

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
October 8, 2014, San Mateo, CA**

The meeting was called to order at 6:10 p.m.

Board Members Present: President Karen Schwarz, Vice President Patricia Miljanich, Trustees Richard Holober, Dave Mandelkern and Thomas Mohr, Student Trustee Rupinder Bajwa (Trustee Holober arrived at 6:20 and did not vote on approval of minutes or approval of personnel items)

Others Present: Chancellor Ron Galatolo, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College President Larry Buckley, District Academic Senate President Diana Bennett

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the minutes of the meeting of September 23, 2014. The motion carried, all members present voting "Aye."

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (14-10-1A)

It was moved by Vice President Miljanich and seconded by Trustee Mohr to approve the actions in Board Report No. 14-10-1A. The motion carried, all members present voting "Aye."

Other Recommendations

PRESENTATION AND APPROVAL OF ACCREDITATION FOLLOW-UP REPORTS – CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (14-10-1B)

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the follow-up reports. President Schwarz said a representative from each College will present a brief report and entertain questions and comments from the public and from the Board.

Robin Richards, Vice President of Student Services at Cañada College, said all three Colleges had their accreditation fully reaffirmed. All are required to complete a follow-up report by October 15, 2014 to address specific recommendations issued to each college and two of the Colleges will receive follow-up site visits in November. Only recommendations that are considered deficiencies, i.e. the accreditation standard was not met, must be addressed in the follow-up reports. Each of the College's follow-up reports were fully vetted through their participatory governance processes.

Vice President Richards said that other recommendations received by the Colleges are recommendations for improvement rather than recommendations to correct a deficiency; these will be addressed in midterm reports. The Accrediting Commission for Community and Junior Colleges (ACCJC) issued three District recommendations for improvement which will be addressed in each of the Colleges' midterm reports.

Vice President Richards said Cañada College received one recommendation to correct a deficiency which concerned outdated course outlines of record (CORs). Vice President Richards said the College recognized the problem in September of 2013 when the new Vice President of Instruction reviewed the status of CORs as part of the orientation process for his new position and noted that there were CORs which were out of date. College administrators and faculty immediately began to work together to address the need to ensure currency. The accreditation site visit team that came to the College in October recommended that action be taken to ensure curriculum currency is maintained, even though the Curriculum Committee and Academic Senate were already working to revise the process to assure that COR changes were addressed. In late October and early November 2013, faculty leadership continued discussions and issued a draft of a revised policy. Following further discussions and revisions, the policy was approved by the Curriculum Committee in November and endorsed by the Academic Senate in December. Once the new process was adopted, the College deans worked with all faculty members who had outdated CORs and all were updated by the end of January 2014.

The February 7, 2014 action letter from ACCJC stated that the College was deficient in meeting Accreditation Standard II.A.2.e regarding CORs, that the deficiency must be fully resolved by October 15, 2015, and that a follow-up report must be submitted by October 15, 2014. The College's follow-up report notes that all CORs are up to date and provides evidence that the College has revised its existing system for identifying CORs that more fully ensures regular review and secures curriculum currency.

Vice President Miljanich asked for clarification on a recommendation to improve received by Cañada College, recommending that the College document robust conversation in shared governance activities. Vice President Richards said the site visit team believed that the minutes of the meetings of the Planning and Budget Council did not reflect the good conversations that take place during those meetings. President Buckley said the College is attempting to communicate with the campus community through the College's website and Planning and Budget Committee meeting minutes and reports are now posted. In addition, a Planning and Budget Council corner will be included in President Buckley's weekly newsletter.

Trustee Mandelkern asked about the procedure that will be followed by ACCJC after the follow-up reports are received and the follow-up visits, where necessary, are completed. Vice President Richards said the Commission will meet in January and will make a decision about whether the accreditation standards have been met. They will send letters to the Colleges advising them of their decision. A similar process will take place after the Colleges submit their midterm reports addressing the recommendations to improve.

Jennifer Hughes, Vice President of Student Services at College of San Mateo, said the College received one recommendation to correct a deficiency. The site visit team recommended that the College complete and assess SLOs for all courses, programs, certificates and degrees, linking them to Institutional Learning Outcomes. The team also recommended that the College utilize multiple modes of assessment for certificates and degrees and for the Learning Centers. Vice President Hughes said all active courses now have SLOs; all courses have been assessed, or are scheduled to be assessed, in accordance with the College's assessment schedule; all active instructional programs, Student Services programs and Learning Support Centers have SLOs and have been assessed; and all course and program SLOs are aligned with Institutional Learning Outcomes. Vice President Hughes said that staff has not been able to find an accreditation standard that calls for multiple modes of assessment. In addition, staff have talked with other colleges that do not use multiple modes of assessment and have been fully reaffirmed. Nonetheless, College of San Mateo does use multiple modes of assessment including surveys of award earners (Associate Degrees, Certificates of Achievement, and Certificates of Specialization), program review, licensing exam results, and course SLO mapping to program SLOs.

Board members discussed the lack of evidence that SLOs are related to student success and questioned whether they may, in fact, be counterproductive because the pre-tests – testing students on knowledge they cannot be expected to have prior to taking the course – might actually discourage students from taking the course. Board members also discussed the considerable amount of time faculty must devote to creating and reviewing SLOs and the time this takes away from instruction in the classroom.

Eloisa Briones, Vice President of Administrative Services at Skyline College, said the College received one recommendation to correct a deficiency. The site visit team recommended that the College adhere to its systematic

and regularly scheduled process of performance evaluations for all adjunct faculty members. Vice President Briones said that Sarah Perkins, Vice President of Instruction, has confirmed that all evaluations of adjunct faculty have been completed. Procedures were established and charts were developed to help division deans keep track of the proper timing of evaluations. Vice President Briones said District policy calls for adjunct faculty to be evaluated during their first semester of service and at least once during their next six semesters of teaching. She said the team did not recognize that there were semesters during which some adjunct faculty did not teach. Trustee Holober said the site visit team's concern seemed to be that the evaluation schedule was not being consistently followed at Skyline College. He asked if there are external requirements about the timing of evaluations. Chancellor Galatolo said the ACCJC accepts reasonable policies developed by districts and their concern is that they be followed.

Trustee Mohr asked how faculty who teach online courses are assessed. District Academic Senate President Bennett said the recently ratified Appendix G for the first time includes an evaluation process for these faculty members.

After this discussion, the motion to approve the follow-up reports carried, all members voting "Aye."

STUDY SESSION

DISCUSSION OF TOPICS FOR FUTURE BOARD OF TRUSTEES STUDY SESSIONS (14-10-1C)

President Schwarz said the Board previously expressed interest in reviewing potential study session topics. Trustee Mandelkern noted that a limited number of study sessions are scheduled and suggested that more than one topic be addressed at some. He said some topics could also be addressed as information items at regular meetings. Trustee Mandelkern said the Board wants to discuss some topics, such as international education and campus security/safety, on a recurring basis. Other topics in which he would be interested include student success metrics; KCSM-TV programming subsequent to a spectrum auction; early college high school, including a joint meeting with the Sequoia Union High School Board of Trustees; and meetings with City Councils similar to the meeting conducted earlier this year with the San Bruno City Council.

Vice President Miljanich agreed that some topics could be addressed as information items at regular meetings. She said she believes important topics include closing the achievement gap; Foundation update; and for-profit schools. She said she would like the Board to hear not only of successes, but also about where gaps exist. Vice President Miljanich said she would like to see study sessions focus on programs, as well as meetings with City Councils.

President Schwarz said she would like to Board to discuss DSPS and EOPS as she believes these programs can help close the achievement gap.

Trustee Mohr said his reference point for important matters are the goals that the Board adopted and he noted that most of the topics mentioned are incorporated in the goals. He cited the following goals:

- "Examine current student success data tracked by each College to determine what common elements should be tracked, benchmarked, and assessed Districtwide." Trustee Mohr said the Board should be presented with and discuss data regarding student outcomes and success.
- "Explore how to better serve at-risk and place-bound students, especially in traditionally underserved populations. . ." Trustee Mohr said the Board should examine where underserved populations are, whether they are coming to the District Colleges, and how to reach out to them.
- "Provide faculty and staff development programs that will drive innovative efforts that result in new teaching and learning strategies, new classes, certificate programs or AA/AS degree programs that meet community and business needs. . ." Trustee Mohr said the Board should know of staff development efforts that are taking place and whether they are investments in training faculty and staff to carry out the goals and missions of the Colleges.
- "Broaden global perspective and enrich our cultural and educational diversity by fostering institutional relationships abroad. . ." Trustee Mohr said it would be good for the Board to examine additional ways to get connected to institutions in other places.

Trustee Mohr said that, above all, it is important for the Board to follow through on the goals it adopted. He said he also would be interested in having the Board look more deeply at what is possible in the career/technical field and the connections among high schools, businesses and the Colleges.

Vice President Hughes said the Colleges are scheduled to bring their Student Equity reports to the Board in November. The reports will address many of the issues raised, including achievement gaps based on age, ethnicity and gender and programs that serve students with disabilities, foster youth and veterans.

Trustee Mandelkern said he would like the Board to discuss how to measure student success at the local level that would be more meaningful than the State's Scorecard. He mentioned a recent claim by a member of the public that only ten percent of District students transfer to public four-year institutions; he said this number does not take into account many of the other reasons students come to the Colleges. Chancellor Galatolo said the claim is incorrect in that the number is higher than ten percent. He agreed that there are other ways to measure success; for instance, students come to achieve associate degrees and move directly into the workforce, to transfer to private or out-of-state colleges, to increase knowledge to be more effective on the job or, in the case of high school students, to get a head start on college courses. Trustee Holober said that some time ago, Barbara Christensen, Director of Community/Government Relations, presented a report on District student success based on why students enrolled and what their outcomes were, e.g. transfer to private institutions, workforce entry and certificate completion. He said the data showed the results were quite good and this information should be shared with the public.

Trustee Holober said he and other Board members have expressed interest in having a policy regarding partnerships with for-profit schools and said the Board could discuss this further. Chancellor Galatolo said the issue could be discussed as an information item, followed by formation of a policy based on the Board's guidelines. Vice President Miljanich said she would like to better understand how to distinguish for-profit schools that are predatory from those that might provide beneficial partnerships. Trustee Mohr agreed that this is an important issue and noted that 23 states are suing for-profit schools.

Trustee Holober said professional development is very important. He said the Colleges' presentations on innovations in teaching, learning and support services have been informative and he would like to see them continue. He also said the Board might benefit from an update on District investment decision-making procedures.

Trustee Holober said there are items not on the list which he would like the Board to address: (1) discuss details about pre-apprenticeship programs if and when funding becomes available for construction projects and (2) learn more about the new law pertaining to community colleges offering four-year degrees so that the Board can decide whether it would like to pursue this issue.

Student Trustee Bajwa said students are very interested in transportation and would appreciate an update. Chancellor Galatolo said this is an important issue and the District might consider developing its own creative solutions for place-bound students.

President Schwarz said she has been asked about the District's involvement with corporate partners and would like to have a discussion on this topic. She also said she believes the Board should do more to promote the Colleges' successes within the community.

Chancellor Galatolo said staff will revise a list of prioritized topics based on the Board's discussion, including items that are appropriate for study sessions those that can be addressed as information items at regular meetings, as well as items that might be combined and presented together.

STATEMENTS FROM BOARD MEMBERS

Trustee Mohr said he attended public forums on strategic planning at the three Colleges. He distributed a document outlining planning assumptions which was discussed at the meetings. Trustee Mohr said he enjoyed attending the Success Summit at Skyline College and the Salsa Festival in Redwood City.

Trustee Mandelkern said he attended the Connect14 conference hosted by Assemblymember Kevin Mullin and San Mateo County Supervisor Warren Slocum. The conference was designed to inspire leaders in San Mateo County to embrace technology and social media to increase public participation and involvement in government. There was

discussion regarding the digital divide in the County and Trustee Mandelkern said the District should be mindful that not all residents have equal access to technology.

Trustee Mandelkern said he, along with President Schwarz and Trustee Mohr, attended the San Mateo County Labor Council's annual event with elected officials. He also attended the San Mateo County Democratic Party's Blue Wave fundraising event at which Congresswoman Jackie Speier was the keynote speaker. He said Congresswoman Speier informed him of her interest in the concept of early college high school. At the same event, San Mateo County Harbor Commissioner Sabrina Brennan, an enthusiastic swimmer at the San Mateo Athletic Club, told Trustee Mandelkern that she supports the objective of making the facility available to the community when it is not being used for educational purposes.

Trustee Mandelkern thanked Chancellor Galatolo for keeping the Board informed about the County Pool Investment Fund. He said he is concerned about funds invested in commercial paper of a particular financial services institution. He suggested that the District look at other options to diversify its holdings if funds become available.

Vice President Miljanich said she attended the Foundation's Chancellor's Circle event and said it was inspiring to hear from a student and from Congresswoman Jackie Speier.

President Schwarz said she enjoyed the Chancellor's Circle event. She attended the Success Summit at Skyline College, at which participants voted "Hidden Gems, Hidden Opportunities" as the issue on which they will concentrate in the coming year.

President Schwarz said she spends a considerable amount of time with the San Mateo County School Boards Association. At the last monthly meeting, the topic was Common Core. Representatives from the Californians Dedicated to Education Foundation, the County Office of Education, and several school districts spoke about their work and implementation strategies around Common Core. President Schwarz said the Board of Directors of the School Boards Association, on which she represents the District, held a "thinking session" at which members discussed what is going well in their districts and what they would change. President Schwarz said she talked about the accreditation process and members asked her to bring more information on this topic to the next meeting.

RECESS TO CLOSED SESSION

President Schwarz said that during Closed Session, the Board will consider the personnel items listed as 1B on the printed agenda.

The Board recessed to Closed Session at 8:00 p.m. and reconvened to Open Session at 9:55 p.m.

CLOSED SESSION ACTIONS TAKEN

President Schwarz announced that at the Closed Session just concluded, the Board voted 5-0 to approve the personnel items listed as 1B on the printed agenda.

ADJOURNMENT

It was moved by Trustee Mandelkern and seconded by Vice President Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:57 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the October 22, 2014 meeting.

Patricia Miljanich, Vice President-Clerk