

Meeting 10/18/2019

Start of meeting 1:08 pm, President's Conference Room

Attendees:

Lisa Ly, ex officio, IR	Thuy Ngyuen, Ex Officio
Sean Negus PT fac rep	Lene Whitley-Putz, Tri Chair
Clara Chan, Student Rep	Jordan Fong, Tri Chair
Maiyan Pearl, Student Rep	Martha Rubin, Tri Chair
Valerie Fong, member	Craig Gawlick, Facilitator
Laurie Gamez, member	Jackie , DRC Classified Rep
Betsy N. , Ex Officio	Melia Arken, Recorder
Elias R., Ex Officio	Teresa Ong
Simon Pennington, Ex Officio	Bruce McCleod, Member
Bret Watson, Ex Officio	Bernie, Student Rep

June minutes are missing. Melia Arken was at Awards Ceremony and could not take notes. It was the day of the Homeless Summit, June 12th. Does anyone remember who took notes?

Public Comment: none

Floor to Simon: Courageous Conversations (CC) protocol

How we meet, how we show up, how we communicate with one another

Asking everyone to participate in CC

Focuses on racial conversations, but helps with meetings in general

4 Agreements, 6 Conditions, Compass

Recognizing original caretakers of the land: the Ohlone people

Talk about race—where is racial equity on C&C? What can we do to ensure voices from across the campus are adequately represented?

Can the agenda include who guest speakers are, and their time slots?

Can all visual aids be available to remote attendees?

Can all visual aids be accessible to persons with disabilities?

Comment:

Thuy: We should try to use CC protocol for all issues, so we build muscles for when we really need it. Building community is central to equity work. Communication is central to equity work.

Craig opened for Suggestions?

Lené—all should try to attend Beyond Diversity training

Lené—can we add times and names of speakers to agenda? Bruce suggested adding protocol to ask for agreement if something is going over time.

4. Action: Creating norms for meetings and communication

Protocol to have conversations about race but apply to all meetings. 4 agreements, compass and six conditions.

Four Agreements

Stay engaged - don't check out. Participate in conversation

Experience discomfort - especially about racial equity, racism. Not a bad thing.

Speak **your** truth

Expect and accept non-closure

Six conditions

Keep your statements local - "I" statements

Isolate race - talk about race

Normalize social conviction - presence of "whiteness"

Monitor agreements, establish parameters

Use a working definition for race

Examine presence of "whiteness"

Compass - where are you on an issue? Believing, Feeling, Thinking, Action. Need to be in the center of compass, where it is most productive.

Even for things that are not race-related directly, it is good to start practicing so it becomes more comfortable.

When we build community, through that process it closes equity gap.

Nov. 14-15 at Sunnyvale Center - all should make commitment to go and participate. Two-day workshop on learning this protocol more deeply. Beyond Diversity I training - open to students as well as faculty and staff.

Norm to stay engaged - ensure that agenda has time and speaker. If it looked like it needed more time, discuss the ramifications.

Thuy Nguyen

You do have \$10,000 to have lunch if you wanted a working lunch. There is a national organization that does service learning. If you wish to go to that conference, that money could also pay for going to that conference.

Heard about awesome college in LA and want to do a site visit, you can go as council.

Norms

- Posters/visuals in room need to be sent to remote members. Have to make sure
- Start at 1:00 so make use of our time really well
- Computer-free zone except for person taking notes - whatever is shared out, Sean - respond best when engagement is voluntary. If laptop being used as a tool, that's fine but stay engaged.
- This is a safe place - it is in confidence. Don't be afraid to speak your mind.
- Anyone can request anonymity. Why is there a question of anonymity? Is there a consequence of engaging in courageous conversations. Encouragement of feeling safe to speak your truths. Suggestion to only have transcription mode for guest speakers and ex-officios. President wants an environment where people can feel safe and courageous about what needs to be said. Bruce has concern where a student could say something that could get back to the instructor. Un-tenured faculty could also face issues with tenure committees/other faculty.
- Vote - minutes to reflect guest speakers and ex-officios. Minutes from members are without identifiers. Vote taken: 100% green

5. Review of 2018-19

Service Leadership/Service Learning - tasked with creating definition. Work in process. There will be group to come in next week to work with us.

What facilities are on campus to create a community for students, staff, faculty, administrators.? Had design thinking session. Ended up with two recommendations that went to President.

Improving communication of/between and among the council, communicate with other councils, communicate to rest of college, college to us, and to the greater community. E.g., how do

Evaluation process of new governance councils. How do we go about doing that? Looked at other colleges. Doreen had some ideas; looking at what has been done and rubrics. We should be doing that ongoing, constantly and not wait until the end of the year. Proactive instead of reactive.

6. Review tasks provided by President's office & discuss intention for C&C.

Going forward, at Governance Summit, there was a bit of a struggle as to what items this committee is going to produce. What are the tasks this committee wants to take?

Valerie: One of the challenges was that there is so much that is part of community and communication. Difficult to prioritize. Things happened during the year that took precedence. Talking about building community internally, extending externally and how does communication drive that.

Bruce: As year went on, it was clear that the committee needed a way to get feedback. At that level, it felt daunting. Would advocate for task force that involves some members of the community to get feedback - study groups for question such as communicating

Thuy: What is charge? Framework is the education master plan. At President's page, there is a one-page document in summary describing three goals of Education Master Plan.

"Strengthen a sense of community - INSERT here

...."

Each council is making living document. Every time you are meeting, you are making progress.

There will be group coming to help us learn to incorporate service leadership/learning. Meeting next Friday, 10/25 from 9:30 until 12:30. We can start to address student learning/leadership.

Would it make sense to map out what we hope to accomplish by the end of the year? Backward design quarter by quarter. May make it easier to look back and see how we are doing.

Talked about outreach, enrollment. How do we support that and make recommendations?

Informed and Engaged Participation in Leadership, Governance and Service Leadership.

Had all these great ideas but didn't accomplish what we as a council set out to do. Internal and external factors and how they communicate as "community", create rubric for our governance councils (did research), how much of a buy-in do we want from the entire community as to how we want service leadership to look? Do we want to make service leadership face of Foothill. Do we want to work off of those or do want to go off these bullet points and create objectives?

Two decisions made regarding Governance rubric: this council sees its role as creating survey and rubric. Existing rubric used in the past was not effective and needs to be revamped.

Governance is supposed to make recommendations to President but rarely got recommendations. She asked the questions so she could get feedback. First question she asked this year is "What should I ask you that I'm not asking." Three things for this year to give to President:

1. Governance Evaluation (Rubric)

2. Service Leadership - what is strategic objective of it? What are the learning outcomes in service leadership? Group next week will be tasked with writing up the top-level thinking that occurs with this group.
3. Facilities master plan, particularly around word community and joint study group that was done. How do we create community through facilities?
 - a. New division incorporating Library, TLC and STEM Center. Longer hours and new design for that area. Creates community for students. Extend bond money to do that.
 - b. On-campus housing

Making service leadership part of next Friday's meeting.

Students: In terms of contributing to this as a council, wants to create an environment where students want to be engaged. Emphasize heritage months in this committee. Interested in talking about redesign. Create something that is dedicated to students, adding a KJ's to area between TLC & STEM center or creating quiet "ZEN" place. Students are able to contribute more to things like facilities that are more immediate rather than long-term. Promote ASFC space to students because they don't know it exists. To benefit students short-term, promoting space would be helpful to students in the here and now.

Suggest that we have #4 and add communication and how do we communicate amongst ourselves, between groups.

Students are struggling to understand community - what are action items and what do they look like?

Keeping online students' voice in mind as well.

Potential to have someone hired to do inventory landscape of what are modes of communication and show it to the C&C. How do online students get info, how do p/t students, f/t students, foreign students, staff, faculty (p/t and f/t). Lay out how to improve communication based on that map.

Need in vital structure for information to be disseminated to part-time faculty during onboarding. Look really carefully at p/t who show up and aren't shown what to do/how to communicate.

Teresa: One of the topics that the Student Support Center will study is onboarding of p/t faculty. Try to figure out from time p/t faculty is hired to getting keys to showing up in the classroom. Does that make them feel welcome and comfortable. Suggestion to extend to first quarter or first year.

Thuy: Suggestion to not create too many study groups but come up with ideas as council. Try to minimize study groups so Council is "meaty." Have inventory landscape done or work done between meetings. Thuy will connect Marketing & I&R with what is this council looking for. How

do councils communicate with each other, attendance (are people feeling engaged), student participation (litmus test on how health a council is). What are some essentials so I&R can come back with some kind of survey to help that? What are the top three, top five that are essential to governance.

Want to work with cabinet first. Consultants will plan a retreat 9:30 until 12:30 next Friday.

During retreat,

- Facilitate informational groups
- Sessions with faculty
- Sessions with staff
- Consultant will work to improve institutional effectiveness
- Group contracted through January
- Work with cabinet first to get original charge
- Craft a working definition of service learning

Thuy asked if this council had come to conclusions. Tri-chairs can meet and summarize, then do Doodle Poll. Learn what options are available or least come up with the list.

Bruce: Can we get list from last year and get results of what we did or didn't do? Is this ongoing?

Could we have desired outcomes after the meetings?

Meeting norms: at the end of each meeting, if you can spend a few minutes doing check of whether we stuck to our meeting norms.

Next meeting November 22nd.