California State University, Hayward  
Contra Costa Advisory Committee  
Minutes of February 7, 2001  
Approved as amended

Members Present: Arlene Kahn, Guido Krickx (Chair), Andrea Laird, Mark Nickerson, Robert Phelps, John Primus, Richard Vrmeer

Members Absent: None
Guests: Herbert Eder, Barbara Hudler, Robert Peyton

1. Approval of the minutes of the meeting of January 10, 2001: Paragraph 4: The sentence beginning with "When this work has been completed there would be consultation with the CSUH Academic Senate…” should be amended to eliminate the phrase beginning with "including Senator Torlakson's staff” to read: "When this work is completed, the Contra Costa Advisory Committee should report to the CSUH Academic Senate and other constituencies.” The sentence beginning with "This important step…” should be shortened to read "This important step would take place between the middle February and March." The minutes were approved as amended.

2. Report of the Director, Contra Costa Campus: Mark Nickerson reported that Winter Quarter enrollment numbers are a mirror of those of Fall Quarter, 2000; that is, where in Fall there was a slight increase in FTE and slight loss of headcount; in Winter 2001 there was a slight increase in headcount but slight loss of FTE. Overall we see a trend of stability. There is some concern over the strong departmental preference for scheduling classes on Thursday nights, which has created a need to encourage them to choose other nights for classes. Over-scheduling on certain nights, and loss of course offerings on other nights, can cause problems for students who wish to complete all their course work at the CCC.  

TriValley Center
Mark passed out a draft proposal for a CSUH TriValley Center, to be located on Hopyard Road in Pleasanton. This draft proposal is a result of a marketing study commissioned by the Extension and the Office of Graduate Programs. It will answer a need for CSU services in this rapidly growing, well to do area. Initial programs are planned to be self-supporting (e.g. Executive MBA). Mark also discussed another regional center of CSUH to be located in Oakland.

Summer Concert Series
Barbara Hudler has been instrumental promoting well in advance, our summer concert series. We are hopeful that our advance planning will assure additional interest among area music groups. Eclectic, “oldies”, jazz and thirties formats are planned. We hope in the future to advertise in the Contra Costa Times, KFOG radio and other venues.

Community College program
There is an important meeting scheduled with DVC and LMC administrators tomorrow. DVC has expressed an interest in having night programs and we are aware that this may compete with space needs for CSUH night classes. We are working on a draft MOU between the Contra Costa Campus and the Community Colleges whose programs we host. It is hoped that this partnership will result broadbased programs that can be continued (and students that will continue) at CCC. Mark expressed the hope that the membership of the CCAC could forge links
with community college faculty. Possibilities include social events for CSUH CCC faculty and faculty of the community colleges.

3. **Discussion of Phase 1, Evaluation Report by the CSUH Chancellors Office**: This report projects enrollment and FTE for both the Hayward and CCC campuses for the next ten years. The phase II report (below) will be conducted by an independent contractor and will “address workforce requirements, student expectations and other factors to identify the academic programs best suited to meet projected demand.” The committee expressed some concern over low projected FTE growth at the CCC over the ten year period and that the data upon which the projections were made insufficiently allowed for programmatic changes, local educational and business partnerships and changes in the transfer rates from community colleges.

4. **Discussion of Focus group progress (Barbara Hudler)**: We are happy to report that the two focus groups of community college counselors (six each, twelve in all) have met with Joan Sieber, who reported the sessions as very successful. The first group was solely from Diablo Valley College, the second represented Los Medanos, Solano and Contra Costa Colleges. Our last focus group, on Thursday, February 15, will be comprised of Division Chairs of the Community Colleges. Joan will be supplying us with her analysis of the group sessions next week. From her analysis, the committee will prepare a report to the academic senate detailing the findings of the focus groups in the context of the reports of the Chancellor’s Office and of the independent consultant. Guido Krickx, Mark Nickerson, and Robert Phelps will work on the report, which will be presented sometime in mid March.

5. **Discussion of Phase II Evaluation Progress**: Robert Peyton passed out examples of reports previously prepared by the consultant, Tapan Munroe. The consultant appears well connected and it is hoped that his report will provide ample feedback from the business and governmental groups interviewed. The tasks of the report will be as follows: 1) review of background materials (CCC Annual Report, CCC Action Plan 2000-01, the above mentioned prospectus for an Enrollment needs study (CSU Chancellor’s Office), etc) 2) analysis of major employment sector and industry clusters 3) focus groups 4) demographic profile 5) presentation of the findings to the CSU Chancellor’s Office. The completion date will be March 15, 2001. By March 15, the CCAC will independently submit its report to the Academic Senate. At that time, we will present only (as noted above) our report on community college focus groups conducted at CCC.

6. **Discussion of the CCAC work plan in light of deadlines of the Phase II evaluation**: Except as noted above regarding our pending report to the Senate in March, further discussion will be deferred till the next meeting (March 7, 2001)

7. **Other Business**: None

8. **Adjournment** 5:15 PM

Respectfully Submitted,
Steve Philibosian