



**Approved**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, February 21, 2024**

**In-Person and Via Zoom**

**Regular Meeting: 2:10 – 4:00 p.m.**

**Members present:** David Eck, Maria Huning, Alicia Aguirre, Mayra Arellano, Mia Berta, Nick Carr, Rachel Corrales, Karen Engel, Denise Erickson, Gina Hooper, Chialin Hsieh, Jacky Ip, Hyla Lacefield, Ray Lapuz, Joan Murphy, Megan Rodriguez Antone, Sarita Santos, Julian Taylor, Diana Tedone-Goldstone.

**Members absent:** Kassie Alexander, Kim Lopez, John Omar, Manuel Alejandro Pérez, Ludmila Prisecar.

**Guests and others present:** Dan Barba, James Carranza, Mary Chries Concha Thia, Allison Hughes, Michiko Kealoha, Kiran Malavade, Krystal Martinez, Nada Nekrep, Anniqua Rana, Gampi Shankar, Peter Tam, Ameer Thompson, Kathleen Sullivan-Torrez, Christopher Wardell, Jose Zelaya.

AGENDA ITEM	CONTENT
<p><b>Welcome, Introductions and Approval of Consent Agenda</b></p>	<p>The PBC agenda and minutes from the February 7 meeting were presented. There were no board approved staffing updates.</p> <p>ACTION: A motion to approve the Consent Agenda with the minutes from the February 7 meeting was made by Dean Hyla Lacefield and seconded by VP Chialin Hsieh. Motion passed.</p> <p>There is an emergency request from Dean James Carranza to consider a replacement position that was not received in time to include in the Consent Agenda. PBC Co-Chairs recommended that the request for a .48 College for Working Adults (CWA) Instructional Aide II be added to the agenda as an information item.</p> <p>Dean Carranza said two CWA instructional aides and the project director were originally temporary positions, but were made permanent about six years ago. The request for an Instructional Aide II is a replacement of a .48 permanent position for CWA. They hired an Instructional Aide II last year but the position became vacant over the winter holiday when the employee resigned. The IA II supports evening CWA students and will also support students in the areas of Humanities, Social Sciences, language areas, evening ESL students and evening students in general. The request for the replacement position was presented to the President’s Cabinet and they approved it. Dean Carranza would like to fill the position soon.</p> <p>The link to the position request may be viewed here:  <a href="https://a.cms.omniupdate.com/11/#smcccd/Canada/CanadaCollegeEdu/previewedit/%2Fplanningbudgetingcouncil%2Fmeetings.pcf">https://a.cms.omniupdate.com/11/#smcccd/Canada/CanadaCollegeEdu/previewedit/%2Fplanningbudgetingcouncil%2Fmeetings.pcf</a></p> <p>Dean Engel shared information about the <a href="#">College’s current vacancy/replacement position process</a> from the College Participatory Governance Manual. This process includes notifying CSEA and for PBC for to consider the item for information, discussion and then a recommendation to the College President. She said it is an action item that can be added to the agenda if PBC so chooses.</p>

	<p>The link to the position request may be viewed here:  <a href="https://a.cms.omniupdate.com/11/#smcccd/Canada/CanadaCollegeEdu/previewedit/%2Fplanningbudgetingcouncil%2Fmeetings.pcf">https://a.cms.omniupdate.com/11/#smcccd/Canada/CanadaCollegeEdu/previewedit/%2Fplanningbudgetingcouncil%2Fmeetings.pcf</a></p> <p><u>Discussion</u>  There was discussion around what PBC's role is in discussing a CSEA staff replacement position since the permanent position had been previously approved. Diana Tedone-Goldstone cited the Participatory Governance Manual which states that it is an action item where PBC makes the recommendation to the College President to re-fill the position. Rachel Corrales agreed that the Participatory Governance Manual should be followed.</p> <p>ACTION: A motion to recommend replacing the .48 College for Working Adults Instructional Aide II position was made by Dean Karen Engel and seconded by VP Chialin Hsieh.  Motion passed.</p> <p><u>Agenda Change</u>  Agenda item #8, Office of Equity Updates, was withdrawn.</p>
<p><b>Distance Education Plan (Co-Chairs Distance Education Advisory Committee, DEAC: Nada Nekrep, Online Instruction Coordinator, and Anniqua Rana, Interim Dean of ASLT)</b></p>	<p>Interim Dean Rana summarized the three-year Distance Education Strategic Plan for the College. It includes access and support for students; professional development for faculty and academic/student support staff; and tech support in collaboration with the IT team. They will work closely with the Technology Advisory Committee since there is a lot of overlap.</p> <p>The focus will be on distance education course offerings, training/professional development, addressing equity gaps and their new team and space. The DEAC Plan is aligned with EMP college goals.</p> <p>Nada Nekrep reviewed the distance education objectives and Allison Hughes reviewed the DEAC Plan draft timeline for the first few semesters of the three-year plan. They are intentionally leaving the second half of the three-year plan timeline open so they can reevaluate and assess what they have accomplished and map out how they will finish the plan objectives.</p> <p>Interim Dean Rana asked people to share the DEAC Plan with their constituents. They will return to PBC in March or April to present the final plan.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> <li>• VP Hsieh asked who will do the training for the students. <ul style="list-style-type: none"> <li>○ Interim Dean Rana said there is a tech team in the Learning Center and they will evaluate what level of training is needed and if adjustments need to be made. The library also offers some bilingual training.</li> </ul> </li> <li>• Mia Berta asked how the data was collected. <ul style="list-style-type: none"> <li>○ Interim Dean Rana said they held faculty and student surveys, as well as enrollment data and that is all included in the plan.</li> </ul> </li> <li>• VP Hsieh asked about the slide on expanding and enhancing distance education offerings and if that can be changed since the College does not know if it is going to continue to expand. <ul style="list-style-type: none"> <li>○ Interim Dean Rana said they can reevaluate that terminology.</li> </ul> </li> </ul> <p>The slides for the Distance Education Plan may be viewed here:  <a href="https://a.cms.omniupdate.com/11/#smcccd/Canada/CanadaCollegeEdu/previewedit/%2Fplanningbudgetingcouncil%2Fmeetings.pcf">https://a.cms.omniupdate.com/11/#smcccd/Canada/CanadaCollegeEdu/previewedit/%2Fplanningbudgetingcouncil%2Fmeetings.pcf</a></p>

<p><b>Technology Plan (Co-Chairs Technology Committee, DEAC: Nada Nekrep, Online Instruction Coordinator, and Anniqa Rana, Interim Dean of ASLT)</b></p>	<p>Interim Dean Rana said the three-year Technology Plan complements the work they are doing with DEAC. The plan outcomes were reviewed and they need to have more feedback and timeline data collected from all constituencies regarding the technology that is provided on campus. The level of technology trainings needs to be increased and there needs to be equity in the trainings. For students who come to campus and do not have technology, they want to consider long-term semester-length loan programs of laptops or hotspots. They want to look at places in addition to the Library where students can go and work on their technology and make sure that the college labs can provide all of the information needed with clear processes.</p> <p>In terms of data considerations, they want to have a baseline and that will help measure the impact of the work they are doing.</p> <p>Nada Nekrep reviewed the logic model which outlines their proposal for the next three years. She highlighted some of the outcomes. They are looking for high retention rates to make sure students are prepared for the technology demands of the workforce. They are informed by data, surveys, trainings, clinics and development of processes.</p> <p>Allison Hughes reviewed the three-year timeline. They will start out with general work that is needed immediately and then build on that each semester in order to develop newer and more innovative initiatives.</p> <p>The differences between DEAC and the Technology Advisory Committee as well as overlapping topics were shown. Because of the overlap, meetings will be held back-to-back to reduce the time members have to meet. Interim Dean Rana encouraged people to join the Technology Advisory Committee.</p> <p><u>Comment:</u> VP Hsieh commended the team for their work on the DEAC and Technology Plans and thanked Interim Dean Rana for her leadership.</p> <p>The slides for the Technology Plan may be viewed here: <a href="https://a.cms.omniupdate.com/11/#smcccd/Canada/CanadaCollegeEdu/previewedit/%2Fplanningbudgetingcouncil%2Fmeetings.pcf">https://a.cms.omniupdate.com/11/#smcccd/Canada/CanadaCollegeEdu/previewedit/%2Fplanningbudgetingcouncil%2Fmeetings.pcf</a></p>
<p><b>Professional Development Plan (Co-Chairs Professional Development Planning Committee, PDPC: Jacky Ip, Ellen Young and Anniqa Rana)</b></p>	<p>In addition to the work the PDPC committee and tri-chairs have done, they collaborated with EAPC tri-chairs Michiko Kealoha, Krystal Martinez and Kiran Malavade. The plan is aligned with <b>EMP Goal #2, item 2.8</b>, which is a part of their charge. It is still in draft form and they are looking for comments.</p> <p>The executive summary was reviewed and Interim Dean Rana talked about how it relates to work being done on this campus, as well as ongoing collaboration, communication and assessment.</p> <p><u>Equity and Anti-racism Focus:</u> Michiko Kealoha and Kiran Malavade have provided input on professional development around equity and anti-racism. They have done coaching, microaggression training, culturally-responsive events, immersive activities and training. One of the workgroups is looking at bringing in outside people to train them, so they can train each other and they will bring in training related to the DHSI grant and AB 1705.</p> <p><u>Classified:</u> Jacky Ip reported that when the professional development survey was done in spring 2023, it found that the largest gap was in professional development for Classified staff. Staff will need support on equity and anti-racism, health/wellbeing, professional growth through orientations, academics and mentorship, and training on office processes and technology.</p>

	<ul style="list-style-type: none"> <li>• They want to provide one workshop for Flex Day and training in April. They will work with the District Office to see if Professional Development Activity workshops can be provided on Cañada’s Flex Day as well as orientations.</li> <li>• The district used to offer a tuition reimbursement program for classified staff who wanted to get an associate’s, bachelor’s or master’s degree. There was also a retention component to it. They will check to see if that is still available.</li> <li>• They would like to work on mentorship with administration or HR to develop a manual or guideline for position training.</li> <li>• IEPI: The College met with the IEPI team on February 7 and are looking to them for guidance as well as funding to help implement the Professional Development Plan. The next IEPI visit to Cañada is in April. VP Hsieh said the IEPI team will provide strengths and weaknesses to help the College enhance the plan.</li> </ul> <p><u>Faculty:</u> There are a lot of strong professional development opportunities, but they are looking at faculty cohorts in the Faculty Learning Program to make sure there is active professional development.</p> <p><u>Managers:</u> They are also looking at what training is needed for managers. More structured training for the administrators is needed, including Building Captain Training, which is offered through the district.</p> <p><u>College Flex Day:</u> Activities will focus on equity and anti-racism and there will be more offerings for Classified staff in April and October. Staff will need more administrative support. The timeline for the Professional Development Plan was reviewed and they would like feedback from constituents.</p> <p><u>Comment</u></p> <ul style="list-style-type: none"> <li>• Mia Berta asked about the tuition reimbursement program. <ul style="list-style-type: none"> <li>○ Interim Dean Rana clarified that the district wanted to make sure that employees would be given an opportunity to get their degree and would then be expected to continue to work in the district. Employees must be hired as a Classified staff and not as a student assistant.</li> </ul> </li> </ul> <p>Interim Dean Rana encouraged people to provide suggestions or ideas about the Professional Development Plan and VP Hsieh thanked the team for preparing a comprehensive plan. They will present a final plan to PBC in March.</p> <p>The slides for the Professional Development Plan may be viewed here:  <a href="https://a.cms.omniupdate.com/11/#smcccd/Canada/CanadaCollegeEdu/previewedit/%2Fplanningbudgetingcouncil%2Fmeetings.pcf">https://a.cms.omniupdate.com/11/#smcccd/Canada/CanadaCollegeEdu/previewedit/%2Fplanningbudgetingcouncil%2Fmeetings.pcf</a></p>
<p><b>Course Enrollments Data for Spring 2024 Semester (Chialin Hsieh, Vice President of Instruction, and David Eck, Academic Senate President)</b></p>	<p>VP Hsieh presented the most up-to-date enrollment data.</p> <ul style="list-style-type: none"> <li>• The course enrollment updates and modalities are meeting the College’s <b>EMP Goals 1.3</b> (create a student-first course schedule) and <b>4.12</b> (offer key courses in multiple modalities).</li> <li>• They also meet the <b>ACCJC Standard 2.6:</b> the institution uses delivery modes and teaching methodologies that meet student and curricular needs and promote equitable student learning and achievement.</li> </ul> <p>Cañada exceeded its college goals for spring 2024 (census day). Course enrollment is about 12,000 and headcount is about 6,000. The fill rate, which is the number of students in a class divided by the maximum number for that class, is 74%. The FTES, FTEF, load and unduplicated sections were also reviewed.</p>

	<p>Enrollment by modality was reviewed. They looked to see if the College is offering the various modalities and meeting students' needs. There are around 600 course sections offered to students with 48% face-to-face, 27% online asynchronous, 10% online synchronous and 15% hybrid. Students chose more online sections so the College is meeting students' needs.</p> <p>In terms of enrollment by modality, 40% of Cañada students enroll in online asynchronous courses. Online synchronous is at 8%, 38% are face-to-face and 14% are hybrid. Students choose more online courses in which to enroll.</p> <p>The fill rate of the various modalities shows that online asynchronous courses are 85% filled, followed by fill rates of 76% for hybrid, 68% for online synchronous and 66% for face-to-face.</p> <p>A comparison to spring 2023 on census day was presented. Deans receive feedback from students and counseling and then work with faculty. There were also comparisons to previous semesters and VP Hsieh encouraged faculty to review these to get a sense of trend lines as they plan for spring 2025.</p> <p>The slides for the Course Enrollment Data may be viewed here:  <a href="https://a.cms.omniupdate.com/11/#smcccd/Canada/CanadaCollegeEdu/previewedit/%2Fplanningbudgetingcouncil%2Fmeetings.pcf">https://a.cms.omniupdate.com/11/#smcccd/Canada/CanadaCollegeEdu/previewedit/%2Fplanningbudgetingcouncil%2Fmeetings.pcf</a></p>
<p><b>ACCJC Substantive Change (Karen Engel, Dean of Planning, Research and Institutional Effectiveness and Accreditation ALO)</b></p>	<p>Dean Engel received a letter from the ACCJC <a href="https://canadacollege.edu/accreditation/accjc-letter-jan-29-2024-re-changes-to-distance-education.pdf">https://canadacollege.edu/accreditation/accjc-letter-jan-29-2024-re-changes-to-distance-education.pdf</a> and they are implementing changes to the rules that the US Department of Education is making regarding distance education. They want to make sure that all colleges that are offering online instruction are doing a good job. It must be a part of the regular accrediting cycle. Cañada has more than 50% of students enrolled in online courses and that we offer more than 50% of courses in an online modality, including hybrid.</p> <p>We now have to submit a substantive change application indicating that we are abiding by these new standards and their new policies.</p> <p>Dean Engel is working with DEAC and other offices on campus to prepare to submit the application, once approved by President Lopez, by next month and will provide an update at the next PBC meeting.</p>
<p><b>Equity and Anti-Racism Planning Council Updates (Michiko Kealoha, EAPC Tri-Chair; Krystal Martinez, EAPC Tri-Chair; and Kiran Malavade, EAPC Tri-Chair)</b></p>	<p>Michiko Kealoha reviewed the EAPC bylaws which helped them with the framing of their workgroups. Kiran Malavade reviewed the workgroup recommendations and what they are working on for spring 2024:</p> <ol style="list-style-type: none"> <li>1. Developing equity and anti-racism professional development.</li> <li>2. Community building with Public Safety and how are other colleges working with Public Safety to help build community and trust.</li> <li>3. EAPC/SEAP Committees to make sure the college is going forward with what it said it would do to address inequities.</li> <li>4. Campaign to affirm and uplift college's anti-racist values/challenging Anti-Blackness. What are other colleges doing and what recommendations would we like to make.</li> </ol> <p>Updates from workgroup efforts from fall 2023:</p> <ul style="list-style-type: none"> <li>• <u>Consistent Headshots for SMCCCD Portal</u>: They would like consistent headshots for people because some personnel do not have photos. This semester, they will address it with Human Resources and ask Director Julie Johnson to talk through implications with this issue.</li> </ul>

	<ul style="list-style-type: none"> <li>• <u>Fall 2023 – Workgroup on Contract Grading</u> will be ending the workshop in spring 2024. Kiran has been working with the PDPC/Flex Committee and the AB 1705 leads to bring a discussion to the college on contract grading as an anti-racist practice.</li> </ul> <p><u>Comments</u></p> <ul style="list-style-type: none"> <li>• Joan Murphy would like more information about the photos that might be triggering for people and Kiran said some of the photos on the website are not appropriate/ideal.</li> <li>• Christopher Wardell commented on the photo with the assault weapon and it was reported that this person was a veteran. He asked if the District has a policy about this kind of photo when it is about someone’s lived experience. <ul style="list-style-type: none"> <li>○ Michiko said a legal rep will meet with them to determine if EAPC has a legal right to bring this issue up. The date of the meeting is February 27 at 10am:</li> </ul> </li> </ul> <p>A potential new workgroup on innovating and learning grants in the district/college that was being considered is a DHSI item. EAPC has other priorities and will not work on this now, but is still interested.</p> <p>They reviewed the list of other work that the EAPC and the tri-chairs are doing:</p> <ul style="list-style-type: none"> <li>• Consulting with the EMP 2.9 bias reporting workgroup</li> <li>• Consulting with the AFT anti-oppression taskforce</li> <li>• Consulting with Academic Senate on the program review process</li> <li>• Consulting with the instructional technologist to develop equity tools and mini-trainings for faculty</li> <li>• Working closely with PDPC</li> <li>• Consulting with AB 1705 Grant leaders</li> </ul> <p>EAPC meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday afternoons from 2:10-4:00pm and all are welcomed to attend.</p>
<b>STANDING ITEMS</b>	
<b>Associated Students of Cañada College</b>	<p>Mia Berta reported the following:</p> <ul style="list-style-type: none"> <li>• The ASCC is Looking forward to working with the Technology Advisory Committee regarding a WiFi issue.</li> <li>• New students have joined the ASCC.</li> <li>• Many students joined clubs during Club Rush during the week of February 12.</li> </ul>
<b>Academic Senate of Cañada College</b>	<p>David Eck reported the following:</p> <ul style="list-style-type: none"> <li>• The new faculty survey on student engagement will be conducted this spring. It is a nationwide survey and not all faculty will be asked to do the survey. Faculty will be randomly selected to complete the survey.</li> <li>• The district is suggesting to auto-bank courses that have not been offered within two years unless justified. Previously, they talked about doing it after five years.</li> <li>• They are also going to talk about local degree requirements, specifically around lifelong learning and related requirements. They will review the District Curriculum Committee memo which provides details about why it is important that all three colleges choose the same local degree requirements.</li> <li>• Aaron McVean, Vice Chancellor of Educational Services, will talk about Canvas access for the Bookstores, which was a concern in the fall semester.</li> </ul>
<b>Classified Senate of Cañada College</b>	<p>Maria Huning reported that the Classified Senate met with President Lopez about hiring practices, the budget for the upcoming year and the plan that the College and President has for hiring. Their next meeting is February 22 at 1pm.</p>
<b>Planning Council Reports</b>	<b>IPC:</b> No update was reported.

	<p><b>SSPC:</b> On behalf of Mayra Arellano, Maria Huning reported the following:</p> <ul style="list-style-type: none"> <li>• The office of SSPC is holding office hours on Monday at 11:00-12:00 pm. Everyone is welcomed to attend.</li> <li>• Special presentations on academic probation will be held this spring.</li> <li>• They had a discussion about membership in the Make Registration Easier operational group under SSPC.</li> <li>• The Program Review Fall 2023-Spring 2024 closing process as discussed and feedback forms will be shared.</li> <li>• Results on SAOs and Transformational Antiracist Leadership must be updated.</li> </ul>
<b>President's Update</b>	No update was reported.
<b>Matters of Public Interest and Upcoming Events</b>	<ul style="list-style-type: none"> <li>• Christopher Wardell announced the Financial Literacy Friday: Investing 101 program will be held in the Financial Literacy Lab on Friday, February 23 from 10:00-11:00am in Building 9, Room 123. They will repeat the series next week.</li> <li>• Kat Sullivan-Torrez said the last home Men's Basketball game will be played against SF City College on Friday, February 23 at 5pm</li> <li>• Michiko Kealoha said the Office of Equity is offering equity excursions including a visit to Black Panther Museum in Oakland on February 22. They are also going to San Francisco State and the GLBT Museum in the Castro on Friday, March 1.</li> <li>• Maria Huning said the Black Student Union will hold its Poetry Slam on February 29 in the Flex Theater.</li> </ul>
<b>ADJOURNMENT</b>	The meeting was adjourned at 3:58 p.m.
<b>Next Meeting</b>	The next meeting will be held on March 6, 2024.