

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
November 24, 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

**Others Present:** Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, 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**

President Schwarz said there was a request to adjourn this meeting in memory of Gail Kamei and Patiane Gladstone. Ms. Kamei joined the district 15 years ago as a Lead Duplicating Equipment Operator. For the past seven years, she was the Reprographics Technician at Cañada College. She earned the respect of all with whom she worked. Over the years, faculty and staff grew to depend on her cheerful, efficient and dependable work.

Ms. Gladstone was a student at Skyline College and served as the District Student Trustee from November 2011 through May 2012. She was loved and respected by the Skyline College student government leaders and by all who experienced her dedication and engaging personality, including the Board of Trustees.

The Board agreed unanimously to adjourn in memory of Ms. Kamei and Ms. Gladstone.

**DISCUSSION OF THE ORDER OF THE AGENDA**

President Schwarz said that in order to accommodate a guest presenter, there is a request to move item 14-11-4C, Report on Computer Information Science (CIS) Business Needs Assessment, to immediately follow Statements from Executives and Student Representatives. There were no objections from the Board. President Schwarz also announced that staff has removed the student discipline matter from the closed session agenda.

**MINUTES**

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

**STATEMENTS FROM EXECUTIVES**

Chancellor Galatolo thanked the Board for having the courage to support the recent bond initiative. He said he looks forward to the betterment of the institution for the benefit of the students it serves.

Skyline College President Stanback Stroud thanked the Board for adjourning this meeting in memory of Ms. Gladstone, who was very active on campus. President Stanback Stroud said she attended an event earlier today at which students in the Béalos Program expressed what they are thankful for. She also attended the Western Region Council on Black American Affairs' Career Institute in Compton, along with students from the ASTEP Learning Community, Brotha's and Sista's Union (BSU) and Associated Students. A community network mixer was held at Skyline College at which Vice Chancellor José Nuñez discussed the Facilities Master Plan and the impact the passage of the bond measure would have Districtwide. On November 26, the Center for Transformative Teaching and Learning (CTTL) will host "Cultural Competency: A Cross Race/Gender Conversation," facilitated by award-winning filmmaker Lee Mun Wah. President Stanback Stroud attended a SACNAS (Advancing Hispanics/Chicanos and Native Americans in Science) conference, along with eight Skyline College students who presented their original scientific research. The *Skyline View* won multiple awards at the recent Journalism Association of Community Colleges NorCal Conference held in Sacramento.

College of San Mateo President Claire said Pulitzer Prize winning author Adam Johnson will appear on campus tomorrow and will address human rights issues. President Claire said the College had a successful accreditation visit. He thanked Jennifer Hughes, Vice President of Student Services; Sandra Comerford, Vice President of Instruction; and Jan Roecks, Vice President of Administrative Services for their work on the follow-up report. He also asked District Academic Senate President Bennett to convey his appreciation to faculty for their assistance in addressing the recommendation on Student Learning Outcomes. President Claire distributed copies of the most recent Schedule of

Classes and discussed the contents; he noted that the Marketing team won second place in a regional competition. The Honors Project newsletter, *The Labyrinth*, won first place at the National Collegiate Honors Council conference. Last week, jazz pianist Taylor Eigsti performed with the CSM Big Band at the 18<sup>th</sup> Annual College of San Mateo Jazz Festival. President Claire acknowledged Music Professor Mike Galisatus along with KCSM for their work on this event.

Cañada College President Buckley said the College had a successful accreditation follow-up visit. The visiting team Chair said he believes the College meets and exceeds ACCJC standards. In addition, he indicated that he will include commendations in his written report, including: faculty and staff demonstrate an “active excitement and dedication” to student learning; the College demonstrates evidence of “continuing quality improvement”; and faculty and staff collaboration was “inspiring.” President Buckley acknowledged Jose Pena, Curriculum and Instructional Systems Specialist, for his leadership. The Cañada College Student DREAMers Club and Beating the Odds Peer Mentorship Program organized an opportunity for eligible students to visit a law office to work with attorneys on DACA (Deferred Action for Childhood Arrivals) renewal applications and to work on long-term plans. President Buckley acknowledged faculty member Alison Field for her work with DREAMers. Representatives from 50 universities were on campus for Transfer Day in October. The College held International Education Week, including a Thanksgiving celebration for international students. The men’s basketball team enjoys a 5 and 1 record, defeating Gavilan College last Friday. President Buckley welcomed Megan Rodriguez, the new Director of Marketing, Communications and Public Relations. President Buckley thanked the Board for adjourning this meeting in memory of Gail Kamei.

Executive Vice Chancellor Blackwood said the District is receiving the first drafts of the five audit reports and she is pleased to announce that there are no findings in any of the audits. She said this is a tribute not only to the District Office team but to the campuses as well.

District Academic Senate President Bennett said Senate members attended the Fall Plenary; topics included student success, diversity, equity and upcoming legislation. Leigh Anne Shaw, Past President of the Skyline College Academic Senate, made a keynote presentation. State Chancellor’s Office Executive Vice Chancellor Patrick Perry provided an update on System goals. President Bennett thanked Cañada College Vice President of Instruction Gregory Anderson for attending the Joint Vice Presidents Council meeting. College of San Mateo will host the March Northern Regional Online Education Forum. The Study Abroad Faculty Advisory Committee met and reviewed the bylaws and constitution. The committee will be reviewing applications for upcoming study abroad sessions.

Nicole Harris, President of the Associated Students of Skyline College (ASSC), said students serve on College and District committees and report back to student leadership on the meetings. There are 36 active clubs on campus, including four new clubs that were added this semester. A Club Mixer was held on August 28. Welcome Week was held in August; students were given the opportunity to learn about student life and how to be successful. The ASSC was proud to co-sponsor the Lecture Series presentation by Dr. Cornel West. Other recent events included Latino Heritage Month, Skylooween and a Veterans Day Luncheon. Student leaders attended the ASSC Leadership Retreat; the Skyline College Success Summit; the California Community Colleges Student Affairs Association’s Student Leadership Conference; the Student Senate for California Community Colleges Fall General Assembly; and meetings of the Western Region of the National Council on Black American Affairs and the Community College Career Institute for African American Faculty, Staff and Students. Upcoming events will include a Lecture Series presentation by Dolores Huerta, a “One Warm Coat” coat drive and Winter Wonderland Open Mic.

Student Trustee Bajwa congratulated President Harris and Vice President Dennis Zheng for their success in getting students involved in campus life.

## **INFORMATION REPORT**

### **REPORT ON COMPUTER INFORMATION SCIENCE (CIS) BUSINESS NEEDS ASSESSMENT (14-11-4C)**

Barbara Christensen, Director of Community/Government Relations, said this will be the last report for the comprehensive needs assessment first undertaken approximately 18 months ago. The business needs assessment was divided into five segments based on the fastest growing employment sectors in the region. The Board previously heard reports on Health Care; Biotechnology; Digital Arts, Graphics and Media; and Accounting. Tonight’s presentation will discuss the extensive studies that District faculty undertook this past summer to understand the CIS needs of small businesses.

Ms. Christensen introduced Hilary Goodkind, a consultant and researcher retained by the District. Ms. Goodkind will discuss the methodology employed for this final segment. Ray Hernandez, Dean of Science/Math/Technology at Skyline College, will then discuss the results.

Ms. Goodkind said the assessment process began by conducting interviews with two leading CIS staffing agencies, Aerotek and Tech Systems. The results indicated that many employers require a bachelor's degree. Understanding that jobs which require an associate degree or less are primarily available in small businesses, three faculty members from the Colleges conducted interviews with 85 small businesses in San Mateo County. Businesses interviewed included retail/food services; financial/accounting; digital media/arts; health care related; computer related; and warehousing/transportation. The top IT challenges of the small businesses interviewed are: basic desktop support; operating system updates; maintenance of IT systems; system security; firewall, viral/malware protection; and data management.

Dean Hernandez said community colleges play an important role in preparing students (1) to be work-ready and (2) for transfer pathways in preparation for jobs that require a bachelor's degree. Small businesses were found to be flexible and willing to weigh career readiness, essential skills and technical skills as well as degrees. Technical skills include hardware, software and network issues and support. Dean Hernandez said the Colleges have connections with industry that can be used to provide work-based learning and connect students to jobs.

Dean Hernandez said CIS skills gaps were found in essential job skills, e.g. problem solving skills and ability to work independently; these were gaps found across all sectors studied in the comprehensive needs assessment. Staff at the Colleges are working on ways to integrate these skills into all of their programs. Other CIS skills gaps include project management; IT; diverse skill sets with Macs and PCs; desktop support; system administration; database management; networking; Adobe Creative Suite; and printer repair.

Dean Hernandez said the three Colleges are focusing on how to address the CIS skills gaps. New program development includes:

- New certificate in end user devices: Skyline College (Spring 2015)
- New certificate to serve small business needs: College of San Mateo (date to be determined)
- Course revisions: College of San Mateo and Skyline College (Spring 2015)
- Internships: all Colleges (ongoing)
- Inclusion of open ended, open source projects into classes and internships: all Colleges (ongoing)
- Departmental name change at Skyline College: the Science/Mathematics/Technology Division and Telecommunications and Networking Information Technology (TCOM) faculty are requesting a name change to Network Engineering Technologies (NETX) (Fall 2015)

Vice President Miljanich asked for more information on internships. Dean Hernandez said some businesses already offer internships, many of them through faculty who are well-connected to the industry. He said success in gaining and in being successful in a job is enhanced through work-based opportunities. Staff Districtwide are working on developing a structure to teach essential skills as well as technical skills so that more students can have these opportunities.

Trustee Holober acknowledged the effort by faculty members who interviewed the small businesses. He asked if (1) the Colleges provide enough coursework for students who want to transfer to four-year institutions and (2) the Colleges can play a role in the need for continuing education for people currently employed by local businesses. Dean Hernandez said he believes the Colleges are responding to student demand. Kathy Ross, Dean of Business/Technology at College of San Mateo, said student demand is high and the curriculum is rewritten every year to meet industry needs. Regarding continuing education, Dean Hernandez said many programs at the Colleges include special certification programs, but this area was not addressed specifically in the interviews.

Trustee Mohr asked if there is a major that connects with the UC/CSU Systems for guaranteed transfer. Dean Ross said there is not a transfer agreement at this time. She said the problem lies on the CSU side as they have not yet determined what they will accept as a transfer major.

Trustee Mohr asked what the Colleges do in terms of maintaining connections with small businesses and keeping up with dynamic changes in the industry. Dean Hernandez said advisory committees are required for all CTE programs. He said staff at the Colleges continually talk with small businesses to keep up with the industry and update programs accordingly.

Vice President Miljanich asked where students go for training if they do not come to the District's Colleges. Dean Hernandez said some students attend proprietary schools which charge high fees and might have different standards. Vice President Miljanich asked if these students are successful in finding jobs. Dean Hernandez said this depends largely on the reputation of the school. Trustee Mandelkern said proprietary institutions advertise job placement at the end of their programs. He asked if the Colleges have a formal career placement program that connects students with potential employers through job fairs, career days, scheduled interviews, etc. Dean Hernandez said the Districtwide committee is looking at ways to provide not only internships, but other work-based learning opportunities as well, including bringing industry representatives into the classroom. Trustee Mandelkern asked if the Colleges track results in terms of placement of students into jobs and use that data as part of marketing of the programs. Dean Hernandez said the State increasingly is mandating that public colleges look at the outcomes of job placements, resulting in more programs which collect, report and utilize data.

President Schwarz thanked all who were involved in the business needs assessment. She said the Board is interested in this area and would like to receive updates as they are available.

**BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: ¡ESO! (EXPANDING STUDENT OPPORTUNITIES) GRANT AND CAÑADA COLLEGE'S ROLE AS A HISPANIC SERVING INSTITUTION (14-11-1C)**

Gregory Anderson, Vice President of Instruction at Cañada College, said a Hispanic Serving Institution (HSI) is defined in Title V as having an undergraduate student enrollment that is at least 25% Hispanic. The student enrollment at Cañada College is 40% Hispanic. The College has received three Title 5 grants. Each grant is associated in various ways with student support, both academic support and student services. HSI funding benefits all students and provides more than \$6,000 per semester.

Vice President Anderson said the focus of the two current grants are the STEM Center and A2B. The most recent grant will address Hispanic low transfer rates and create a "Transfer Jam." Funding will be used for laboratory equipment, educational materials, expansion of academic tutoring and counseling programs, and professional development.

Sarahi Espinoza Salamanca, a student leader at Cañada College, described her experience as a student attending a HSI institution. She said her involvement in the peer mentorship program was very helpful as her assigned mentor advised her about which counselors to see, which courses she needed to take, and scholarship opportunities. After a year as a mentee, Ms. Espinoza Salamanca said she became a mentor this year and is pleased to be able to help other students. She said she believes that expanding the peer mentorship program to provide mentoring opportunities for more students will minimize the number of students who leave the College. She said she is honored to be a student at Cañada College and looks forward to transferring to a four-year institution.

Anniqua Rana, Dean of Athletics, Kinesiology, Dance, Library and Learning Resources, said the ¡ESO! project is divided in to three areas:

1. Start Strong – improve academic preparedness for entering students
2. Stay Strong – increase capacity of existing academic support services
3. Finish Strong – improve transfer rates and get connected to a student's future

Dean Rana said Cañada College has already started implementing these ideas by growing student support services and expanding Learning Center services.

Trustee Mandelkern asked Ms. Espinoza Salamanca what schools she is interested in transferring to. Ms. Espinoza Salamanca said her top three choices are Stanford University, University of California, Berkeley and University of California, Davis. Trustee Mandelkern asked Ms. Espinoza Salamanca if she received advice from her high school in terms of being prepared for college. Ms. Espinoza Salamanca said she learned as a senior in high school that she was undocumented and was therefore ineligible to complete the FAFSA and receive any government grants. She said staff at the high school she attended in southern California was not knowledgeable about resources. She moved to the Bay Area, enrolled in community college, and learned that there was some aid available through AB 540. Ms. Espinoza Salamanca described her personal journey, including dropping out of school because of family issues. Encouraged by the DACA program in 2012, she re-enrolled in community college and found that there were many more opportunities for DREAMers. Ms. Espinoza Salamanca thanked the Board and everyone who was involved in the decision to open

scholarships to students like herself. Trustee Mandelkern thanked Ms. Espinoza Salamanca for sharing her story. He congratulated her on her success and wished her good luck in her future.

Trustee Mohr thanked Ms. Espinoza Salamanca for her wonderful story of courage and taking advantage of opportunities. He said he hopes the Colleges will be able to track data and provide feedback to the Board on outcomes that are improving the conditions of students.

President Schwarz asked if information about these programs is shared with students, parents and counselors at the high schools. Dean Rana said recruiters who go to the high schools provide the information and it is also shared with adult schools.

President Schwarz said she will make sure the Foundation is informed of Ms. Espinoza Salamanca's gratitude for the opening of scholarships.

### **STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

None

### **NEW BUSINESS**

#### **APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (14-11-1A)**

It was moved by Vice President Miljanich and seconded by Trustee Mohr to approve the items in the report. Trustee Holober noted that the report includes a number of new District Office positions connected to the passage of Measure H. He asked if the intent is to bring much of the project work in-house. Chancellor Galatolo said this is clearly the intent of staff. He also said the District will not be hiring for these positions immediately but this authorization will provide the flexibility to address needs as they arise over the term of the bond. After this discussion, the motion carried, all members voting "Aye."

#### **ACCEPTANCE OF AMERICAN FEDERATION OF TEACHERS (AFT), LOCAL 1493 INITIAL CONTRACT PROPOSAL TO THE DISTRICT (14-11-2A)**

It was moved by Trustee Mandelkern and seconded by Trustee Holober to accept the initial contract proposal. The motion carried, all members voting "Aye."

#### **APPROVAL OF CONSENT AGENDA**

President Schwarz said the consent agenda consists of board reports 14-11-1CA, Approval of Community Services Classes, Spring/Summer 2015, and 14-10-3CA, Approval of Curricular Additions and Modifications at Cañada College, College of San Mateo and Skyline College. It was moved by Vice President Miljanich and seconded by Trustee Holober to approve the items on the consent agenda. The motion carried, all members voting "Aye."

### **Other Recommendations**

#### **PARTICIPATION OF SKYLINE COLLEGE'S RESPIRATORY THERAPY PROGRAM IN THE CALIFORNIA COMMUNITY COLLEGE BACCALAUREATE DEGREE PILOT PROGRAM (14-11-1B)**

It was moved by Vice President Miljanich and seconded by Trustee Holober to approve participation in the pilot program as detailed in the report. President Stanback Stroud said Skyline College is seeking approval to submit a proposal to participate in the pilot program which will allow 15 community colleges to offer a baccalaureate degree. She said she believes the College is well-situated to provide a baccalaureate degree in Respiratory Therapy. She said Dean Ray Hernandez and Dr. Ijaz Ahmed, Director of the Respiratory Therapy Program, are available to answer questions.

Trustee Holober said it is his impression that a goal in the field of Respiratory Therapy is to move toward four-year degrees, but the standards of the accrediting agency and State licensing board are not changing and the curriculum would remain the same. President Stanback Stroud said the Respiratory Therapy field is going through a transition and the demand is for a level of competency that would require a baccalaureate degree. She said there is only one college in California that offers a baccalaureate degree in Respiratory Therapy and it is a private institution. She said the external accrediting agency's requirements are the same for a baccalaureate degree and an associate degree. Dean Hernandez said

the skills requirements for a baccalaureate degree will require more than just bedside care, e.g. leadership, education, research and management. He said these pieces would likely be added to complement the current curriculum. He said students in the program currently earn enough units so that they would not have to do much more in order to earn a baccalaureate degree.

Trustee Mandelkern asked if the associate degree option would still be offered if the College is successful in its application to grant the baccalaureate degree. Dr. Ahmed said submitting a substantive change proposal to offer only the baccalaureate degree would be a very quick process. He said it would take a longer time to keep an associate degree program and add a new baccalaureate degree program. Dean Hernandez said this is still under investigation but the first step would be to gain approval to offer the baccalaureate degree. Trustee Mandelkern asked if students have been surveyed to determine if taking the extra time to earn a baccalaureate degree would create a hardship for them. President Stanback Stroud said the College would honor its obligation to current students in the program. She said it has not yet been determined whether it would be in the best interest of students to retain the associate degree. She said it would take a little more than a semester longer to attain the baccalaureate degree.

Trustee Mandelkern said the Respiratory Therapy program at Skyline College is excellent and he is highly supportive of this application. He said he regrets that only one application per district is allowed as there are other worthy programs at the other Colleges. He said the requirement that a program not overlap with existing UC/CSU programs is also somewhat onerous given the distance students have to travel from San Mateo County to a UC or CSU. Trustee Mandelkern said he hopes the program will be expanded if the pilot program is successful.

Trustee Mohr asked how many students are currently enrolled in the Respiratory Therapy program. Dean Hernandez said there are 25 students per year. Trustee Mohr said it would seem likely that the number would increase if the College is allowed to offer a baccalaureate degree. Dean Hernandez agreed and said he, Dr. Ahmed and Brian Daniel, Clinical Coordinator of the Program, would petition for whatever is needed to meet demand.

Trustee Holober said he supports the motion to approve participation in the pilot program. He said a future conversation regarding maintenance of the associate degree program will be needed if the Respiratory Therapy program is chosen to participate in the pilot program.

Chancellor Galatolo noted that only 15 programs will be selected to participate in the pilot program and more than three dozen colleges responded. He said he believes Skyline College is well-positioned because of the length of time the program has been in existence and the outstanding faculty. He said he agrees with Trustee Mandelkern that there is an almost immediate need to fight for expansion of the program. He said Senator Jerry Hill is committed to looking at the pilot program very carefully as it moves forward.

After this discussion, the motion carried, all members voting "Aye."

**ADOPTION OF RESOLUTION 14-14 TO IMPROVE STUDENT SUCCESS AND RETENTION BY SECURING ADDITIONAL FUNDING FOR PAY EQUITY AND PAID OFFICE HOURS FOR TEMPORARY FACULTY (14-11-2B)**

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to adopt Resolution No. 14-14. President Schwarz said she received a proposed resolution from Dan Kaplan, AFT Executive Secretary. She worked with Barbara Christensen, Eugene Whitlock and Mr. Kaplan on editing the proposed resolution; the final version is presented for action at this meeting. The motion to adopt the resolution carried, all members voting "Aye."

**APPROVAL OF REVISIONS TO BOARD POLICIES: 1.40 MEETINGS OF THE BOARD; 1.55 ORDER OF BUSINESS AND PROCEDURE; 2.19 NONDISCRIMINATION; 2.25 PROHIBITION OF HARASSMENT; 7.07 NON-RESIDENT STUDENT TUITION FEES; 8.70 FEES AND CHARGES (14-11-100B)**

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the modifications as detailed in the report. Trustee Holober asked if the changes in Policy 7.07, Non-Resident Student Tuition Fees, are based on changes in laws or regulations. Executive Vice Chancellor Blackwood said the determination of whether individuals meet the qualifications listed in order to be exempt from non-resident tuition fees is made by the federal government. The policy revisions result from a change to Title 5 regarding the qualifications. After this clarification, the motion carried, all members voting "Aye."

**PRESENTATION OF STUDENT EQUITY PLANS – CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (14-11-2C)**

Jennifer Hughes, Vice President of Student Services at College of San Mateo, introduced:

Cañada College: Gregory Anderson, Vice President of Instruction; Anniqua Rana, Dean of Athletics, Kinesiology, Dance, Library and Learning Resources; Michael Hoffman, Instructor of Mathematics and Faculty Coordinator for the Academic Committee for Equity and Success

College of San Mateo: Sandra Stefani Comerford, Vice President of Instruction; Jennifer Hughes

Skyline College: Anjélica Garcia, Dean of Counseling/Advising and Matriculation; Aaron McVean, Dean of Planning, Research and Institutional Effectiveness

Vice President Hughes also acknowledged the contributions of Chialin Hsieh, Dean of Planning, Research and Institutional Effectiveness at Cañada College, and John Sewart, Dean of Planning, Research and Institutional Effectiveness at College of San Mateo.

Vice President Hughes said student equity planning obligates colleges to look for disproportionate impact on student access and achievement to assure that there is equal opportunity for all students. If it is found that a particular student population is not succeeding as well as others, colleges are required to develop plans to increase success for that population. Vice President Hughes provided a brief history of student equity planning, beginning in 1991 when the California legislature charged all levels of public education to provide educational equity, to the present.

Vice President Hughes said student equity planning focuses on increasing access, course completion, ESL and basic skills completion, degrees, certificates and transfer. She said these areas are all tied to the Statewide Student Success Scorecard. Colleges must look at each of these indicators as a measure of success to determine if any of the identified student populations are not achieving as well as others. Each college develops specific goals and actions to address disparities that are discovered, disaggregating data for indicators by student demographics – ethnicity, age, gender, probationary/dismissal status, low-income students, foster youth, veteran students, and students with disabilities.

Dean Garcia said the Colleges established committees to provide oversight for conducting campus-based research and developing goals, outcomes and activities. She said goals and outcomes are data-driven. The committees and leadership teams developed actions to address and monitor disparities that were discovered. While there may be similarities at the three Colleges, the goals and activities they enact are designed to meet the needs of their unique student populations. Dean Garcia said there was representation from all campus participatory governance groups during the planning process and integration with other college planning efforts. There is ongoing evaluation to ensure that changes can be made as needed throughout the three-year plan. Dean Garcia said the Student Equity Plans must be submitted to the State Chancellor's Office by January 1, 2015.

Mr. Hoffman summarized Cañada College's Student Equity Plan. He said that to address issues of access, the College will continue to collaborate with community organizations and local school districts to provide information on financial aid and registration processes. Mr. Hoffman said the disproportionate impact focus is course completion and sequence completion. It was discovered that Hispanic, Pacific Islander and African American students consistently perform below the College average. The College's concept is to form a cohesive learning community of Basic Skills classes and to align and complement programs for students in transfer programs such the STEM Center and ESO grant programs. Major initiatives are professional development and use of retention specialists and embedded tutors.

Vice President Comerford discussed College of San Mateo's Student Equity Plan, addressing the five indicators as follows:

Access

Disproportionately impacted groups: younger students and certain ethnic groups

Action Step: Increase outreach to these groups

Course Completion

Disproportionately impacted groups: younger students, African American students and students on probation

Action Step: First Year Success Initiative

ESL and Basic Skills Completion

Disproportionately impacted groups: Latino/Hispanic students and multi-race students

Action Steps: Expand Supplemental Instruction Program; develop cohorts for basic skills students

Degree and Certificate Completion

Disproportionately impacted groups: younger students, Filipino, multi-race and Pacific Islander students

Action Steps: Increase effectiveness of early alert system; communicate with students who have reached a key milestone; schedule joint counselor/faculty presentations in capstone courses

Transfer

Disproportionately impacted groups: younger students

Action Step: Comprehensive Student Education Plans

Dean Garcia said Skyline College's Student Equity Plan is grounded in the College's Comprehensive Diversity Framework. She addressed the indicators as follows:

Access

In many ways, the College is overrepresented in terms of access; however, gains could be made with African American and Latino students. Another focus will be foster youth, with a goal of developing a guardian scholar program.

Course Completion

Disproportionately impacted group: students who are on academic probation

Action Steps: Explore identification of pre-probation students; make more effective use of the early alert program; facilitate collaboration between instructional and counseling faculty

ESL and Basic Skills Completion

Need to improve for all students in math

Action Step: Launch of the CSI (College Success Initiative) Project in spring 2015

Degree and Certificate Completion

Need to increase completion for all Skyline students

Action Steps: Promotion and enhancement of Student Education Plans; continued work around the Skyline Promise

Transfer

Need to improve transfer rates for all students

Action Steps: Transfer Initiative Plan; development of informed tracking system for transfer

Trustee Mohr said the reports contain significant data that goes to the heart of the mission, e.g. success, completion, etc. He said the information is laid out very well and explained clearly so that differences between impacted groups can be clearly seen. He said he is impressed that a major theme in all of the reports is professional development.

Trustee Mandelkern said the data presented is helpful and shows the rigor that was put into the preparation of the plans. He cautioned that student equity data which is tied to student success data based on the state-mandated measures of success may not represent a complete measure of the success of students in this District. Trustee Mandelkern noted that the metrics used to identify disproportionately impacted students are different for each College, e.g. ethnicity at Cañada College, age at College of San Mateo, and skills at Skyline College. Vice President Anderson said each College chose narrow and specific critical areas where they could see an immediate and strong impact.

Trustee Mohr asked how progress for reaching goals is measured. Vice President Hughes said the Colleges are required to update their plans annually and this will include progress that has been made. She said this will help in setting the following year's goals.

Trustee Mandelkern said he hopes each College will share information about programs that work well, e.g. Math Jam, that might be used at the other Colleges as well.

### **REPORT ON XLONLINE (14-11-3C)**

Sandra Comerford, Vice President of Instruction at College of San Mateo, said that College of San Mateo is proud to represent the District in introducing this new generation of online courses. She introduced the XLOnline team members: Professors Chris Smith, Tania Beliz and Yin Mei Lawrence of the Math/Science Division; Peter Bruni, Manager of Distance Education and Instructional Design at the District Office; and Professor Lin Bowie, Project Coordinator.

Mr. Bruni said XLOnline courses resulted from a vision of Chancellor Galatolo who called on all District faculty to generate ideas regarding access and success in order to better serve students and the community at large. Mr. Bruni said that each year, approximately 500,000 potential students are turned away by California community colleges due to scant course offerings, limited space and various accessibility issues associated with physical classrooms. To help expand access to higher education and increase student success, the team is developing XLOnline courses.

Professor Smith said XLOnline courses are large classes capable of registering up to 100 student per class. The courses offer free online tutoring to students and include professionally-produced lecture videos. The courses are open to guest users who may want to preview part of a class before taking it, or simply learn about a subject for personal enrichment. Course development has progressed for Health Science 100 and Chemistry 100. The team has completed filming 63 professional lecture videos; are training student tutors to support XLOnline courses; and are creating unique XLOnline web pages using the course management system and informational web pages to support students. Professor Smith shared portions of lecture videos with the Board and audience.

Professor Lawrence said lessons learned so far include: team work is powerful and essential; Districtwide and College-wide collaboration is a must; and creating XLOnline courses involves passion, dedication and time commitment. Professor Lawrence said the lessons learned will be used moving forward and will be useful to the next generation of XLOnline faculty.

Professor Lawrence discussed the project timeline. She said the first offering of XLOnline courses (Health Science 100 and Chemistry 100) will begin in spring 2015, followed by evaluation and assessment in fall 2015, and a report to the Chancellor and Board in fall 2015.

Mr. Bruni discussed considerations for a Phase II, which include expanding College of San Mateo's XLOnline course offerings; developing and offering expanded training for faculty; and researching outside funding sources/grants.

Mr. Bruni thanked additional team members Lorrita Ford, Director of Library Services at College of San Mateo; Michelle Brown, Professor of Broadcast Media at College of San Mateo; and Rhys Ludlow of Ludlow Media Corporation.

Vice President Miljanich asked if an entire lecture is included in a video or if it is broken in segments. Professor Lawrence said videos are time limited, running from five to 15 minutes for each topic. She said students have indicated that they appreciate being able to replay the videos.

Trustee Mohr asked how going from 50 to 100 students is handled and how students are able to do their investigations in Chemistry 100. Professor Smith said that, in order to smoothly increase course enrollment, it is necessary to eliminate traditional time drains. For XLOnline courses, tutors will deal with technical problems that occur and there will be a library of professional videos that anyone teaching the course can use. Professor Lawrence said that Chemistry 100 and Health Science 100 are both lecture-only courses and have no lab component.

Trustee Holober asked if the title "XLOnline" is the District's or a vendor's branding. Mr. Bruni said it is the District's branding and the team is attempting to get a trademark. He said he believes the name will be a positive draw for students.

Trustee Mandelkern said the use of KCSM-TV resources to work on production provides some insight into how studio assets might be used after there is no longer an over-the-air station. He said having students from the Digital Media program help with production gives them hands on experience which can help them create portfolios and secure jobs.

Student Trustee Bajwa said he believes XLOnline courses will be dynamic and will be beneficial to students who take online classes due to work and other factors.

President Claire commended faculty on their excellent work. He said allowing people to access the courses as guests is a positive aspect, particularly to members of the community who previously used telecourses. Student Trustee Bajwa asked if there will be unlimited access for guests and if guests can register for the course during the semester. Mr. Bruni said guest access will be unlimited. Professor Smith said guests can register for a course if they are within the window of time for registration.

#### **DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING SEPTEMBER 30, 2014 (14-11-5C)**

The Board accepted the report. Trustee Mandelkern said asked if limits on K-12 districts' reserve funds, included the recently passed Proposition 2, affects the District. Executive Vice Chancellor Blackwood said this does not apply to community colleges.

#### **COMMUNICATIONS**

President Schwarz said that since the last regular meeting, the Board received a letter from a member of the public regarding the Humane Society of the United States. The Board also received an email from a former student describing the positive influence two College of San Mateo professors have had on his life.

#### **STATEMENTS FROM BOARD MEMBERS**

Student Trustee Bajwa said he attended the California Community Colleges Student Affairs Association's Student Leadership Conference. He said more than 70 community colleges were represented. Discussion topics included Proposition 13 reform and AB 1358 regarding student representation fees. Student Trustee Bajwa said District students were models in terms of advocacy. He said they are pleased to be part of the District and to have the support of the Board and administration. Student Trustee Bajwa said there will be District Student Council meeting tomorrow at Cañada College.

Trustee Mohr said he attended a memorial service for Al Teglia who was a remarkable person and consummate community builder. Mr. Teglia worked for the San Mateo Union High School District for 38 years, served for ten years on the Board of Trustees of the Jefferson Union High School District, served five terms on the City Council of Daly City, and founded the Gifts of Love program to help disabled children. Trustee Mohr said he attended a production of *Antigone* at Cañada College which was very well done. He also attended a Chamber of Commerce Education Committee meeting at which President Buckley discussed early college high school; a Phi Theta Kappa induction ceremony; and the Faculty Service Awards ceremony at College of San Mateo.

Trustee Mandelkern expressed thanks to the voters of San Mateo County for their approval of Measure H. He thanked Eugene Whitlock, Vice Chancellor of Human Resources and Employee Relations, for inviting him to participate in the dessert judging at the District Office Halloween luncheon. Trustee Mandelkern said he had the privilege of first meeting Al Teglia in 1995. He said Mr. Teglia was a one-of-a-kind person known as "Mr. Daly City." He said everything Mr. Teglia did was focused on helping others. Trustee Mandelkern said he was sad to learn of the passing of Patiane Gladstone. He said she was a remarkable woman who worked hard to overcome obstacles in order to accomplish much in her life. Trustee Mandelkern wished everyone a pleasant Thanksgiving holiday.

Trustee Holober said he attended the Community College League of California annual conference. Topics at sessions he attended included the California Community College Success Network at which College of San Mateo's Reading Apprenticeship program was highlighted; student loan default rates; and Brown Act issues. He also attended a session presented by College of the Canyons describing the annual economic impact report for the community which they complete each year. Included in the report are the benefits to the community provided by students who complete community college programs or transfer. Trustee Holober said the District might want to consider preparing a similar report.

Vice President Miljanich said she attended the meeting of the San Mateo County School Boards Association last week and was proud of the effective and entertaining presentations by President Stanback Stroud, President Claire and Vice President Anderson. She said she heard people comment on things going on at the Colleges of which they were not aware. She said a trustee from the Jefferson Union High School District spoke highly of Student Trustee Bajwa. Vice President Miljanich said Al Teglia helped her with her agency and noted that many people enjoyed the benefit of his kindness and expertise.

President Schwarz said she coordinated the San Mateo County School Boards Association meeting on behalf of the District. She thanked President Stanback Stroud, President Claire and Vice President Anderson for representing the District so well. She said their presentation was well-received and people asked for more information. President Schwarz said she attended the CSM Faculty Service Awards and Ice Cream Social as well as the Honors Project Fall Mixer at College of San Mateo. She said Mr. Teglia was a wonderful mentor to her and was always supportive. She said he is dearly missed. President Schwarz said she was pleased to learn that the three Colleges held activities for Veterans Day. She said she regrets that she did not know about the activities in time to attend one or more.

#### **RECESS TO CLOSED SESSION**

President Schwarz said that during Closed Session, the Board will (1) consider one public employee discipline matter; (2) hold a conference with Labor Negotiator Eugene Whitlock; the employee organization is AFT; and (3) hold a conference with legal counsel regarding one case of potential litigation.

The Board recessed to Closed Session at 10:05 p.m. and reconvened to Public Session 11:13 p.m.

#### **ADJOURNMENT**

It was moved by Trustee Mohr and seconded by Trustee Holober to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 11:15 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the December 10, 2014 meeting.

Patricia Miljanich, Vice President-Clerk