



Approved

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, May 1, 2024

In-Person and Via Zoom

Regular Meeting: 2:10 – 4:00 p.m.

Members present: David Eck, Maria Huning, Alicia Aguirre, Kassie Alexander, Mayra Arellano, Nick Carr, Karen Engel, Denise Erickson, Gina Hooper, Chialin Hsieh, Jacky Ip, Hyla Lacefield, Ray Lapuz, Kim Lopez, Rose Marie Mendoza Morrison, Manuel Alejandro Pérez, Megan Rodriguez Antone, Julian Taylor, Diana Tedone-Goldstone, Christopher Wardell.

Members absent: Mia Berta, Arman Eshraghi, Joan Murphy, John Omar, Ludmilla Prisecar, Sarita Santos.

Guests and others present: Wissem Bennani, Alison Field, Max Hartman, Mary Ho, Jasmine Jaciw, Michiko Kealoha, Adolfo Leiva, Kiran Malavade, Lisa Palmer, Anniqua Rana, Gampi Shankar, Peter Tam, Kathleen Sullivan-Torrez, Ameer Thompson.

AGENDA ITEM	CONTENT
<p>Welcome, Introductions and Approval of Consent Agenda</p>	<p>The PBC agenda and minutes from the April 17 meeting were presented. There were no board-approved staffing updates to review.</p> <p>ACTION: A motion to approve the Consent Agenda was made by Dean Hyla Lacefield and seconded by Denise Erickson. Motion passed.</p>
<p>Funeral Services Program Update (Ameer Thompson, Dean of Science and Technology)</p>	<p>Dean Ameer Thompson said the Funeral Services Program had applied for accreditation, but the application was denied. A recent letter received from the American Board of Funeral Service Education provided reasoning for not being accredited. Dean Thompson reviewed the deficiencies and reasoning for the rejection. He noted that the ABFSE also added a new standard, Standard 6.8, requiring that every program has two full-time faculty. In order to reapply, Cañada must pledge that it would add two full-time faculty for funeral services. President Lopez wrote a letter to the accrediting body asking them to not do this, however they decided to move in that direction, regardless of the feedback. There were other small programs like Cañada’s that would meet with financial difficulty if this is passed. The College is now discussing whether or not to reapply. The deadline is March 1, 2025 in order to avoid additional fees. The College would need to submit a written plan about how it would meet the standards, including adding two full-time faculty. President Lopez said the campus would need to decide if it wants two full-time faculty for funeral services.</p> <p>Comments:</p> <ul style="list-style-type: none"> • Lisa Palmer asked if there is an option to partner with another institution. <ul style="list-style-type: none"> ○ Dean Thompson said there is currently not a precedent since most programs are offered at single institutions. He can see if the ABFSE would be amenable to this option. ○ Gina Hooper said they can work with some of the other colleges to see what our current certificates can do to pipeline, but cannot share the accreditation. • David Eck asked if Cañada can do a pipeline without doing the accreditation. <ul style="list-style-type: none"> ○ Gina Hooper said the curriculum for ABFSE changes every seven years. She said we would have to see if our curriculum would still be consistent at that time. She said we could work with those colleges and base our curriculum off of textbooks instead of the

	<p>outlines given by ABFSE and create those pipelines. She said American River College and Cypress College, both in California, would be willing to do that.</p>
<p>Annual Plan Progress Report on College Goals and Strategic Initiatives in the 2022-2027 Education Master Plan (EMP)</p> <p>(EMP Work Group Leads: Anniqua Rana, Dean of ASLT; Michiko Kealoha, Director of Equity; Manuel Alejandro Pérez, VPSS; Chialin Hsieh, VPI; Karen Engel, Dean of PRIE)</p>	<p>Dean Engel said the College is finishing up Year 2 of the 5-Year Educational Master Plan. An update on the 2023-24 top four priorities was provided.</p> <p>EMP Priority #1: <i>Create and sustain an inclusive, antiracist and equity-minded campus culture.</i></p> <p><u>Strategic Initiative 2.8</u></p> <ul style="list-style-type: none"> Dean Anniqua Rana reviewed progress on EMP strategic initiative 2.8. They accomplished the outcome by approving the Professional Development plan. Progress also includes collaboration with IEPI, specifically to support more training for classified staff and managers. They are working with EAPC team to ensure that there is a focus on equity, antiracism and diversity with Flex Day trainings for faculty, staff and managers. <p><u>Strategic Initiative 2.9</u></p> <ul style="list-style-type: none"> Michiko Kealoha reviewed the timeline for EMP strategic initiative 2.9 and outcomes. They have held planning meetings and focus groups throughout the academic year. They are working on the recommendation for 2024-25. <p><u>Strategic Initiative 2.10</u></p> <ul style="list-style-type: none"> Kiran Malavade said they are using an equity and anti-racism lens. Workgroups are a part of the Council's procedures and some of their accomplishments were listed, including contract grading trainings and ongoing community-building with Public Safety. Michiko Kealoha said EAPC is making district-wide changes around affinity groups as well as administrative procedures on headshot photos. The Dreamers' Task Force has also transition to an ongoing operational group to support our undocumented student activism coalition. <p><u>Strategic Initiative 2.11</u></p> <ul style="list-style-type: none"> Michiko Kealoha said the Cultural Center will double its size due to all the programming that is being done. They will expand into the classroom next door in Building 17. <p>EMP Priority #2: <i>Expand programs and opportunities to new community members in North Fair Oaks, Belle Haven and East Palo Alto, especially BIPOC communities.</i></p> <p>Vice President Manuel Pérez said there is good work happening in the community around El Concilio of San Mateo County and East Palo Alto Academy. Other projects include developing a listing of high school/community partners, creating a digital/online platform to share information and hosting a listening session in the community to garner feedback from North Fair Oaks, Belle Haven and East Palo Alto. The listening session was held on April 30. They invited 77 partners from specific areas of the county and more than 20 of those partners attended. They are compiling a list of notes. He thanked Dean Wissem Bennani, Olivia Cortez-Figueroa and Estela Garcia. Response indicated that the community wants Cañada to continue holding listening sessions.</p> <p>EMP Priority #3: <i>Strengthen transfer support services to increase transfers.</i></p> <p>Vice President Chialin Hsieh reviewed the progress that the Transfer Task Force has made.</p> <ul style="list-style-type: none"> Mary Ho said Colts-U presented information on their services to divisions in the spring and those will continue next academic year. The plan to develop a college-wide transfer calendar is in progress. The transfer peers developed newsletters that were sent to faculty in the

	<p>spring that will continue in the next academic year. They were to provide a plan to improve campus visibility with signage, banners and social media, however Colts-U will be going through program review in the fall and hope to request funding for signage and marketing.</p> <ul style="list-style-type: none"> • Dean Engel said the transfer team gets weekly updates from PRIE for students with a transfer goal. The Colts-U Transfer Center also developed new service area outcomes and will be looking at that and other data as they undergo their comprehensive program review next year. • Lisa Palmer said it is taking a year for students who are coming from other institutions to have their transcripts evaluated. It is a problem because Cañada wants them to take English and Math in their first semester or year and the delay means sometimes the English/math requirements have not yet been assessed to see if they are fulfilled. Lisa Palmer has stepped in for the English department to see if the courses that students have taken elsewhere align with our English courses. • Dean Hartman said this is a districtwide challenge and is not specific to Cañada. They have a process for expediting counselor division transcript evaluations. They are trying to prioritize the transcript evaluation project and to advocate for automated transcript evaluations. <p>EMP Priority #4: <i>Reimagine how we support students' accessing career opportunities.</i></p> <p>Dean Engel said a lot of work is being done to help students find work and provide work-based learning in a coordinated way. Deans Hartman and Lacefield assisted and the team has developed a Career Onramp Collaborative and includes people from MESA Center, the Career Center, Interest Areas, Apprenticeships, and Co-Op Education, which is now called Work Experience Ed, and more, and leverage these relationships with employers. Christopher Wardell said they want to create more transparency across the College to help students find jobs. They want to create a system to communicate availability of apprenticeships and internships and direct students to the appropriate departments.</p> <p>The new Director of Workforce Development, Jasmine Jaciw, was introduced. The work group will meet with Jasmine on May 3.</p> <p><u>Comment:</u> President Lopez announced that the Summer Leadership Retreat will be held on the Thursday before Flex Day, on Thursday, August 8. People who are new to participatory governance and members of PBC will be invited. Dean Engel will send out a calendar invitation.</p>
<p>Accreditation: Results of Evidence Gap Analysis for the Institutional Self Evaluation Report and Recommended Next Steps</p> <p>(PBC's Institutional Self Evaluation Report (ISER) Steering Committee Members: Diana Tedone-Goldstone (Faculty Lead); Ray Lapuz, Maria Huning, Alicia Aguirre, Chialin Hsieh, Manuel Alejandro Pérez, Jacky Ip, Nick Carr, David Eck, Karen Engel (ALO)</p>	<p>Dean Engel and members of PBC's ISER Steering Committee discussed the gaps in evidence they have found to date as the College prepares its 2025 Institutional Self-Evaluation Report (ISER) preparation for the ACCJC. The Standard tri-chairs have and others have met to review the gaps.</p> <p>Standard 1: Dean Engel co-chaired with Maria Huning and Alicia Aguirre. There are two gaps: <u>Gap 1:</u> Improve engagement of external stakeholders around the College's mission, vision, purpose and progress toward achieving the College's goals.</p> <ul style="list-style-type: none"> • One of the ways the College does this is through the President's Advisory Group, which is now meeting again. President Lopez has redefined the group's role by presenting our goals and progress toward goals at their meetings. Dean Engel said the College is on its way to meeting the standard, but feels it is important to mention because more can be done. <p><u>Gap 2:</u> Improve documentation of meaningful discussions about equity gaps and the actions taken to address them across the college.</p>

- Dean Engel reminded PBC that improvement is needed. Documentation includes meeting minutes, program assessments, and program review writeups where there is discussion of equity data and actions to close equity gaps.

Standard 2: Diana Tedone-Goldstone talked about gaps:

Gap 1: Are Program Learning Outcomes (PLOs) consistent and communicated consistently in areas like catalog, program maps, program websites and Nuventive?

Gap 2: Are Student Learning Outcomes (SLOs) and PLO assessments results regularly posted in Nuventive?

- They will work with the SLO coordinator.

Gap 3: Confirm that SLOs posted on the syllabus are the same as SLOs listed in the Course Outline of Records.

- Diana said they are not sure if that has been consistent practice in the syllabus, but they will verify.

Gap 4: Improve our ability to disaggregate SLO outcomes and meaningful conversations about equity and related actions.

Gap 5: Policies and procedures related to program discontinuance to make sure the institution provides enrolled students with opportunities for timely completion in the event of program elimination.

- Diana said there is a district policy but our local policy is still in a pilot phase. The Academic Senate will look at it this next year in hopes of having an official local policy.

Required Evidence Question: Diana said they asked the ACCJC for clarification on a Standard 2 required evidence question about policies related to catalog, communication, recruiting, enrollment and admissions.

- The ACCJC responded to Dean Engel, but Diana said the answer around required evidence is still vague. The College does have a lot of documentations and policies, processes, procedures and guidelines around these. Dean Engel thought it was important to mention to people that the response around required evidence was still vague.

Standard #3:

Ludmila Prisecar is co-chairing with Nick Carr. Since Standard 3 concerns Human Resources, finance and budgets, VP Prisecar has been working with her counterparts at the district office since all three colleges are working to find the evidence. Dean Engel and Nick Carr presented in VP Prisecar's absence. They noted the following gaps:

Gap 1: Onboarding procedures for new hires and transfers.

- VP Prisecar wants there to be more formal procedures for all classifications.

Gap 2: Access to professional development opportunities:

- There is still confusion around professional development opportunities and how they are funded by the District, the College and the union. VP Prisecar wants it to be clear so people know how to access existing professional development opportunities.

Gap 3: Total Cost of Ownership:

- Nick Carr said the district has plans in place, but he said some are very reactionary around maintenance and replacement of equipment. There is scheduled maintenance, but Building 1, for example, does not have that. It is hard to find the equipment to run the classes, plus the Athletic Center, and they want to look a schedule of maintenance for equipment so it will last longer and be safer. They also want to look at maintenance of the building.

	<p>Standard #4: There were no gaps found.</p> <p>The ISER Steering Committee plans to identify people who can address the gaps in the next year. They will provide an update to PBC in spring 2025.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> • President Lopez said the College has come far in terms of implementation of the EMP as well as work on accreditation identifying the gaps. This will provide clarity on the work that the College will need to do next year in building evidence. • Vice President Hsieh commended Dean Engel and Diana Tedone-Goldstone for their work on Standard 2 in confirming that the College’s curriculum is consistent and her team is strengthening the SLO assessment process. • President Lopez also asked about Standard #2 referring to the mention that there is a Board policy for program improvement plan that is currently in place. There is also a local committee through Academic Senate on the pilot around program discontinuance. She asked if a change to the policy should go through the District Participatory Governance Council rather than at the college level. <ul style="list-style-type: none"> ○ David Eck said the current board policy looked at program discontinuance. The board policy puts it back on to the Academic Senate Governing Committee to look at establishing a process. ○ VP Hsieh asked if we need to go to the District Academic Senate for the process? ○ David said he does not think any of the colleges have an official process on it. It is possible that they may discuss and take action on the pilot at their next Academic Senate meeting. ○ Diana Tedone-Goldstone posted the link to the board policy: https://www.canadacollege.edu/academicsenate/2021/6_13.pdf and the administrative procedure: https://www.canadacollege.edu/academicsenate/2021/6_13.1.pdf ○ David Eck reviewed the Board policy and it does say that each local Academic Senate Governing Council will approve the processes for curriculum and program development, program review and program viability and discontinuance. The Senate president will consult with their colleagues through the district Academic Senate Governing Council.
<p>Student Equity and Achievement Program (SEAP) Plan Update (Michiko Kealoha, Director of Equity; Kiran Malavade, Faculty Equity Coordinator; Ludmila Prisecar, VP Administrative Services)</p>	<p>The SEAP is in its second year of the three-year plan. Kiran Malavade reviewed the list of actions that they will take to improve achievement for disproportionately impacted groups. The roles were reviewed as well as the leaders who will do the reporting. Dean Engel provided the data and Michiko will provide the full data packet to PBC. The five major goals were reviewed.</p> <p>Metric 1 successfully enroll our Black students to increase enrollment by 5% each year. They will work on improving the recruitment of Black students from East Palo Alto. They will increase the support of Umoja and have more qualitative assessments.</p> <p>Metric 2 looks at completion rates for Latine students in Math/English in their first year. The goal is to increase by 3% each year, but they will confirm. They found they need to do better for English and Math. To improve on this, they are creating a Math/English pod, a Mexican/American literature class, and Puente professional development opportunities scheduled for 2024-25, as well as increased support services for evening students.</p> <p>Metric 3 would increase Filipino students’ persistence through peer mentors and outreach around enrollment.</p> <p>Metric 4 focuses on Latine students with the goal of increasing transfer rates within three years. They looked at career education, transit, course schedule review and technology loans.</p>

	<p>Metric 5 centers on increasing Latino degree completion for male students by 2%. They met their goal but there is disparity with part-time students. Kiran reviewed the plans for integrated support and expanding key programs.</p> <p>Kiran talked about how they are doing the work, who they will consult with and the administrator they want to contact. They reviewed the recap for next year. Kiran said they want to do a better job of reaching and supporting mixed-race people.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> • David Eck there were discussions related to math placement at the Statewide Academic Senate Plenary. There were multiple resolutions pushing back on the way AB 1705 is being interpreted and they want legislators to see the discrepancies and clarify what the law means. He said there may be some changes around math. • President Lopez thinks this is the clearest report on the College's SEAP plan that we have seen on what we have achieved and where more work is needed. The College will need to continually look at the data. • Kiran Malavade said they did not specifically have language in the past to address equity and be culturally responsive. • Vice President Pérez said we have more localized control over intervention, particularly around math/English completion rates. Sometimes, the College has increased things that have done well, but there needs to be a focused intervention in order to make change. He said the College • will have to analyze the data around the intervention, look at the assessment, then reassess again at an intervention point and see how it changes the potential outputs. • Dean Karen Engel said the data for SEAP is complex. Each year, the state provides the data for the SEAP work. PRIE uses it to build the College SEAP dashboard at https://public.tableau.com/app/profile/alex.claxton/viz/CanadaSEAP/Overall. In addition, Cañada's PRIE office pulls local data that is based on the CCCApply "check all that apply" data for race and ethnicity. • Regarding the math pods, Ray Lapuz said they are trying to implement a new teaching method and lower the class size. They are moving toward the AB 1705 prescriptive model where Calculus 1 will be the first class that students will be supported with an 851 support course and corequisite course. They will be having these sections in the fall and then collect data. They will ask Dean Engel for her assistance in making sure that this is a valid study in the success of their students. They will need to rely more on counselors to make sure students are enrolling in the right classes and they will see if they can attend a counseling division meeting to talk about their plans. • David Eck said that CTE Liaison, Candice Nance, has noted that if the College could offer noncredit courses, they might consider offering a new type of support for students in math and in English. This discussion will likely take place next year.
<p>PBC Bylaw Updates (PBC Bylaw Update Task Force: David Eck, Maria Huning, Alicia Aguirre, Karen Engel)</p>	<p>The PBC Bylaw Update Task Force met three times to discuss updating PBC's bylaws, which David Eck and Maria Huning reviewed. They made a lot of changes to the language related to the purpose and responsibilities and took out language that does not reflect what the PBC does. They reviewed the organizational chart and they proposed changes in the language to describe the organizational structure. They suggest adding a rep from EAPC to PBC. They are also looking at the length of service.</p> <p>This will come up for a vote at the next PBC meeting so recommended changes are requested.</p> <p><u>Comment:</u></p>

	<ul style="list-style-type: none"> • VP Hsieh asked if they will incorporate information from the recent participatory governance survey. <ul style="list-style-type: none"> ○ Dean Engel said there was a response on the participatory governance survey related to the EAPC reporting structure. It showed that 75% of the people who are familiar with EAPC approve of EAPC reporting directly to the President. The Task Force therefore recommends that this reporting structure be made permanent and reflected in the PBC bylaws. She said they used the survey data to inform the decision. ○ David Eck said there can be an improvement since 25% of the survey respondents do not approve. ○ Maria Huning said they want clear, understandable language around what PBC does and they softened some of the language. <p>People should email David and Maria with any suggestions prior to the next PBC meeting. Dean Engel reminded all PBC members to reach out at the constituency groups that they represent on PBC to ensure everyone is aware of these proposed changes ahead of the vote to approve them at the next PBC meeting on May 15th.</p>
STANDING ITEMS	
Associated Students of Cañada College	No update was reported.
Classified Senate of Cañada College	<p>Maria Huning reported the following:</p> <ul style="list-style-type: none"> • Classified Senate is holding online elections until May 8. • Currently, the Senate is reviewing their bylaws and constitution for clarity and policies will now match processes. • At their next meeting, they will have election/bylaws updates. • They encourage all Classified staff to attend the End of Year Celebration on May 16. The Classified Appreciation Event will be held from 11:30am-2:00pm in the Building 8 Lobby on Friday, May 24. This year, they reached out to also include AFSCME classified employees.
Academic Senate of Cañada College	<p>David Eck reported the following:</p> <ul style="list-style-type: none"> • Lisa Palmer has been elected Academic Senate Secretary and Sarah Aranyakul has been elected Treasurer. The Vice President position is expected to be open once the District Academic Senate elections conclude. This is because Dave Eck is running unopposed for District Academic Senate President. As the current Cañada VP, Gampi would automatically become President upon Eck vacating the position. The Cañada VP position has six units of reassignment. • The Academic Senate is encouraging faculty to participate in Commencement. • A resolution was passed to a change the words “Academic Standing” to “Academic Notice.” • A writing work group on the Gaza conflict was formed and they hope to have a draft at the next Academic Senate meeting. David encouraged people to share their views with him. • They are expecting a resolution on Title IX. Salumeh Eslamieh has done the work. • Academic Senate may take up the topic of program improvement and viability at its final meeting of the academic year.
Planning Council Reports	<p>IPC: Diana Tedone-Goldstone said the IPC will meet on Friday, May 3. There will be updates on the reassigned time form, professional development collaboration with Puente, faculty teaching and learning updates, as well as a SLO/PLO assessment update and a Dual Enrollment update.</p> <p>SSPC: On behalf of Mayra Arellano, Maria Huning reported the following update from the April 24 meeting:</p> <ul style="list-style-type: none"> • Refresher Training Part II - SAOs & Transformational Antiracist Leadership Framework

	<ul style="list-style-type: none"> ○ Transformational Antiracist Leadership Articles and Research - Research and Articles can be found in the SSPC website under meetings for April 24 <ul style="list-style-type: none"> ▪ SSPC is meeting on May 8 to work in groups and discuss how we can move forward with the Leadership Framework ● <u>Drop for Non-payment Update</u>: The District is on board and there is a possibility it will start this fall ● SSPC is working with EAPC on a draft Land and Labor Acknowledgement for Commencement and will share it with President Lopez. ● Ron Andrade gave a presentation on the Learning Center and services for students during finals week. ● Maria Huning mentioned that there is a flyer posted in the Learning Center recruiting student workers. In addition, faculty are asked to recommend any students who might like to serve as tutors for their classes. <p><u>Comment:</u></p> <ul style="list-style-type: none"> ● David Eck asked if the Learning Center can now pay for an accounting tutor. <ul style="list-style-type: none"> ○ Julian Taylor confirmed that they can now pay and there are no longer budgetary constraints. They need recommendations from faculty to have tutors and then they are trained.
President's Update	<p>President Lopez announced the following:</p> <ul style="list-style-type: none"> ● Pending board approval, Vice President Pérez will become President of CSM. President Lopez is preparing for the transition and met with CSEA, the Senates and Cabinet to talk about her idea and request feedback. She is prioritizing the permanent replacement starting in the fall for a January 2025 start date. In the meantime, she will use an agency that provides a rental registry of state and national candidates who would serve from July to December. She is working with Human Resources now. ● The End of Year celebrations kick off tonight with the ESL Ceremony. The event will be held from 7-8pm in Rooms 6-101/102. ● The SMCCCD's 25th Anniversary Service Awards event was held on April 30. Cañada had eight honorees. ● Cañada hosted a listening session with residents of North Fair Oaks, Belle Haven and East Palo on April 30th at the North Fair Oaks Community Center in Redwood City.
Matters of Public Interest and Upcoming Events	<ul style="list-style-type: none"> ● Nick Carr announced that Colts Baseball will play a best-of-three series at Los Medanos in the first round of the California State Championships on May 3-4. ● Anniqua Rana announced that the MESA Center will reopen on April 25. Rance Bobo is the new interim director of the MESA Center. There will be an open house from 3-5 p.m. in Room 9-257. All are invited to attend. ● Flex Day is on April 18. Feedback on the day's activities is requested.
ADJOURNMENT	The meeting was adjourned at 4:05 p.m.
Next Meeting	The next meeting will be held on May 15, 2024.