that scripts have already been set up, but he understands that the issue of faculty loads is very important and has probably been included.

Sherman reported that wireless connection has been implemented in the dining areas of both campuses. Wireless capability is already in the libraries, and they are in the process of going wireless campus-wide.

Sherman also reported that the level of SPAM in user’s email boxes is increasing. ETS has been and is currently testing anti-SPAM software and will bring back a recommendation in December.

**HRAC.** Kanter indicated that Jane Enright is serving as Vice Chancellor in Human Resources during the month of October. The search for a new Vice Chancellor is ongoing.

## **VI. OPENING DAY AND ENROLLMENT UPDATE**

Miner reported that attendance is up 3%. Foothill’s Opening Day went very well. The campus celebrated its 50<sup>th</sup> Anniversary and the opening of new buildings. Murphy reported on De Anza’s Opening Day and the retention strategies workshop that was held. Currently, on-campus enrollment is up 3.8%. As of today, Job Corps is up 16% over last fall. The college’s long-term strategy is to increase on-campus enrollment and try to establish a predictable number for Job Corps. Kanter noted that the District enrollment goal is 0-2%. She congratulated the campuses for their superb outreach and recruitment efforts.

## VII. 07-08 CAC AGENDA ITEMS

Kanter added pending items for the 07-08 year: security, ETS, statewide basic skills initiative, Measure C, closeout of Measure E, and staffing.

## VIII. WRAP UP

Members noted conflicts with the October 26 meeting. Kanter noted that the meeting would still be held and members should send a representative from their constituencies to ensure participatory governance. The meeting adjourned at 3:30 p.m.

### CALENDAR OF PENDING ITEMS 2007-08

Board Policy 4185 .....	October 26, 2007
Confidential Information and Security .....	October 26, 2007
District Educational Master Plan, Critical Success Factors .....	Fall 2007
Board Policy 2610, Communication Between Staff and Board .....	Fall 2007
Board Policy 4190, Academic Freedom .....	Fall 2007
CalPASS Update (Kanter).....	Fall 2007
Planning for Smart Enrollment Growth – temporary title (Starer).....	TBA
Security .....	TBA
ETS .....	TBA
Statewide Basic Skills Initiative .....	TBA
Measure C .....	TBA
Closeout of Measure E.....	TBA
Staffing Study.....	TBA

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