



**Monday, March 21, 2016
1:30 p.m. - Building 9 - Room 154
Meeting Minutes**

Attendees: Maggie Baez, Margie Carrington, Loretta Davis Rascon, Diana Espinosa-Osuna, Luann Canestro, Stacey Carrasco, Mary Chries Concha Thia, Edith Flores, Trish Guevarra, Sally Heath, Tracy Huang, Jamie Hui, Maria Huning, Candice Johnson, Debbie Joy, Matt Lee, Joan Murphy, Gloria Peña, Jonna Pounds, Supinda Sirihekaphong, Jeanne Stalker, Peter Tam

Guests: Chialin Hsieh Dean of Planning, Research and Institutional Effectiveness, Jennifer Hughes Interim President, Kim Lopez Vice President Student Services, Jamillah Moore Interim Vice Chancellor of Educational Services and Planning, Erin Moore Director Professional Development and Innovation

1. Celebrations of Classified Staff Achievements

- a) Anna Camacho was congratulated for receiving the Bellwether Award for Math Jam. The national award is highly competitive with 300 applicants, 10 finalists Sally Heath accepted on behalf of Anna Camacho who was away attending a conference.
- b) Maria Huning was congratulated for being the Cañada College Employee of the Year. Michelle Marquez, Vice President, Administrative Services sent a message acknowledging Maria Huning and baked a special gluten free cake for the meeting. Kim Lopez, Vice President of Student Services also thanked Maria for all of her hard work.

2. Approve Minutes from February 8, 2016

It was moved and seconded that the minutes be approved with a minor change.

3. Leading From the Middle Update – Trish Guevarra and Erin Moore

Trish Guevarra presented an overview of the Leading from the Middle Program. (Information located at <http://canadacollege>)

Erin Moore discussed the exploration of what Professional Development means to Cañada College, using Logic Models, Concept Maps, and Relationships.

Chialin Hsieh showed the Professional Development Framework on the Stanford University Professional Development Model website, and showed that the framework informs the plan, supporting the greater needs of the college and aligns with college Vision and Mission.

In November 2016 the Plan will be presented to Planning and Budget Council.

4. Classified Inclusion of Program Student Success – Discussion with Jamillah Moore

Jamillah Moore presented an overview of the District's study of Student Success

Programs and how they are delivered, and the following was discussed:

Jamillah asked for Classified Staff to provide information on their role in Student Success Support Programs.

Cañada Program Reviews were suggested as a viable resource to review Cañada College Student Success Program and delivery practices.

Jamillah requested that Classified employees send their input on best Student Success and Support program practices to Debbie Joy or Maria Huning.

The VP Council is the implementation committee to move to the next steps in developing metrics for Student Success Programs and looking for district-wide commonalities.

Goal is to streamline Student Success Support Program delivery districtwide in a consistent way.

Consistency, commonality, uniform methodology sought in delivering Student Success and Support Programs districtwide at each college.

Objective: How to best utilize District dollars in different Student Success Programs and to develop common resources and procedures.

3 Colleges are doing Student Success Support Programs differently
Goal is to identify common factors and discuss how programs are presented to students to develop a district-wide definition of Student Success under the four key indicators and how to develop metrics to measure effectiveness:

- 1) Academic Achievement
- 2) Student Persistence
- 3) Degree and Certificate Completion
- 4) Transfer Achievement

Question was raised on the definition of Student Equity and the factors given were Academic Success, Retention, and Transfer among our student populations

Cañada's Equity Indicators are

- 1) Access
- 2) Course Completion
- 3) ESL and Basic Skills completion in Math and English
- 4) Degree and Certificate Completion
- 5) Transfer

Definitions of Student Success indicators are different on each campus with the factor that some students are enrolled at all colleges.

Student Equity Plans are the most uniform plans among the colleges. Metrics look at demographics and how they are reflected in the college student population.

Issue: Are programs targeting grants?

District is looking at Target Group student populations and asking what each college is doing to serve the target groups?

District is educating the greater community on the services the community college district provides.

Looking at goals and how to attach a metric to be sure we are not excluding a target group. Retention Specialists and Instructional Aides also support retention and persistence. The core components of the SSSP are provided by Classified Staff in Building 9.

The cost of living in the Bay Area issue is negatively impacting our student population, including International students and influences persistence. Programs are being developed to provide emergency funds and looking at different programs to support different student populations.

Jamillah answered the question, what is the purpose of the district plan? It is to prevent the three colleges from competing against each other for funds and information from the district, acknowledging that each college caters to a different target group. The goal is for consistency in information provided by the District to each campus. There may be give and take resources among campuses. The District requires the ability to address the deliverables of each grant.

The Student Equity Plan was the most consistent plan among the three colleges, and it was noted that each college has a Hispanic Serving Institution Grant.

5. IEPI Metrics for 2016-2017 (from entry to transfer level courses) – Chialin Hsieh
Chialin Hsieh, Dean reviewed metrics with the group and the group provided their recommendations for the new goal numbers:

Completion rates and what is our goal

Remedial Rate (2013-2015)

Math	32.6%
English	47.1%
ESL	13.7%

There was a suggestion that age of the students should be considered in our goal setting. Chialin requested that we track actual students by name. It was also noted that some students do not have the goal to reach Transfer level courses to transfer.

Results from 2010 on should improve because of the added support of Retention Specialists, additional Instructional Aides and the Math and Word Jams.

Goal is to improve on the metrics we set. The number of students also influences the improvement percentage

English 47.5% from 47.1%

Math 32.6% to 33.5%

ESL 13.7% to 14.0%

Other comments: International students have high success in ESL classes which improves the percentage. In 2010 ESL classes changed from 4 classes in each level to 2 levels and Math Jam started in 2011.

ESL Retention Specialist started in 2013.

COMPLETION GOALS

The group recommended a goal change from 51.9% to 53.0%

6. Finance Report – Hugo Enciso

No financial report reported, but balance sheet is as follows:

CAÑADA CLASSIFIED SENATE ACCOUNT	Cash	Savings	Trust	Checking	
02/29/2016 <i>Beginning Balance</i>	\$ 150.00	\$ 733.60	\$ (16.93)	\$ 219.90	
03/18/2016 Overdraft from trust-Check #253	\$ -	\$ -	\$ 16.93	\$ -	Checks Cleared
3/18/2016 Check #253	\$ -	\$ -	\$ -	\$ (16.93)	#253
03/23/2016 Employee Deduction	\$ -	\$ -	\$ -	\$ 77.00	
03/29/2016 Employee Deduction	\$ -	\$ -	\$ -	\$ 77.00	
03/31/2016 <i>Ending Balance</i>	\$ 150.00	\$ 733.60	\$ -	\$ 356.97	
<i>Total Balance</i>	\$ 1,240.57				

[Voluntary Payroll Deduction Form](#) (find the form in the January meeting)

Classified Scholarship

Margie Carrington, Director of Financial Aid asked the group which scholarships Classified Senate will support. The following was agreed upon by the group:

The Pat Hanada fund will be replenished and an additional \$250 will be awarded for this year, leaving the fund at a 0 balance.

Three (3) - \$250 Classified Senate Scholarships

We will ask Hugo Enciso when the funds from the Holiday Basket Fundraiser + Pie Throwing Fundraiser will appear on our Financial Report

It was reported that \$378 was raised for the Gale Kamei Scholarship

7. CSEA Q&A – Jeanne Stalker

There was a question on why there was such difficulty in determining Maternity and Family leave time for our many members who have had babies recently. This is not a union matter as it is completely handled by District Human Resources Department and any problem should be addressed to David Feune (650.358.6775), Director of Human Resources.

8. Upcoming Events/Fundraising – Wendy Cazares de Reynaga/Jeanne Stalker

Giants Game tickets are now available from Jeanne Stalker.

eScrip donation account has established. Be sure to create your account and log in to [escrip.com](#) to make purchases so that a percentage of your purchases is donated to the Classified Senate account:

www.escrip.com – group ID# 500824555

Register your debit/credit cards and grocery loyalty cards with eScrip and earn money for Classified Senate by shopping at participating merchants

amazon.com = 1.2% Home Depot = 2.4%

Macy's = 4.8% [Other merchants](#)

Date for Mix and Mingle Paint and Sip Event is set for Friday, April 29 – 7:00pm
Cost is \$45

Artist leads the painting and attendees receive a beverage of their choice
Sign up through Jeanne Stalker – 20% (\$9) of the proceeds will be donated to the Classified Senate Scholarship Fund
Interim President Jennifer Hughes is proposing a possible End of Year Barbecue on May 20.

9. Committee Reports

Due to time constraints there were no reports.

10. Other/Public Comments

Comments mentioned in the minutes under agenda items

11. Door Prize Drawing

Winner: Chialin Hsieh
Prize: Cañada Bag

There was also a drawing for five Gale Kamei Scholarship Fundraising Calendars and the winners were: Jonna Pounds, Joan Murphy, Candice Johnson, Loretta Davis Rascon and Tracy Huang.

Next meetings Monday, April 18, and Monday, May 16