



**Classified Senate Meeting  
November 5, 2020  
2:15pm - 3:30pm  
Zoom Meeting Minutes**

**Board Members: Jeremy Evangelista-Ramos, Belinda Chan, Kennya Ruiz, Sherrie Prasad**

**Attendance:** Chris Woo, Angelica Mendoza, Bryan Swartout, Chris Weidman, Clair Yeo-Sugajski, Connor Fitzpatrick, Jesselle Hoque, Kathy Fitzpatrick, Kristina Brower, Nancy Lam, Lori Lisowski, Maria Norris, Marisa Thigpen, Martin Marquez, Soe Hlaing, Zahra Mojtahedi.

**1. College Community Update**

**Guest Speaker: Karen Wong, Institutional Effectiveness Coordinator: CPR process and work (10 mins)**

**Comprehensive Program Review (CPR) revision of templates** (instructional and student services)

- a. Evaluating the efficacy of our programs - no longer housed in curriculum committee and rather SPARC.
- b. Revising the PR template and resources to be better tailored for instructional or student services
- c. Cross-functional type work group; what they doing right now? Short timeline, won't initiate it until next Spring, for programs undergoing program review
- d. Sub work group will meet for 8 weeks – already met for 3 weeks.
  - i. Want to solicit input and feedback from the college as a whole; then bring it to the SPARC committee to provide feedback and approve before moving forward to college president.
- e. In mid-Nov. keep an eye out of the college-wide announcement to review the template the provide input via google docs. The CPR work group review the input.

**Guest Speaker: Zahra Mojtahedi, Planning and Research Analyst: Dashboard (15 mins)**

<https://skylinecollege.edu/prie/tableau.php>

Public facing dashboard to pull basic Skyline College data; commonly sought out information. There will be more information and dashboards available coming soon...  
User-friendly and provides definition

- 6 years of data course: enrollments, retention, success, in comparison to the collegewide data. Headcount and degree/certificates are coming...
- Can filter by program and division; with demographic disaggregation's
- Unique headcount will be added too; currently not available on the dashboard
- Program review packets are tied to course subjects

## **2. Approve/ Discuss Meeting Minutes (April/May/September/October 2020) (10 mins)**

### **Approval of April 2020 meeting minutes**

(M/S Kathy Fitzpatrick/Kristina Brower)

The April 16, 2020 minutes were approved.

### **Approval of May 2020 meeting minutes**

(M/S Kathy Fitzpatrick/Lori Lisowski)

The May 7, 2020 minutes were approved.

### **Approval of September 2020 meeting minutes**

(M/S Kathy Fitzpatrick/Nancy Lam)

The September 3, 2020 minutes were approved.

### **Approval of October 2020 meeting minutes**

(M/S Lori Lisowski/Bryan Swartout)

Add Lori Lisowski, Jesselle Hoque and Bryan Swartout to the attendance list. Chris Woo abstained from voting on any meeting minutes prior to Fall 2020.

The October 1, 2020 minutes were approved.

## **3. Caring Campus Update (5 minutes)**

Groups formed to move forward with phase two of implementation of Caring Campus at Skyline College. Each group is responsible for either presentations, creating and updating a website, or creating informational videos.

Presentations to division meetings on spring flex day(s). Website to go live in a few weeks.

## **4. Community Market Day and Benefits of Diversity and Understanding Unconscious Bias training. (Chris Weidman - 10 mins)**

Sign up to volunteer for the food drive:

<https://app.smartsheet.com/b/form/b30f683bd9304d3395ce730517b35eb8>.

Participants interested in volunteer can reach out to Chad Thompson; Director of SparkPoint.

Volunteering to the community market at Skyline College – Classified Professionals must use comp. time or vacation.

**Unconscious Bias Training** – all employees need to go through the training and have to renew after 3 years. Email Chris Weidman, if you would like to know if you need to complete or renew the training. Or contact: Jennie Elizalde from HR can check your status of the here is her email address [elizaldej@smccd.edu](mailto:elizaldej@smccd.edu). Trainings are offered once a month; use as part of worktime.

#### **5. Department Check-ins (10 mins)**

Lori Lisowski: Library is now offering curbside pickup; technology and course reserves. Check out items for the rest of the semester. Share the word with students!

<https://guides.skylinecollege.edu/curbsideservices>

Marisa Thigpen: Ethnic Studies sessions; event 11/6/20 (4-6p) Poetry Corner Series (only one in the fall). 11/19/20 – Career Conversation Series; panelists to share experiences and have conversations with students.

Sherrie Prasad: Dr. Moreno sent an email to college community; shared the report back from the McPhail Group.

[http://www.skylinecollege.edu/collegegovernancecouncil/assets/documents/agendasmminutes/2020 2021/agendas/2020-1023%20McPhail%20Report%20w%20Moreno%20Letter%20.pdf](http://www.skylinecollege.edu/collegegovernancecouncil/assets/documents/agendasmminutes/2020%202021/agendas/2020-1023%20McPhail%20Report%20w%20Moreno%20Letter%20.pdf)

Last Friday, Classified Senate Student Scholarship Drive kicked off for the month of November: 11/1-11/30. Goal is \$1,500 – match what we raised last year.

#### **6. Thoughts, feedback, comments? (5 mins)**

Next meeting December 3<sup>rd</sup>, 2020. Dr. Aaron McVean will be presenting a plan on our district strategic plan.