MINUTES

March 6, 2014
10:00 AM – 12 noon, Board Room


Meeting started: 10:05 a.m.

I. Mobile App Demo
Cathy Gould and Eric Stricklen made a presentation on Ellucian Mobile App that is intended for smart phones. It is currently a student-centered product that has been customized for Chabot College to allow students to access quick links to BANNER information and enable the college to deliver services and support. The App included the following navigational features, categories and content:

**COLLEGE INFORMATION**
- Class Schedule
- Grades
- Hold/Notifications
- Bookstore
- Zone Mail
- Contact Us
- Campus Map (similar to a GPS system; goal is to map all buildings)
- College Website
- Blackboard
- Campus Direction

**EVENTS**
- Event Calendar
- Facebook (needs someone to maintain webpage)
- Twitter (needs someone to maintain webpage)
- News Feeds
PUBLIC TRANSPORTATION

- BART
- AC Transit

ACTIONS

- Home
- About
- Switch School (list schools currently using the Mobile App product)
- Sign In

There are several websites that we are linked to, but unfortunately, not all of them are mobile-friendly especially our own college webpage. The content is small when viewed on a mobile phone.

There can be several types of event calendars: sports, PAC, class cancel list.

Suggestions from advisory group are as follows:

- Add Campus Safety link
- Add Student Life link
- Change class schedule to read “My Class Schedule”
- Go Live but do not announce until later to allow Chabot employees to test it out
- ADA compliance? Kathleen Allen pointed out the District is not supposed to purchase or utilize equipment/applications that are non-ADA compliant; could open the college to lawsuits

II. Sexual Assault Awareness Month - Catharsis Productions: “Sex Signals” Performance

April is sexual assault awareness month. In addition to the Health Center’s Denim Day event (April 22nd) and as our kick-start in the roll-out of the Campus SaVE Act, which mandates educating and training students and all campus personnel on the prevention of sexual violence on campus, ValJean Dale will submit a co-curricular request for funds to pay for Catharsis Productions to come to campus and present “Sex Signals” (April 24th). It is an improvisational role-playing performance where actors portray various situations that individuals may find themselves in that may lead to potential for sexual assault. LPC has had the company come to their campus two years ago and was very well received because instead of being a lecture series, this production, through a series of scenarios and improvisational vignettes, was able to relate better to students (such as what happens at a party, signals that they want to be more aware of that may be misconstrued or ignored).

ValJean said there is a debriefing session after the ½ hour performance that will allow for discussion so there is an audience cap of 400 students at a time. A pre-test and post-test will be administered so we can accurately assess the learning that took place as a result of the performance.

Cost: $4,000 which is $10/student. So we need to ensure that we have as close to 400 students attend. One idea is to identify and invite classes that meet at a specific hour (i.e., 10:30 – 11:45 AM). The students will take a short pre-test that meets the guidelines and requirements of the law on a Tuesday the class meets, then on Thursday the time is used for the production followed by short post-test.
ValJean suggested that Dr. Sperling send a campus-wide email about the new law since this is the beginning of our effort to meet the law’s mandate. Training is to be completed during the 2014-15 school year. Failure to do may result in colleges being sanctioned and students blocked from registration if they do not follow-through.

Other training suggestions include:

- Incorporating sexual prevention training in our orientation program for our freshmen students
- Our Theater Department under the direction of Rachel LePell may be able to re-create a similar production where we will train our own students; perhaps grow to become a regional production and train students at other colleges
- Create an online course
- Collaborate / coordinate with LPC

ValJean asked for assistance in testing and evaluating training modules. Kathleen Allen, Philomena Franco and Noell Adams volunteered to help.

III. Commencement – Marshals Sign-Up List

Commencement is on Friday, May 30th at 6:00 PM. In the event of rain, the ceremony will be held in the PAC in two shifts. Total numbers of graduates will not be known till end of March. We have been sending emails to students who have 45+ units informing them to apply for graduation.

Also, students at Chabot who have completed “all of their lower division CSU/GE requirements for the BA/BS Degree” prior to transferring to any California State University are eligible for "Certification of General Education Breadth Requirements." But it doesn’t happen automatically. Students must request for certification. In the last two years, only four people have applied for it. We have not done a good job of advertising it, so we are also sending email reminders to these students.

VP Kritscher added that hundreds of thousands of students statewide are eligible to receive AA degree or certificate from California community colleges, but do not know it because of our drastically reduced resource levels; and because of our system whereby students have to petition to get their degrees. He said a bill has been introduced that will perhaps provide funding and require colleges to use an audit system and award degrees and certificates to students who have earned them but never petitioned.

So it is our goal to promote graduation/certification, transfer certificates and effectively use our data to graduate more students.

We have invited Councilmember and former Mayor Evan Low of the City of Campbell to be our Keynote Speaker. (Update: Mr. Low accepted our invitation on March 10th). Dr. Sperling saw Mr. Low speak at last year’s APAHE conference and was very impressed by his message and speaking style. He is very active in the LGBT community promoting civil rights awareness.

We also have to organizing our logistics and start to request for volunteers for the various roles needed to put the Commencement ceremony together and meet the high standards Gerald had set. VP Kritscher asked everyone to review the list of duties and to go back to their departments and ask for volunteers.
Some points to think about/remember:

- Have VIPS mingle at post-ceremony reception
- Since Shari Jacobsen is retiring, designate a contact person who will handle calls/questions regarding accessibility, escort and seating accommodations for family members
- Review letter that is sent to graduates
- Critical to have list of marshal volunteers before April 8th so gowns can be ordered

IV. FY 2014-15 Service Hours / Meetings Schedule

As we bring back more services/hours through categorical restorations, SSSP and equity funding, we need to look at our schedules. We need to look at division meeting time as well as giving Dr. Sperling an opportunity to conduct a town hall style meeting, 2-hours once a month, similar to LPC. So staff meetings for A&R, Counseling, Financial Aid and Special Programs will be on Wednesdays, 1:00-3:00 PM. This schedule will allow us to attend PRBC.

It was suggested that next year (Summer/Fall), we should not schedule classes, 12 noon – 1:00 PM, on Tuesdays and Thursdays and restore college hour.

Effective Fall 2014, Counseling will open till 8:00 PM on Wednesdays and Thursdays. For other areas of Student Services we need to restore service in stages. We need further clarification regarding use of SSSP funds for other educational services (i.e., manpower needed for Degree Works - educational planning going forward, maintenance issues, assessment, peer advising) and for support services. We need to rebuild staffing to increase service access such as:

- Peer Advisors to be available till 3:00 PM on Fridays
- Bldg 700 open till 3:00-4:00 PM on Fridays
- Online Services and Assessment w/ peer advisors and classified professionals

A suggestion was made to pilot the “Friday longer hours” to ascertain cost effectiveness and to consider security for the limited staff.

V. Student Equity Council

Later this afternoon, VP Kritscher, Dean Wilson, Carolyn Arnold and Becky Plaza will meet to review the Student Equity Plan requirements and the baseline data and determine what measurement we will need to look at the outcomes of our equity goals and activities. Then we need to form a council that will meet monthly for the next three months. The first meeting will be March 20th, 2:30 - 4:00 PM, in Room 758. We need good representation from Student Services, Academic Services and Institutional Research. We need to compile a list of minimum attendees/representation and then open it to the entire college.

VI. Budget Committee

VP Kritscher spoke about a list of equipment requests that was ready to be reviewed and deliberated by the Budget Committee that did not include any unit requests from Student Services. He also said that for the last 10 years, ever since former President Dr. Carlson combined the VTEA/Perkins Funding Advisory Committee with the college-wide Budget Committee, there has been over-representation of Career and Technical Education (CTE) members (administrators, faculty and staff) on the Budget Committee. As a result, the voice and representation for Social Sciences, Liberal Arts and Student Services have been “squeezed out” or shut out of the process.

He pointed out that in this school year alone, Student Services has been left out of some of the
most important decision-making on this campus. This has been brought to Dr. Sperling’s attention and she will review the make-up of the Budget Committee to ensure that true and full representation, college-wide, is achieved.

VII. End of Year Events
VP Kritscher reminded everyone to send their dates of End-of-the-Year celebrations/activities to the President’s and VPSS Offices so we will have a list to post and advertise.

VIII. Other
Jeanne Wilson gave an update on Gerald’s Memorial
---The memorial service will be Friday, March 14th at 2:00 PM @ PAC; reception will be held at the lobby of Bldg 700. This coming Monday, March 10th, anyone who wants to share a memory about Gerald may do so on film in the TV studio in Bldg 100. A samurai sword will be purchased and given as a gift to the Shimada family on behalf of the college. The sword will be engraved: Honor and Service 1994-2014. There will be a temporary Koi pond in Gerald’s honor, something he joked about that the only thing left out in the 700 building plan was a Koi pond. Suggestions were made to rename the DSRC building or plant a tree in his honor. About 300-400 people are expected to attend.

Meeting Adjourned: 12 Noon

Next Meeting: May 1, 2014 in the Board Room

BW

Handouts
---Graduation Areas of Responsibilities and Volunteers