

**CONTRA COSTA COLLEGE**  
**Planning Committee Minutes**

**Date:** Friday, September 4, 2015  
**Time:** 12:30 – 2:30 p.m.  
**Location:** AA-203

**Present:** Najia Azizi, Lorena Cortez (for Kelly Schelin and Maritza Guerrero), Donna Floyd, Beth Goehring, Jane Harmon, Mojdeh Mehdizadeh, George Mills, Wayne Organ (Chair), Michael Peterson (taking notes), Monica Rodriguez, Huong Vu.

ITEM	DISCUSSION	ACTION ITEMS
1. Call to Order with Introduction of Guests and identification of Committee Members (2 min)	The roster shows the following: Mojdeh Mehdizadeh, <i>ex officio</i> Jane Harmon, <i>ex officio</i> Wayne Organ, Chair Donna Floyd Mayra Padilla Monica Rodriguez George Mills (2015) Gabriela Segade Erika Greene Kelly Ramos Maritza Guerrero (2015) Students: Huong Vu (2015)	Faculty and Classified will work to stabilize their constituency membership to the committee.
2. Approval of today's Agenda (2 min)	Agenda was approved by all those present.	No action items, Outcome achieved
3. Review of Minutes of Schedule and Catalog Committee Minutes and Enrollment Management Committee Minutes (2 minutes)	There were no minutes available from the Scheduling and Catalog committee or from the Enrollment management committee	W. Organ will contact the two subcommittees to remind them to send their minutes
4. Presentations from the Public (2 min)	W. Organ called for presentations from the public	No presentations from the public
5. Review of the CCC Strategic Directions (10 minutes)  a. Outcome: Members of the committee will understand the CCC Strategic Directions and	W. Organ led discussion. The Strategic Plan is currently on the website. He then reviewed Strategic Directions 1-4 from pages 49-52 of the Plan.	No action items, Outcome achieved.

where to access the CCC Strategic Plan		
<p>6. Process to designate Stewards for CCC Strategies (20 minutes)</p> <p>a. Outcome: The Committee will develop a draft list of stewards, their duties, and a process to vet the list and duties through shared governance.</p>	<p>The committee went through each sub-strategy of the Strategic Directions and assigned stewards in the table that W. Organ had developed.</p>	<p>W. Organ to fill out table in accord with the committee's assignments. – <b>DONE</b>, 9/6/15.</p>
<p>7. Process to develop metrics to measure progress for each CCC Strategy (30 minutes)</p> <p>a. Outcome: The Committee will brainstorm and suggest specific methods to measure each strategy.</p>	<p>Tabled.</p>	<p>No action required.</p>
<p>8. Developing a timeline for individual objectives (20 minutes)</p> <p>a. Outcome: The Committee will discuss the need for a timeline and how that timeline might be incorporated into the CCC Strategic Plan</p>	<p>Monica Rodriguez suggested that each Steward develop a timeline instead of one being developed by the Planning committee.</p>	<p>Action steps to be inserted before the “accomplishments” column in the Steward’s spreadsheet. Monica Rodriguez.</p>
<p>9. Development of an annual reporting process for the CCC Strategic Plan (20 minutes)</p> <p>a. Outcome: The Committee will review past methods used for reporting progress on the Strategic Plan, including local and district reporting requirements.</p>	<p>Discussion of the two methods of reporting.</p> <p>W. Organ relayed that the President had indicated that there are many pieces of the November report already finished. The Steward document list will help us gather the information when the time comes for us to assemble</p>	<p>Two reports to be written:</p> <ol style="list-style-type: none"> <li>1) Nov. 15 report due to the Board by the President –<b>Mojdeh</b></li> <li>2) May 2016 report due by Planning Committee to College Council. –<b>Planning Committee</b></li> </ol>

	the remaining portions of the report.	
10. Open Discussion (5 min)	<ol style="list-style-type: none"> <li>1) W. Organ discussed the possibility of a mid-plan review of the Strategic Plan. Desire to put forth before College Council to allow for malleability of the Plan.</li> <li>2) Voting members of the Planning Committee from Faculty.</li> <li>3) W. Organ put forth an idea that the Planning Committee ought to be involved in Scheduling. A two year plan for a two year pathway. Possibly developing a retreat for Dept. Chairs to create a majors classes grid</li> <li>4) A new room to accommodate more people joining the committee.</li> </ol>	<ol style="list-style-type: none"> <li>1) W. Organ to draft policy language for a) Planning committee, b) College Council approval, c) Governing Board sanctioning in that order. – <b>W. Organ</b></li> <li>2) B. Goehring to solicit faculty members to appoint to the committee roster. – <b>B. Goehring</b></li> <li>3) The committee will have discussions concerning the schedule and its place in Planning at a future meeting. Further discussion?</li> <li>4) Michael to search for a new meeting venue – <b>Michael P.</b></li> </ol>
11. Adjournment – Discussion of next meeting (2 min)	No items were suggested for the next meeting.	No action required.
12. Next Meeting – October 2, 2015		