San Diego City College  
College Council  
Tuesday March 12th, 2019  
2:30 PM  
A-101

Meeting Notes

Attendees:
Robbi Ewell Chair, Institutional Technology Council  
Jan Jarrell President, Academic Senate  
Nadia Mandilawi President, Chairs Council  
Susan Murray Dean, Institutional Effectiveness  
Roxann Solis Acting Vice President, Administrative Services  
Matilda Chavez Vice President, Instruction  
Charity Murrell Vice President, Associated Students  
Awana Payne President, Classified Senate  
Cesar Gumapas Public Information Officer  
Majeda Nasrawi City College Site Director, SPAA  
Rose LaMuraglia Dean, Business, Information, Technology & Cosmetology  
Leroy Brady Professor, Business  
Luis Perez Vice President, Academic Senate  
Ricky Shabazz President  

Absent:
Trudy Gerald Administrative Representative  
Andrew Leal President, Associated Students  
Denise Whisenhunt Vice President, Student Services

Agenda/Notes:

Welcome to college council and thank you for coming.

Approval of February 26th, 2019 Meeting Notes
Dr. Shabazz requested approval of the February 26th, 2019 minutes. Noted modifications to ELAC acronym and Ms. Majeda Nasrawi’s name/title. Motion made by Ms. Nasrawi to approve the minutes, Mr. Robbi Ewell seconded the motion. Motion received unanimous approval.

Feeding San Diego (Ms. Rose LaMuraglia & Dr. Leroy Brady)
Ms. LaMuraglia, Dean of Business, Information, Technology & Cosmetology, provided background information regarding San Diego City College’s Food Pantry as a longstanding part of our instructional program. She stated that now the opportunity to work with Feeding San Diego has come forward via the District and Industry Leaders. The partnership that is moving forward is similar to Mesa and Miramar’s programs with their Farmer’s Markets. She clarified that City is not going to showcase students getting food, as the dignity of the students is of the utmost importance, as part of the events. She stated that the intention is to create a festive event so that it can be seen as something more than receiving food.
Dr. Leroy Brady, Business Professor, extended his gratitude in being able to come before the College Council and talk about this project. Dr. Brady noted that hungry students do fall asleep in their classes, and this affects their learning outcomes. He noted that City recently came into a partnership with Feeding San Diego and, as Ms. LaMuraglia stated, they do have a presence on Mesa's and Miramar's campuses, and that starting in April they will have a presence at City. Dr. Brady noted that this is a campus wide project. He stated that he and Ms. LaMuraglia believe the issue of food insecurity belongs to all of us. Dr. Brady provided a handout, he noted key action items, including a meeting/soft launch would be held on Tuesday March 19th. There will be a food delivery and food distribution at the meeting and it will occur in the BT/AH Quad. For future events, the hours will be between 12:00pm-2:30pm once a month and we are hoping students will make accommodations to come a little early to get food. He noted that we are looking at the third Tuesday of every month as the distribution day. The food will be delivered between 9:00am-10:00am on the distribution day. Dr. Brady indicated the importance of the event not being recognized as a food giveaway or food distribution by the community, but encouraged participation in creating a name that would magnify the festival aspect and create interest. There are intentions to have a showcase for students to display their work, to have live music; and they are open to other ideas that help promote a positive event. Dr. Brady and Ms. LaMuraglia would like to be contacted with any ideas that invigorate the intent of the event; or should anyone have questions.

Ms. LaMuraglia noted that even on our own campus there may be classified staff and adjunct faculty that could benefit from the program. She noted that the food is of excellent quality, and that the partnership may also lend to a larger nutritional conversation. Dr. Brady offered that in many cultures it is food that brings people together, and that when you share food issues tend to fall away. Hence, this may be an opportunity to join with our students at a different level.

Ms. Matilda Chavez asked what type of help is most needed for the event. Dr. Brady said that people can help by spreading the word and working to create a positive vibe. Ms. Roxann Solis stated that Business Services is working on a layout that will be shared for people to visualize the event. Mr. Ewell noted that as a place of higher education, we do best at sharing knowledge, and this is an important opportunity to see more people come together to have an open conversation regarding areas of food insecurity in San Diego. ASG members asked about their support, and Dr. Shabazz indicated that Mr. Marciano Perez will work with the ASG to determine their involvement. Additionally, he stated that PIO Cesar Gumapas will bring a flyer for the event to the next College Council meeting. He noted that as the community visits the event they will become more aware of our campus offerings which will create interest and potential enrollment.

Accreditation (Susan Murray)
Dr. Murray stated that we have received a compliance recommendation. Our recommendation was cleared and our accreditation was confirmed for the remainder of the cycle. Our next evaluation will be spring 2024. She also noted that it is standard procedure to do a mid-term report, for City it will be in the spring of 2021. The mid-term report will require a status on all of the recommendations, we will also prepare an annual report, which was summarized on the bottom of the handout that was provided by Dr. Murray. The accreditation committee is working on the recommendations and will bring their work to MPAROC and then to College Council later this semester.

Dr. Shabazz noted that it is important that the recommendations are taken seriously, and that accreditation be added as a regular item for discussion with Dr. Murray’s team tasked with creating a timeline for completion. This approach is to ensure our preparedness for the five-year visit. Dr. Shabazz
expressed that being well documented through our college committees will greatly support our ability to have a successful follow-up on accreditation.

Mr. Alan Rivera asked about restructuring the IEPI and PRT process in a way that City could divide the recommendations so that the committees can work effectively addressing issues before the next accreditation. Dr. Shabazz noted that it really begins on an individual, program, and department level; and encouraged faculty to return to their areas and determine where they interface with the recommendations to ensure they are being discussed and documented.

**Program Review Process (Ricky Shabazz)**

Dr. Shabazz referred to an attached template for program review. He indicated that we need a group under the direction of the VPI and Academic Senate to create a program review process. He noted that although a program may be under review, it should not be met with concern. He stated that it is our obligation to be collecting and representing data accurately in evaluation of our programs, but that not meeting all goals of a program does not necessarily create a negative but allows consideration for further review and adjustments.

Mr. Rivera asked from an instructional perspective, when we do plans, are there goals and actions items where we are creating loops. Dr. Murray noted that we made a lot of changes on how we have collected data for task stream. We are in the process of shifting to a three-year cycle. We are talking about doing a full review at the end of the cycle. However, what did not get addressed, was how to take out and address an item. She noted it could be similar as to how the RAC committee works, where the individual would present in front of the committee so the committee could ask questions. She said that it is similar to accreditation on a lesser time scale. Dr. Shabazz noted that we are tasked with putting this process in place by fall. An ASG member asked where students are introduced in the evaluation process, and Dr. Shabazz noted that students should be a part of the committee. Mr. Rivera also stated that they use their student assessments to improve their programs and that students are helping future students, when the professor observes class while in process.

Dr. Shabazz stated that it is ok to have an outcome that is not achieved, as long as it is documented, and a course for correction is identified. Mr. Luis Perez shared how intertwined the student learning outcomes and program reviews have been historically as it relates to funding. He noted that it can create tension for the faculty. Dr. Shabazz stated that he would not want program review tied to funding but used to discuss goals and objectives. Mr. Perez offered that based on history, it would be good to clarify and clearly communicate the intention of the process to faculty to avoid hesitation and unnecessary stress. Ms. Jan Jarrell appreciated Mr. Perez’ insight and concurred with his assessment. She noted that she would want to see the process as an opportunity for conversation and collaboration in working to review and evaluate programs via existing events to ensure the process is meaningful and carries the spirit it in which it is intended, as opposed to being another form of mere compliance. Dr. Shabazz agreed to this approach.

**Brown Act Requirements (Ricky Shabazz)**

In an effort to clarify the Brown Act requirements as related to the College Council, Dr. Shabazz noted that this committee is a reporting body to the President of City College. He stated that the Brown Act applies specifically to the Board of Trustee’s meetings. It will be his intention to follow the framework of the Brown Act, but that certain aspects, such as a public comment and the inability to change the agenda, would not always be possible. In addition, he does not want there to be a misconception that we need a quorum to vote, as that is not required for College Council.
Enrollment Update (Ricky Shabazz)

Dr. Shabazz has charged the Vice Presidents with making the Enrollment Management committee act as one of the more active committees. He indicated that a meeting was recently held to determine the plan for a new Veterans Resource Center and how the program will work with our Military Education program. Dr. Shabazz and the VP’s want to work with our faculty/staff who are veterans, or are related to veterans, to look at how we can do a better job; as well as expanding CCAP into our local charter schools, and offering night/weekend school. We are in need of a minimum additional enrollment of 3,000-4,000 students, and he is confident we can obtain that goal. He also noted that we need a minimum of $60K for our Outreach Program to help assist in this goal of reaching 20,000 students. Dr. Shabazz stated that he has encouraged our Deans to be more engaged in the community by joining various boards.

Dr. Shabazz stated that we are currently at 92% of our enrollment goal. He learned that the state is roughly $328 million under in their forecasted tax receipts, which equates to a $60 million deficit to the Community College system. This deficit will require some reductions and modifications, and a plan is being formulated to address this at each campus.

Mr. Rivera asked in relationship to enrollment whether there could be a conversation regarding faculty needs versus student demand, so that classes are structured based on when students are available. Dr. Shabazz stated that the Deans and the Chairs are all working to ensure that we do evaluate in this manner. We have nearly tripled the number of online and CCAP courses, there are a few courses that were needed with low enrollment for degree completion, but overall he is very pleased with the adjustments made. Dr. Shabazz did note that having courses on campus would always be our priority, and we may take classes into the community as well.

Announcements

Ms. Chavez announced that the Mid-Spring Faculty and Staff Club Reunion will be next week on March 20th at 5pm at 10-Barrell and that a notice would be distributed to the campus.

Ms. Jarrell reminded everyone that the Social Justice Conference will be in process as well next week with various events scheduled.

Mr. Perez noted that the High School HUBU Conference will be this coming Thursday March 14th in the Saville Theatre.

Mr. Gumapas encouraged everyone to follow City on social media and to tag us, as we have recently gone from 600 to 1000 followers on Instagram.

Meeting Adjourned 4:08pm