

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

**Date:** Friday, November 6, 2015

**Time:** 12:30 – 2:30 p.m.

**Location:** SSC Conference Room A

**Present:** **Najia Azizi, Donna Floyd, Jane Harmon, George Mills, Wayne Organ, Michael Peterson (taking notes), Monica Rodriquez, Gabriela Segade.**

ITEM	DISCUSSION	ACTION ITEMS
1. Call to Order with Introduction of Guests and identification of Committee Members (2 min)		No action necessary
2. Approval of today's Agenda (2 min)	Agenda was reviewed. Donna Floyd made a motion to approve, with a second by George Mills. Agenda was unanimously approved.	No action necessary
3. Approval of Minutes of from October 2	Minutes were reviewed. Gabriela Segade made a motion to approve, with a second by Monica Rodriquez. Minutes were unanimously approved.	Minutes to be placed on the college website.
4. Review of Schedule and Catalog Committee Minutes and Enrollment Management Committee Minutes (2 minutes)	The review of the minutes of the Schedule and Catalog Committee and the Enrollment Management Committee was tabled.	No action taken
5. Presentations from the Public (2 min)	None.	No action necessary.
6. Resource Allocation: Evaluation of Instructional Equipment Requests – Wayne Organ (40 minutes) a. Outcome: Members of the committee will develop consensus ratings of the requests for Instructional Equipment.	The committee reviewed the resource requests.	Further discussion will be done with Mariles Magalong, Chair of the Budget Committee.

ITEM	DISCUSSION	ACTION ITEMS
7. Integration of the Planning and Budget Committee's consensus ratings of Instructional Equipment Requests - Mariles Magalong (20 minutes) a. Outcome: The joint committee will develop a ranked list of Instructional Equipment Requests to be forwarded to the College Council.	The committee members averaged their rankings.	The ranked list of Instructional Equipment Requests to be forwarded to the College Council.
8. Integrated Planning and Budget – Jane Harmon (20 minutes) a. Outcome: The committee will understand how Planning and Budget integration can be improved.	<p>Jane Harmon reported that a group from the college will be attending a meeting at De Anza College – data to be brought back to Planning Committee in February after January Meeting. Also indicated that good practices exist at Moorpark and Sirocco (SP??) community colleges.</p> <p>Harmon gave a definition of integrated planning as the process by which planning drives budget, and where all budgets are laid on the table for divisions/departments to allow for group consensus on the best places to fund.</p> <p>Harmon gave recommendations about the constituencies which ought to form an <i>ad hoc</i> committee:</p> <ol style="list-style-type: none"> <li>1. BSI – Jason/Agustin</li> <li>2. Budget</li> <li>3. Equity</li> <li>4. President/VP</li> </ol> <p>A discussion ensued about bringing an idea to College Council to collapse Budget and Planning into one committee.</p>	January meeting findings to be placed on February Planning Committee agenda.

ITEM	DISCUSSION	ACTION ITEMS
<p>9. Process to evaluate the effectiveness of the full range of planning processes as required under College Recommendation 2. – Wayne Organ (15 minutes)</p> <p>a. Outcome: The Committee will brainstorm a process to meet the Recommendation.</p>	<p>Using CSS to evaluate mission statement:</p> <p>The college mission statement was reviewed to evaluate effectiveness.</p> <ol style="list-style-type: none"> <li>1. Diversity: Look at college demographics</li> <li>2. Quality education: <ol style="list-style-type: none"> <li>a. CTE job placement rate</li> <li>b. SLO assessment results</li> <li>c. Transfer student success</li> </ol> </li> <li>3. Equity – looking at Equity plan</li> <li>4. Integrated Decision Making Processes –</li> <li>5. Transformative educational experiences: <ol style="list-style-type: none"> <li>a. Measured by degree programs/certificates/success as measured by goals checked on the application</li> </ol> </li> <li>6. To ensure Institutional Excellence and effective student learning: use mission statement with linear measurable outcomes.</li> </ol> <p>What research do we need to perform to get the measurable data that we need?</p>	<p>Michael to inquire about whether we have an institutional Survey Monkey membership.</p> <p>Wayne to check on availability of research data to evaluate college mission statement.</p>
<p>10. Progress on Strategic Plan – Wayne Organ (5 minutes)</p> <p>a. Outcome: The Committee will be updated on college's progress on the Strategic Plan.</p>	<p>Wayne Organ reported that 60% of stewards have responded. There is a new strategic planning webpage on the CCC website to show template.</p>	<p>The Strategic Planning website will be discussed on All-College day and shared with the college community.</p>

<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION ITEMS</b>
11. Open Discussion (5 min)	The committee did not offer topics for discussion.	No action taken
12. Other (5 min)	The committee did not provide other topics.	No action taken
13. Adjournment – Discussion of next meeting (2 min)	Next meeting's topics: <ul style="list-style-type: none"> <li>• Update on Integrated Planning</li> <li>• Creation of a rubric for evaluating the effectiveness of the Mission Statement</li> <li>• Creation of an office of planning at the college level.</li> </ul>	These items discussed will be put on the agenda for February 2016.
14. Next Meeting – February, 2016		