



**Approved**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, October 5, 2022**

**In-Person and Via Zoom**

**Regular Meeting: 2:10 – 4:00 p.m.**

**Members present:** David Eck, Roslind Young, Alicia Aguirre, Ronda Chaney, Rachel Corrales, Karen Engel, Denise Erickson, Max Hartman, Chialin Hsieh, Maria Huning, Kim Lopez, Paul Naas, Manuel Alejandro Pérez, Peggy Perruccio, Ludmila Prisecar, Megan Rodriguez Antone, Claudia Rosales, Jeanne Stalker, Lesly Ta, Julian Taylor.

**Members absent:** Nick Carr, Joshua Forman-Ortiz, Hyla Lacefield, Lisa Palmer.

**Guests and others present:** Natalie Alizaga, Ron Andrade, Wissem Bennani, James Carranza, Anthony Leon Chumtazi, Mary Chries Concha Thia, Alison Field, Nimsi Garcia, Mary Hale, Patty Hall, Doug Hirzel, Mary Ho, Allison Hughes, Debbie Joy, Maria Lara, Matt Lee, Sarita Lopez, Giovanna Mancinelli, David Reed, Janice Rincon Rodriguez, Chantal Sosa, Ameer Thompson.

AGENDA ITEM	CONTENT
<p><b>1. Welcome, Introductions and Approval of Consent Agenda</b></p>	<p>Meeting called to order at 2:11 p.m.</p> <p>The consent agenda and minutes of September 21 were reviewed. There were no board-approved staffing updates to review.</p> <p><b>ACTION:</b> A motion to approve the consent agenda was made Alicia Aguirre and seconded by Denise Erickson.</p> <p>Motion passed.</p>
<p><b>2. Strategic Enrollment and Next Steps</b> (Interim VPI Chialin Hsieh, Instructional Deans)</p>	<p>Interim Vice President Chialin Hsieh reviewed enrollment trends between fall 2019 and 2022 and the enrollment strategies that were deployed to increase course enrollment. Three weeks before the semester started, instructional deans worked with Guided Pathways retention specialists and the director to communicate with students. Additionally, PRIE provided data and Counseling expanded the availability of drop-in sessions.</p> <p>Dean James Carranza reviewed the positive outcomes of the strategies for the college overall. The goal is to make sure that all students who can be registered are registered before the start of the semester. Dean Ameer Thompson said they can target outreach interventions ahead of time by looking at the trend and try to encourage students to enroll earlier. They can interpret the data to take a proactive approach to enrollment support. The Business Design &amp; Workforce and KAD divisions were highlighted.</p> <p><b>Business Design &amp; Workforce:</b> Dean Ameer Thompson said enrollment surpassed and tracked higher than in previous years.</p> <p><b>KAD:</b> Interim VP Hsieh noted that KAD enrollment has increased by 40% from one year ago. While KAD Program Services Coordinator Jeanne Stalker was preparing for summer and fall classes, she promoted the programs and classes that KAD currently offered in yoga, dance and varsity athletics. She connected with Outreach and trained campus ambassadors to promote KAD academic programs and explain the building spaces. She also contacted local businesses and libraries, posted fliers and distributed postcards that showcased KAD classes and programs. She helped to promote varsity athletic teams and events by reaching out to local high school</p>

	<p>counselors and parents. Dr. Thompson said this is an integration of data and student services that affected enrollment and an example of how Guided Pathways should work.</p> <p>Ron Andrade said the coordinated effort with PRIE providing data and the interest areas communicating with students led to their success. Point-in-time enrollments were positive compared with the same time last year. They recommend making improvements to Student Ed Plan data and implementing the strategies earlier prior to the start of the semester to avoid potential class cancellations.</p> <p>Vice President Manuel Pérez said that Guided Pathways has played a significant role over the past five years. He would like to see continued contextualization of the data and student ed plans more aligned to help smooth the transition. He supports moving interventions earlier, but software systems will have to support absorbing them sooner.</p> <p>They will provide an update on implementation to PBC on October 19.</p> <p><u>Comments</u></p> <ul style="list-style-type: none"> <li>• Dean Max Hartman praised the Welcome Center staff and counseling teams for their support throughout this process. The additional drop-in hours reduced the wait time to zero during this time. Cañada was above the year-to-year enrollments. Skyline and CSM have narrowed the gap showing that they had more enrollments after the beginning of the semester.</li> <li>• Maria Lara said Cañada faculty and staff care about the students. She cited the example of the work that Jeanne Stalker did and said it is an important part of this year's success.</li> </ul>
<p><b>3. Student First Course Schedule – Course Modality</b> (Interim VPI Chialin Hsieh, Instructional Deans)</p>	<p>Interim Vice President Chialin Hsieh presented information on the Student First Course Schedule, which is based on student's preference, student's behavior and course modality. Interim VP Hsieh recommends that a student survey be conducted every semester before deans and divisions start the course scheduling. In fall 2022, there are 458 sections and 340 are not cross-listed. There are about 23 students in each section and 30% empty seats. The course sections, enrollment and fill rates by modality were reviewed as well as those for cross-listed courses.</p> <p>Cross-listed multi-modal fill rates were reviewed for courses in Science &amp; Technology, Business Design &amp; Workforce and Humanities &amp; Social Sciences. Dean Ameer Thompson said the information helps determine what the students need as well as the pedagogical needs. Dean Carranza said it shows what the needs are in the specific disciplines so they can work with the faculty and departments to see which courses are most suitable for days/weekends/evenings. He cited an example of ESL classes, where more than 80% registered for face-to-face sections. They are being flexible to determine the ideal solutions, see where the demand is and rely on the expertise of faculty.</p> <p>Science &amp; Technology has multiple courses in each section and Dean Thompson said they can look at which courses have multiple sections, look at the data and schedule accordingly. Dean Carranza said they created a variety of options for as many students as they could. In course enrollments, students tended to go with asynchronous, but the deans worked toward a balance between these.</p> <p>When the semester ends, Interim Vice President Hsieh would like to provide an update on how students did. She reviewed the 'take aways' from the process, noting that multi-modals have a higher course fill rate and the College is meeting students' needs based on students' course taken behaviors.</p> <p><u>Things to consider:</u> Interim VP Hsieh said they will be looking at results of the Student's Voice-Course Modality Preference Survey. They will also look at the impact of various modalities on disproportionated</p>

	<p>student populations, disciplines and Course Success Rate, as well as continuing to provide high quality teaching and learning professional development, technology needs and more.</p> <p><u>Questions/Comments:</u></p> <ul style="list-style-type: none"> <li>• Lesly Ta: When the analysis of student success is done, will they have in mind that the curriculum needs to be improved in specific classes? <ul style="list-style-type: none"> <li>○ VP Hsieh said the teaching and learning professional development will support that. Dean Thompson said classes as well as tenure track and tenured faculty are evaluated annually. Dean Carranza said curriculum is set up around the technology needs of the students and what other resources that can be provided.</li> </ul> </li> <li>• David Eck commented on the course fill rate regarding the number of sections of a modality that hit the class maximum. If a course was in an online modality, were there any other sections of the class that had free space? He thought this is a more actionable piece of data than total number of enrollments by modality as it would be a useful indicator of the need for more sections.</li> </ul>
<p><b>4. Student Senate/PTK Proposal: Childcare Center Task Force</b> (PTK Co-Presidents Giovanna Mancinelli and Anthony Leon Chumptazi)</p>	<p>PTK co-presidents Giovanna Mancinelli and Anthony Leon Chumptazi are proposing the formation of a Childcare Center Task Force at Cañada. Co-President Mancinelli said that Cañada is the only college in the district that does not have a childcare center. Although Cañada does have an ECE program, there is no childcare center on campus where those students in the program can get field expertise. With a possible recession coming, they anticipate that more parents and guardians may attend community college and send their children to daycare, but they cannot get daycare on site while they attend classes.</p> <p>Co-President Chumptazi noted that Building 22 was meant to be a permanent childcare center, but was instead renovated in 2001 for adult education. Goal 4.2 of the Educational Master Plan mentions building student housing and a CDC.</p> <p>Students would like to form a task force to investigate options to create a childcare center on campus. They presented a recommended list of task force members.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> <li>• David Eck asked if they would like PBC to approve the formation of the task force and membership at its October 19 meeting. <ul style="list-style-type: none"> <li>○ Giovanna Mancinelli said they have reached out to most people, but have not reached out to all. If others wish to join, they are open to adding those people as well.</li> </ul> </li> <li>• President Lopez noted that this would be an action item in two weeks, and since faculty/staff are in the purview of Academic Senate and Classified Senate, she asked David Eck and Roslind Young to check with faculty and staff to see if they are interested. She wants to make sure that the College is going through the correct appointment process. David and Roslind will add it to their October 13 Academic Senate and Classified Senate meeting agendas.</li> </ul>
<p><b>5. Updates from Equity &amp; Antiracism Summer Work Group</b> (Alison Field, ACES Co-Coordinator, Manuel A. Pérez, ACES Co-Coordinator, Mary Ho, ACES Co-Coordinator)</p>	<p>VPSS Manuel Pérez presented the Updates from the Equity &amp; Antiracism Summer work group, Alison Field shared the vote that was held on Actions 1 and 2 at the May 18 PBC meeting. A list of the summer work group members was presented. Some people were recommended out of the PBC process and others were involved with the earlier Equity/Antiracism EAPC.</p> <p>Mary Ho reviewed the process, consensus-building activities, goals and relationship, as well as three possible organizational structures and general feedback/perspectives. They reviewed the goals and one goal had more of a diverse perspective. In their last meeting, they held more discussion around results and what the recommendations would look like.</p>

	<p><u>Results and Proposed Recommendation</u></p> <p>They would like to make a motion to:</p> <ul style="list-style-type: none"> <li>• Pilot an Equity and Antiracism Council (EAPC) for Spring 2023 in which both councils (PBC and EAPC) make recommendations to the President;</li> <li>• Academic Committee on Equity and Success (ACES) will (a) build on recommendations of the summer work group and (b) develop a proposal for EAPC membership and Bylaws.</li> <li>• ACES will return at Dec. 7 PBC meeting to provide a progress update or proposal for EAPC membership and Bylaws.</li> </ul> <p><u>Comments:</u></p> <ul style="list-style-type: none"> <li>• David Eck asked that if someone has specific ideas, what is the best way to share that back. <ul style="list-style-type: none"> <li>○ VP Pérez said if PBC approves, they could follow the PBC's participatory governance mechanism and encourage PBC reps to bring it back to their groups.</li> </ul> </li> <li>• Both the Classified Senate and Academic Senate will discuss the topic at their October 13 meetings.</li> <li>• Vice President Pérez confirmed that the summer work group supports the pilot, with one abstention.</li> <li>• Peggy Perruccio said if they decide on December 7 that they want the EAPC to start up in the spring semester, it would not give the constituencies time to vet the membership. <ul style="list-style-type: none"> <li>○ Alison Field said ACES will need to develop the actual timeline. They are hoping to be ready by December 7 but there are a lot of details to work out.</li> </ul> </li> <li>• Rachel Corrales said she was on the summer work group and had reservations. She is in favor of the committee and feels it is important, but not in the way it is presented. She asked if the President would still weigh in and decide how this would go, if she accepts it. She also asked who has the final say on the governance structure and, if recommended, does the President have to approve it? <ul style="list-style-type: none"> <li>○ Vice President Pérez said the pilot would be launched and would make recommendations to the President, but they need the support of ACES to build the membership and bylaws. Those would outline relationships and decision making.</li> </ul> </li> <li>• Lesly Ta asked if this is the exact same proposal that was voted on in May.</li> <li>• Rachel Corrales still has an issue on how the council would report. She is in favor of the EAPC reporting to PBC and then reporting to the president.</li> <li>• Peggy Perruccio noted that she still had reservations.</li> </ul>
<p><b>6. Upcoming PBC Agenda Items</b> (David Eck and Roslind Young, PBC Co-Chairs)</p>	<p>David Eck and Roslind Young underscored that PBC will be asked to take action on two items during its next meeting: the proposal regarding the Equity and Antiracism Planning Council as well as the proposal to appoint a Child Development Center Task Force. These will be on the October 19 PBC agenda. David encouraged people to review these items with their constituents and come prepared to speak at the next meeting.</p>
<p><b>7. Graduation Survey Results</b> (Karen Engel, Dean of PRIE, and Janice Rincon Rodriguez, PRIE Student Assistant)</p>	<p>Dean Karen Engel introduced PRIE Student Assistant Janice Rincon Rodriguez who assisted with analyzing the survey results. The Graduation Survey results are posted on both the PBC and PRIE websites.</p> <p>Dean Engel said the College assesses its institutional learning outcomes (ILOs) each year. The graduation survey results from 2021-22 were reviewed, along with the existing ILOs which measure the outcomes we hope students will have mastered when they get ready to graduate. Together, the Graduation Survey and the Community College Survey of Student Engagement, are the two methods by which the College assesses whether it is achieving its Instructional Learning Outcomes. The results of both surveys are reviewed today.</p> <p>Dean Engel noted that Cañada updated its college mission a few years ago, so the graduation survey instrument was revised in March 2020. The data, median units earned by degree completers for the past five years were reviewed, as well as how many year students attended</p>

	<p>Cañada College. Some students reported that only after the College pivoted to online classes, were they able to complete their degrees. One student indicated they were finally able to complete their degree after 18 years.</p> <p>Janice Rincon Rodriguez reviewed the slide showing the age of respondents at graduation. The percentages of students aged 41-50 and higher went up. The types of degrees and certificates earned were reviewed and It was noted that most responding graduates earned a degree. Graduates were also asked what they earned their degrees in. Early Childhood Development, Interdisciplinary Studies in Social and Behavioral Sciences were the top two degrees earned, followed by Interior Design, Psychology, Sociology, Economics and Business Administration. In looking at the ILOs, students were asked how they feel they improved their ability to do things that measured outcomes. Overall, graduating students indicated they either strongly agreed or agreed that they improved their ability to effectively possess or perform the skills and abilities detailed in each of the College ILO categories. Dean Engel encourage PBC members and their constituents to review the Open Responses provided by graduates.</p> <p><u>Question:</u> A question was asked about how age groups were determined on the Age of Respondents at Graduation. Dean Engel will find out.</p>
<p><b>8. CCSSE Survey Results</b> (Karen Engel, Dean of PRIE, and Janice Rincon Rodriguez, PRIE Student Assistant)</p>	<p>The CCSSE survey was conducted online, asynchronously this past year and Dean Engel said there was a healthy response rate. The survey is a national survey in which Cañada participates every few years. It was administered to all of our students, not just home campus students, and 714 responded, which is a 15% response rate with a 2.4% margin of error. The survey is posted on the survey page on the PRIE website. A higher proportion of first generation and full-time students participated.</p> <p>Dean Engel and PRIE's Student Assistant, Janice Rincon Rodriguez, reviewed the five areas measuring Cañada versus the top 10% of all colleges in our cohort across the US. They reviewed the highest and lowest aspects of student engagement as well as detailed questions about issues and experiences of students enrolled at Cañada during the 2021-22 academic year. Students were asked questions around how many hours they prepare for class, how many hours do they spend working, participating in college life, commuting to/from classes, and providing care for dependents. They were asked if they have children who live with them and depend on them for their care. Cañada College services were listed and respondents were asked how frequently they used the services as well as how important the services are to them.</p> <p>Students were also asked how connected they felt to Cañada and 38% said they did not feel connected at all, 34% felt very connected and 28% felt somewhat connected. Of those who feel most connected, online students are the largest group.</p> <p>Students were asked if they would like help connecting with students/programs/faculty and 28% said no and 38% said yes. When asked if they knew which interest area they are a part of, 47% said they did not, 34% said they did and 19% had heard of interest areas, but did not know their area.</p> <p>The survey also looked at instructional modality preferences with 34% preferring online, 28% in-person, 38% a mix of online and in-person. Students say they are contacted if they are struggling and were asked to evaluate their overall education experience at Canada. When asked if they would recommend Cañada College, 96% said yes.</p>
<p><b>STANDING ITEMS</b></p>	

<b>9. Associated Students of Cañada College</b>	<p>Lesly Ta provided the following update:</p> <ul style="list-style-type: none"> <li>• Public Safety met with the ASCC to let them know they had plenty of COVID tests and could also assist students with things like battery jumps for their cars.</li> <li>• Interim VP Chialin Hsieh came to the ASCC meeting and introduced herself.</li> <li>• An Ad Hoc committee formed out of District Student Council presented on the Board Policy 2.18 proposal update. The ASCC adopted the following as initiatives to work on: Tutoring, Transportation, Food, FASFA, Cultural Center and Disability and Mental Health.</li> </ul>
<b>10. Academic Senate of Cañada College</b>	<p>David Eck reported that Academic Senate will be reviewing and approving annual goals for the year at its next meeting on October 13. Other topics will include: soliciting ideas for January Flex Day events, a presentation on the Colts-U Transfer Station and more updates from the Faculty Learning Coordinators.</p>
<b>11. Classified Senate of Cañada College</b>	<p>Roslind Young said that the Classified Senate will hold its next meeting on October 13.</p>
<b>12. Planning Council Reports</b>	<p><u>IPC</u>: Allison Hughes reported that IPC will hold its next meeting on Friday, October 7, from 9:30-11:30 on Zoom. They will continue discussion of the Student First Course Schedule and the ASC recommendation related to certificate and degree modality offerings.</p> <p><u>SSPC</u>: Dean Max Hartman provided the following update from the September 28 meeting:</p> <ul style="list-style-type: none"> <li>• Nimsi Garcia presented on Undocumented Student Action week, which is October 17-21. Her presentation may be found at: <a href="https://www.canadacollege.edu/dreamers/usaw.php">https://www.canadacollege.edu/dreamers/usaw.php</a></li> <li>• Mary Ho reviewed the EAPC recommendations.</li> <li>• People were reminded about Program Review due dates. Comprehensive and annual updates are due on October 14.</li> <li>• The following committee appointments were made: Maria Huning is the SSPC representative on PBC; Sarah Cortez is the Technology Committee rep and Interim Dean Wissem Bennani is on the Program Review Task Force.</li> <li>• The October 12 SSPC Meeting is canceled due to Flex Day. The next meeting is on November 9.</li> </ul>
<b>13. President's Update</b>	<p>President Lopez congratulated everyone on the successful signing of SB 893. Enrollment fees are waived for Cañada College students who are residents of San Mateo County in Spring 2023. Income criteria will be developed in the Spring 2023 for all other semesters. There will be a website developed for SB 893 with a Q&amp;A and information section.</p>
<b>14. Matters of Public Interest and Upcoming Events</b>	<ul style="list-style-type: none"> <li>• Maria Huning pointed out that all Building 13 labs have been shut down due to construction.</li> <li>• Lesly Ta commented that TRIO and the Fashion Department do a great job of creating community online. Maria Huning invited people to join online or in-person for "Teatime with TRIO," October 7 at 1pm.</li> </ul>
<b>ADJOURNMENT</b>	<p>The meeting was adjourned at 4:14 p.m.</p>
<b>Next Meeting</b>	<p>The next meeting will be held on October 19, 2022.</p>