

# CONTRA COSTA COLLEGE

## College Council

**Date:** Thursday, November 10, 2022

**Time:** 2:00–4:00 p.m.

**Zoom:** <https://4cd.zoom.us/j/98601686373?pwd=RIM0R09RR2duaGFZV3RPV2RvVTNDdz09>

**Present—** Constituency Representatives

**Classified:** Brandy Gibson

**Faculty:** Jacki Wright

**Management:** Evan Decker

**Student:** Diego Ortega

**In attendance**

**Classified:** Brandy Gibson, Von Segerberg

**Faculty:** Jacki Wright, Elvia Ornelas

**Management:** Rene Sporer, Kimberly Rogers, Rod Santos, Arzu Smith, Ashley Phillips, Evan Decker, Jason Berner, Kenyetta Tribble, Mayra Padilla, Mariah Bruce, Monique Hernandez

**Students:** Diego Ortega, Justine Nino, Kevin Ruano-Hernandez

**18 total in attendance**

**Note Taker:** Jackie Oré

## Meeting Minutes

**Voting members (one vote per constituency group); all questions monitored in chat**

TOPIC	OUTCOMES/DICUSSIONS	ACTION ITEMS
I. Call to Order	<b>Rene Sporer, in place of Kevin Ruano Hernandez</b> , called the meeting to order at 2:07 pm	
<b>Presentations</b>		
II. Public Comment	<b>Kenyetta Tribble</b> announced the Registration Support event on November 21 <sup>st</sup> and 22 <sup>nd</sup> in the Fireside Hall.  Priority registration for DSPTS, EOPS, and veterans begin November 14 <sup>th</sup> – 15 <sup>th</sup> .	
<b>Consent Agenda and Minutes– Action Items</b>		
III. Approval of Agenda	Addition to the discussion items is Board Docs for posting of committee minutes and agenda items. Jackie Oré will be presenting.  <b>Brandy Gibson</b> (classified) motioned to approve the agenda with the addition <b>Evan Decker</b> (management) second motion to approve of agenda	Agenda approved by all constituency representatives

<p>IV. Approval of Minutes from</p>	<p><b>Evan Decker</b> (management) motioned to approve of minutes of <b>October 13, 2022</b> meeting  <b>Diego Ortega</b> (students) seconded motion to approve the minutes</p>	<p>Minutes approved by all constituency representatives</p>
<p><b>Standing Committee Reports</b></p>		
<p>V. Planning Committee Report</p>	<p><b>Mayra Padilla (management)-</b></p> <ul style="list-style-type: none"> <li>• Presenting Student Equity Plan revision in this meeting</li> </ul> <p><b>Katie Krolkowski (faculty)-</b></p> <ul style="list-style-type: none"> <li>• Presenting the Re-design of Program Review in this meeting</li> </ul>	
<p>VI. Student Success Committee Report</p>	<p><b>Rod Santos (management) announced</b></p> <ul style="list-style-type: none"> <li>• Brandy Gibson presented Student Learning Outcomes / Administrative Unit Outcomes (SLO/AUO). Brief conversation about the Equity Plan.</li> <li>• Joel Nickelson-Shanks presented a training of the Visual Schedule Builder (VSB). There are issues with VSB presented by the Welcome Center, A&amp;R, and Rod Santos with Visual Schedule Builder that will be forwarded to District Office IT to resolve those issues.</li> <li>• Lt. Charles Hankins answered students' questions about safety and security, and escort services on campus. Rod and Lt. Hankins will collaborate on ideas on to bring campus safety awareness to everyone.</li> <li>• Next meeting is December 1<sup>st</sup> to discuss classroom experience with students and other agenda items.</li> </ul>	
<p>VII. Operations</p>	<p><b>Arzu Smith (management)</b></p> <ul style="list-style-type: none"> <li>• College Procedures Handbook will be reviewed for revision starting with the table of contents to add, edit or delete content. The committee will dedicate 10-15 minutes to review and propose changes to College Council for considerations.</li> </ul> <p><b><u>Subcommittees:</u></b>  <b>Safety Committee 11/03/2022</b></p> <ul style="list-style-type: none"> <li>• Safety Committee scheduled a</li> </ul>	

	<p>walkthrough for the daytime and nighttime to review campus facilities for any slip or tripping hazards that will need to be resolved.</p> <ul style="list-style-type: none"><li>• Daytime walkthrough happened today 11/10/2022.</li><li>• For the nighttime walkthrough, the committee needs more management and faculty volunteers to conduct the survey.</li></ul>	
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<p>VIII. Budget</p>	<p><b>Arzu Smith (management)</b></p> <ul style="list-style-type: none"> <li>• Improved annual goals and FY23-24 budget requests were reviewed.</li> <li>• Membership of the committee was reviewed and finalized.</li> </ul>	
<p>IX. Student Equity Plan- Read &amp; Endorsement</p>	<p><b>Mayra Padilla (management)-</b></p> <ul style="list-style-type: none"> <li>• Request from state chancellors office and district to extend the timeline to present and approve the suggested changes from November Board meeting to December 14<sup>th</sup>.</li> <li>• Mayra will send an email to all the Senates to review the Timeline to find any typos, move any items to another section. No implementation changes.</li> <li>• November 10<sup>th</sup> – 16<sup>th</sup> The Classified and ASU President will send the document to all members to receive feedback.</li> <li>• Jacki Wright will forward the suggestions to Gabriela Segade and coordinate a special meeting to review document and make final recommendations.</li> <li>• CCC Institutional Effectiveness show all documents used for the data and other supporting information including drafts of the Student Equity Plan 2022 <a href="https://www.contracosta.edu/wp-content/uploads/2019/09/CCC_Student-Equity-Plan_Exec-Summary_2019-2022_Final-Submission_June-17-2019.pdf">https://www.contracosta.edu/wp-content/uploads/2019/09/CCC_Student-Equity-Plan_Exec-Summary_2019-2022_Final-Submission_June-17-2019.pdf</a></li> <li>• Executive Summary <a href="https://www.contracosta.edu/about/college-plans/">https://www.contracosta.edu/about/college-plans/</a></li> </ul>	

<p>X. 2023-24 Budget Requests</p>	<p><b>Arzu Smith (management)-</b></p> <ul style="list-style-type: none"> <li>• 48 budget requests for FY2023-2024 were submitted across 17 departments.</li> <li>• The estimated total cost is \$1.7 million of all requests submitted.</li> <li>• \$1.1 million would have had an impact on the general fund which there are restricted funds available to help fund some of the requests.</li> <li>• Shared with Budget Committee to go through all requests and made comments and recommendations to forward to Executive Team.</li> <li>• Final decisions made by Dr. Rogers and will inform the departments of the budget requests outcomes.</li> </ul>	
<p>XI. Re-Designing Program Review Process</p>	<p><b>Katie Krolkowski (Faculty)</b></p> <ul style="list-style-type: none"> <li>• The “Program Review Re-Design proposal from CCC Planning Committee” was presented</li> <li>• Members in the workgroup are: Cile Beatty, Chao Liu, Gabriela Segade, Kenyetta Tribble, Jason Berner, Arzu Smith, Brandy Gibson and Vanessa Mercado</li> <li>• The changes to Program Review will be the overall process and the sections within the program review.</li> <li>• Proposed Timeline for the redesign <ul style="list-style-type: none"> <li>November 10<sup>th</sup> – December – review the Program Review Re-Design</li> <li>December 8<sup>th</sup> - January– for the constituency groups to be detailed review of 3 sections</li> <li>January 12/13 – mid February – for the constituency groups to be detailed review of 2 other sections</li> <li>February 9<sup>th</sup> – Early March – review 3 other sections</li> <li>Early March – Late March – review entire proposal with feedback</li> <li>Late March – Special College Council meeting to review the entire document</li> <li>April – define the process</li> <li>April - May – Build the Launch</li> </ul> </li> </ul>	

	<p>May approval and implementation by Fall 2023</p>	
<p>XII. Board Docs agenda and minutes – Jackie Ore</p>	<p><b>Jackie Oré (classified)-</b></p> <ul style="list-style-type: none"> <li>• Shared Board Docs located in the District Website.</li> <li>• Agendas and be created and minutes can be typed within the boxed section or attached.</li> <li>• This creates a streamlined look and a centralized place for all committee agendas and minutes.</li> </ul> <p><b>Brandy Gibson (classified)-</b> Suggested to use Board Docs for Accreditation research purposes.</p>	
<p>XII. Reports from Constituency Groups</p>	<p><b>Brandy Gibson (classified)-</b></p> <ul style="list-style-type: none"> <li>• Mayra presented the Equity Plan to Classified Senate</li> <li>• Land Acknowledgement requested by ASU</li> <li>• Mental Resilience Program and gifted a sweatshirt</li> <li>• No fundraising efforts to support</li> <li>• Holiday gathering</li> <li>• November 21<sup>st</sup> next meeting</li> </ul> <p><b>Jacki Wright (faculty)-</b></p> <ul style="list-style-type: none"> <li>• None to report, in place today for Gabriela Segade that was not in attendance.</li> </ul> <p><b>Evan Decker (management)-</b></p> <ul style="list-style-type: none"> <li>• New grant for Incarcerated and MESA received</li> <li>• Budget Requests were reviewed</li> <li>• Hiring needs and process</li> <li>• Maintain Cornerstone with Classified Evaluations are up to date</li> <li>• Goals for the Academic year improving communication, regular media updates, PD needs, cross</li> </ul>	

	<p>training on process procedures and software</p> <ul style="list-style-type: none"> <li>• Next meeting Nov. 17<sup>th</sup></li> </ul> <p><b>Diego Ortega</b> (student)-</p> <ul style="list-style-type: none"> <li>• None to report</li> </ul>	
XIII. Announcements	Special College Meeting will be set to review the Equity Plan	
XIV. Next Meeting	December 8, 2022	
XV. Adjournment	Meeting adjourned at 4:03 p.m.	



CONTRA COSTA COLLEGE

# Program Review re-design proposal from CCC Planning Committee

College Council, November 2022

Dr. Katie Krolkowski, Dr. Mayra Padilla (Planning co-chairs)

Re-design workgroup members: Cile Beatty, Chao Liu, Gabriela Segade,  
Kenyetta Tribble, Jason Berner, Arzu Smith, Brandy Gibson, Vanessa  
Mercado



# Overview of presentation



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- Why propose a re-design of program review?
- How can we accomplish a re-design?
- The overall process - proposal
  - The year of a self-study
  - 5 year cycle of campus self-studies
  - Annual unit plan/update/request (vs 5-year self-study)
- *What about...?*
  - *CTE programs - proposal*
  - *Administrative units*
  - *Student Services units*
- Sections of proposed self-study - proposal
  - Executive Summary new
  - Metrics old
  - Vision for program, continuous improvement, goals old - combines sections
  - What are students saying? new- to some
  - Student Learning Outcome (AOU) old
  - Priorities and resource needs old
  - Employment and workforce new- to some

# Why propose a re-design of program review?



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- 2020-2025 Strategic Educational Master Plan
  - Topic Areas 1 & 2: Institutional Capacity And College Community Cohesion & Academics and Student Support
  - Goal 1.2 Steward college resources in alignment with the Strategic Plan utilizing a clear, transparent, data-based decision-making process for the College Budget
    - Action Area 1.2.1 Develop and implement a comprehensive process to holistically evaluate the program review process
    - Action Area 1.2.2 Conduct a comprehensive review of programs and services, resulting in a prioritization that is widely communicated
    - Action Area 1.2.3 Develop a comprehensive and transparent budget setting and projecting process aligned with the Strategic Plan
    - Action Area 1.2.5 Understand the impacts of the Student-Centered Funding Formula at CCC, and respond accordingly
  - Goal 1.4 Increase faculty, staff and student morale, and build a strong sense of community cohesion so that the CCC community works well together
    - Action Area 1.4.1 Clarify expectations for each role on campus and the connection between daily work and the mission of the college
    - Action Area 1.4.2 Recognize and support colleagues on campus
  - Goal 2.2 Ensure that program review is strongly beneficial to each program by tying program review more explicitly to the everyday work of the college
    - Action Area 2.2.1 Research the best data-gathering practices for Community College Program Review and engage in program-level data-review each semester
    - Action Area 2.2.2 Develop a data-based program review process, with benchmarking for each program, that allow an annual high-level assessment of progress toward goals for all programs
    - Action Area 2.2.3 Ensure that the program review process is inclusive of adjunct faculty, support staff, etc., and ensure that results are shared widely
    - Action Area 2.2.4 Establish clear actions and review strategies for programs that are performing below established standards
    - Action Area 2.2.5 Gather quantitative and qualitative data to help us understand student needs and the elements that lead to program success
- Commitment to ACCJC
  - Major goal of the ISER section of our last accreditation

## Bottom line:

The Program Review and Annual Report processes are not working in a way that feels valuable to many on our campus

# How can we accomplish a re-design? (1 of 2)



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- November 10 - December: feedback on high-level structure and detail of 1 section
  - Overall Framework and timeline *similar to old- improved clarity, 5 years*
  - Sections included in self-study (names, brief explanation, *not detail*)
  - Executive summary section- **detail** *new*
- December 8 - January: feedback on detail of 2 sections
  - Metrics section - **detail** *old - improved prompts, equity*
  - Vision for program, continuous improvement, goals - **detail** *old - combines sections efficiently*
  - Catch up on overall framework, included sections, executive summary detail
- January 12/13 - mid February: feedback on detail of 2 sections
  - What are students saying section - **detail** *new- to some*
  - Student Learning Outcome (or Administrative Unit Outcome) - **detail** *old - improved prompts*

**Remember:** The intent is a college conversation!  
Introduce ideas at College Council, so whole college has information for discussion and feedback

# How can we accomplish a re-design? (2 of 2)



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- February 9 - Early March: detail of remaining sections
  - Priorities and resource needs - **detail** old - more efficient and transparent
  - Annual reporting - how will this work, how relate to resource requests and 4-year cycle old - improve clarity, timing, efficiency
  - Employment/workforce- **detail** new- to some
- Early March - Late March: review **entire proposal with incorporated feedback**
  - March 9 : "first read" of final draft and reminder of final feedback opportunity
- Late March: **Special College Council Meeting**
  - **Recommend whether to 'go ahead' for 2023-24 cycle launch**
- April: Responsibilities and expectations for process defined
- April-May: build process for launch
  - Build templates in eLumen
  - Create user manuals
  - Organize logistics of administration
  - Define roles and responsibilities of : validation team, etc.
- May: College council reviews and approves new template and roles, responsibilities, expectations
- June : Launch re-designed (beta?) process for first group of programs in 5-year cycle





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# What's the proposal?

Overall process (including annual unit plan and budgeting)

Sections of self-study: High-level explanation

Executive summary section: Details

CTE program idea

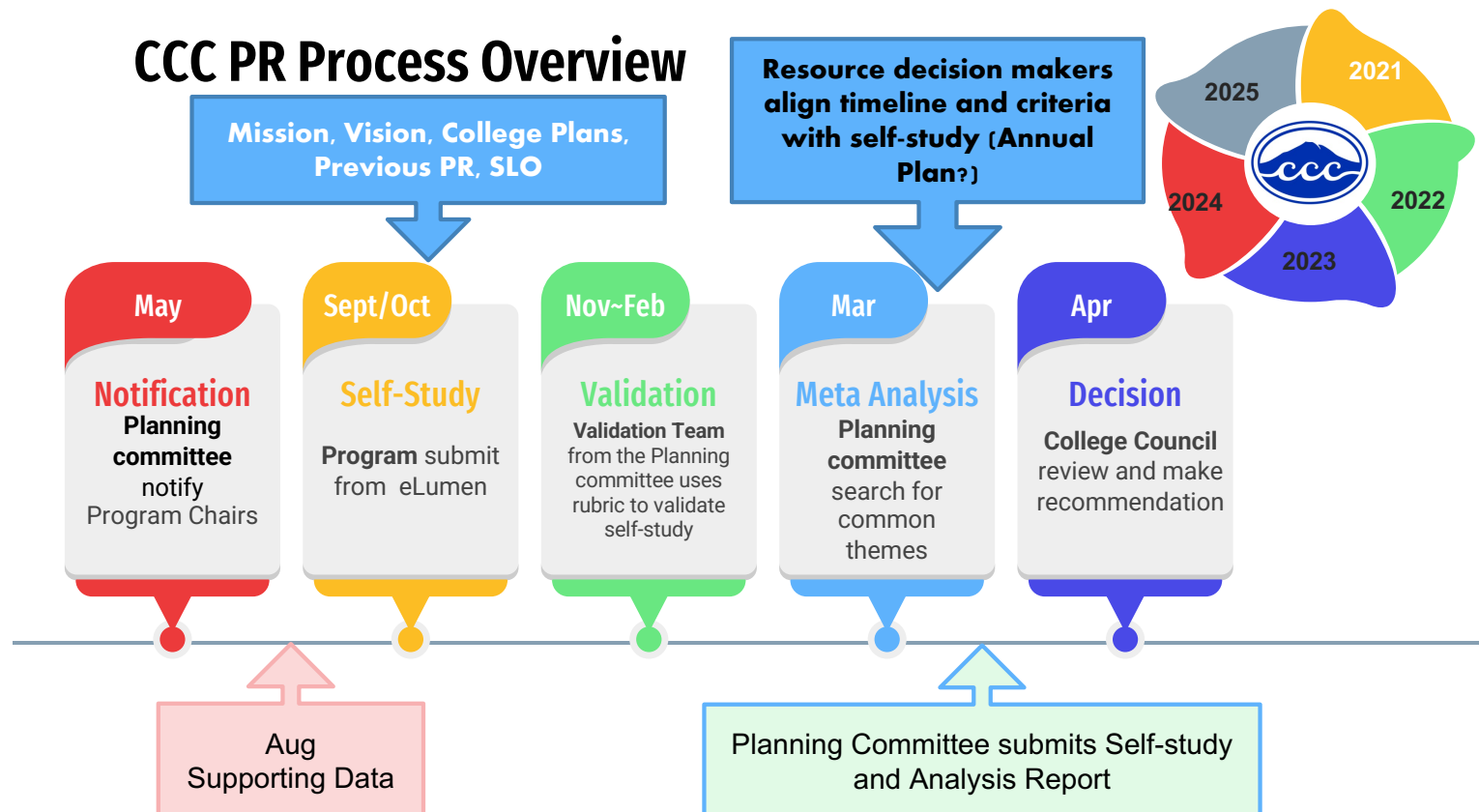
# The overall process (1 of 3)

## The year of a self-study



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### CCC PR Process Overview



*similar to old-  
improved clarity*

# The overall process (2 of 3)

## 5 year cycle



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### 5 Year Cycle

Prepare for the next cycle

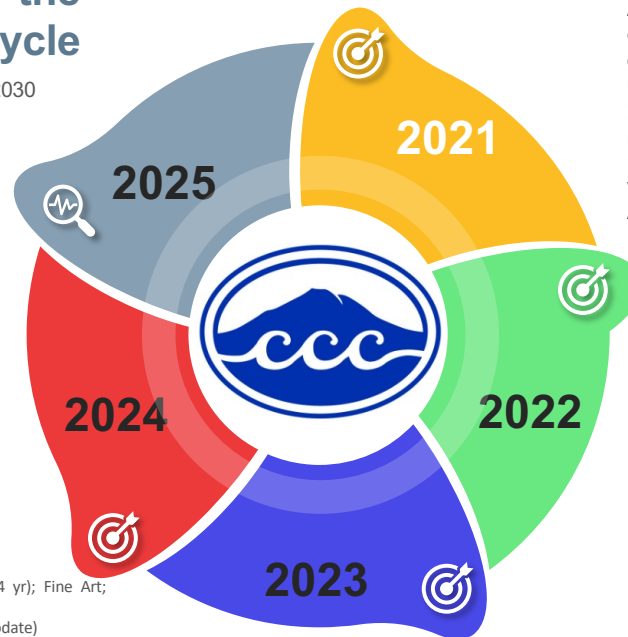
Set New Plans for 2026-2030

#### Group 4 PR

Certified Nursing Assistant (2 yr update);  
Early Childhood Education (2 yr update)  
Nursing (2 yr update); Political Science; Business  
Psychology; Math; Real Estate (Full 4 yr)  
Sociology/Social Science; Media Art (Full 4 yr)  
Biotechnology (2 yr update); English (including skills  
lab); English as a Second Language  
Business Services; Admissions &  
Records/International/Veterans  
Counseling (Transfer/Career); Puente.

#### Group 3 PR

Administration of Justice and Public Safety (Full 4 yr)  
Automotive Technology (2 yr update); Chemistry  
CIS/Computer Science/BOT (Full 4 yr); Culinary (Full 4 yr); Fine Art;  
Emergency Medical Sciences (Full 4 yr)  
Health and Human Services and Medical Assisting(2 yr update)  
History, Anthropology & Geography; Journalism (2 yr update); Medical  
Assisting (2 yr update); Music; Physical Education/ Kinesiology/  
Dance/Health Education/PEIC; Real Estate (2 yr update); Buildings and  
Grounds; Custodial;College Administration



#### Group 1 PR

Administration of Justice and Public Safety (2 yr Update)  
African American Studies/La Raza Studies  
Automotive Technology (Full 4 yr); Business  
CIS/BOT (2 yr update)  
Culinary (2 yr Update); Emergency Medical Sciences (2 yr  
Update)  
Health & Human Services and Medical Assisting (Full 4 yr)  
Humanities & Philosophy; Journalism (Full 4 yr)  
Medical Assisting (Full 4 yr); Real Estate (Full 4 year)  
Workforce & Economic Development  
Athletics; DSPS; Per Ankh; Welcome Services:

#### Group 2 PR

APEG/CS; Biology; Biotechnology (Full 4 yr)  
Certified Nursing Assistant (Full 4 yr)  
Drama; Early Childhood Education (Full 4 yr)  
Foreign Language: Spanish; Media Art (2 yr update)  
Nursing (Full 4 yr); Speech  
IT; Marketing & Media Design  
Instructional Services: (O of I, LAVA, NSAS, LA, SES)  
Office of Instruction; LAVA Division Office  
NSAS Division Office; LA Division Office  
Student Services; Bookstore; Early Learning Center  
Student Life

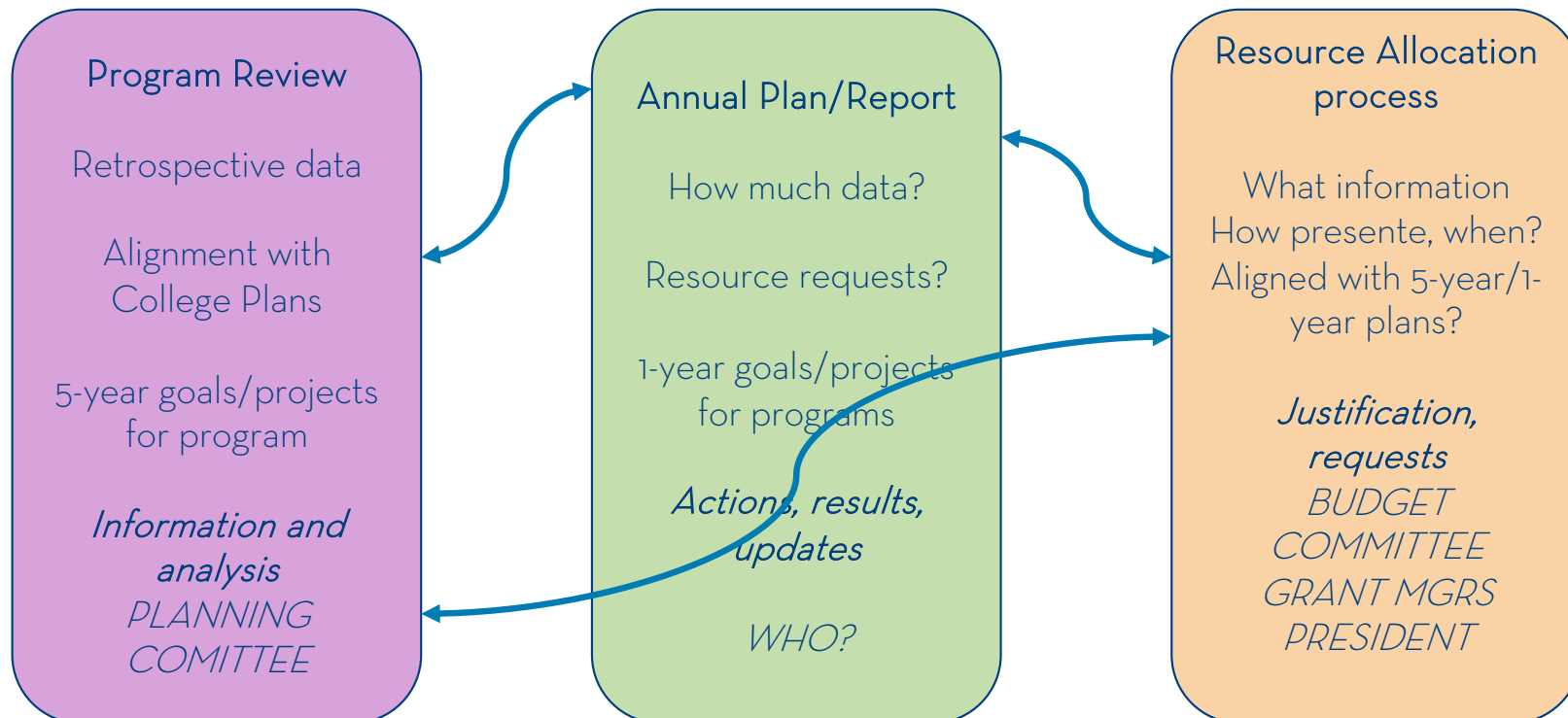
5 year cycle  
with a whole  
college year

# The overall process (3 of 3)

## Annual unit plan vs 5-year self-study, resource allocation



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# Proposed Sections of self-study (1 of 2)



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- Executive Summary new
  - high-level
  - common information to help see the college parts as a whole
- Metrics (holistic wellness of human beings and ability to transform lives, as represented by various metrics) old - improved prompts, equity
  - enrollment, retention, success, persistence, certificates, degrees, transfer, workforce (important for SCFF)
- Vision for Program, continuous improvement, goals old - combines sections efficiently
  - Status of past goals, Setting 4-year goals - perhaps by year!
  - Organized around categories (Professional Development, Student Success, Administrative responsibilities, CTE-specific)

# Proposed Sections of self-study (2 of 2)



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- What are students saying about the program *new- to some*
  - Voice of students while thinking about metrics in Tableau
  - Surveys, focus groups about program (***not*** *particular faculty or course*)
- Student Learning Outcomes *old - improved prompts*
  - Similar to current section, go beyond 'are you doing them?' to **what** are you doing with them? (how make these valuable to the program?)
  - Clearer prompts, include disproportionate impact/equity
- Priorities and Resource Needs *old - more efficient and transparent*
  - Set out a 4-year budget - plan for annual resource requests
    - Ongoing base funding
    - Special projects (which could lead to increase in base funding)
  - Project-oriented request format - include all resources needed to accomplish a measurable goal
- Employment/workforce *new- to some*
  - Should all programs reflect on labor market and job opportunities in the area?

# Executive Summary section detail



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- **Who is the audience for this snapshot of the program?**
- **What is the purpose (purposes!) of this summary?**
- **What should be in it? Some ideas for you to weigh in on**
  - **Metrics** that whole campus focuses on
  - **Contribution to key college goals** (SEMP, Equity plan, etc)
  - **Highlights: special aspects of program**
  - **Budget** information
  - **What else?**

new