

CONTRA COSTA COLLEGE
Planning Committee Minutes

Date: Friday, May 6, 2016

Time: 12:30 – 2:30 p.m.

Location: SSC Conference Room A

Present: Donna Floyd, Mojdeh Mehdizadeh, Najia Azizi, Monica Rodriguez, Jacqueline Lopez, Beth Goehring, and Michael Peterson (taking notes)

ITEM	DISCUSSION	ACTION ITEMS
1. Call to Order with Introduction of Guests and identification of Committee Members	Meeting called to order at 12:49 p.m.	
2. Approval of today's Agenda	<p>Mariles requested to move discussion item #8, "Review of result of the joint budget/planning prioritization" to discussion item #6, "Institutional effectiveness standards".</p> <p>Donna requested to table discussion item #9, "Process to evaluate the effectiveness of the full range of planning processes as required under college recommendation".</p> <p>Beth moved to approve the changes to the agenda. Najia seconded the motion. Motion passed unanimously.</p>	Agenda unanimously approved. MLP will revised the agenda.
3. Approval of the Minutes from April 1, 2016 Meeting.	Corrected the spelling of Beth and Najia's last names. Beth moved to approve the minutes with minor spelling corrections. Jacqueline seconded the motion. Motion passed unanimously.	Minutes unanimously approved. MLP will revised the minutes.
4. Review of Minutes of Schedule and Catalog Committee Minutes and Enrollment Management Committee Minutes	No new minutes to review.	

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5. Presentations from the Public	No public presentations.	
6. Review of the Results of the Joint Budge/Planning prioritization Budget Allocation Requests- Donna Floyd (10 minutes)	<p>The committee reviewed the Budget/Planning committee's recommendations that will be forwarded to College Council.</p> <p>Some applications had adjustments in the amounts originally requested. The adjustments allowed for five additional departments to receive budget augmentations.</p> <p>Beth moved to forward the budget allocation recommendations to College Council. Najia seconded the motion. Motion passed unanimously.</p>	MLP will add the budget augmentation recommendations as an action item on the College Council 5/12/16 agenda.
7. Institutional Effectiveness Standards – Donna Floyd (10 Minutes)	<p>Donna requested the committee's approval of the year 2 Institutional Effectiveness Indicator goals on three student achievement measures; "Successful Course Completion", and two related to basic skills "Math, and "ESL".</p> <p>This is the second year that the college has been asked to set Institutional Effectiveness Planning Indicators (IEPI) goals for student performance measures and for planning purposes.</p> <p>In 2015, we identified institution set-standards based on 5-year trends of scorecard data and included this information in the follow-up report to the ACCJC</p> <p>This year, year 2, in addition to setting a goal for "Successful Course Completion" indicator, we are required to set goals on one student achievement measure related to basic skills/remedial rate (Math, English or ESL) or unprepared students (unprepared for college). These are all scorecard metrics.</p> <p>The short-term college goal is moving the needle or increasing the students that begin a basic skills math class and continue until they complete a college-level math class by 5%. This is an annual increase of 6 students.</p> <p>The long-term goal is an increase of 2%; this is 24 students completing college level math.</p>	MLP will add first reading of the Institutional Effectiveness Standards on the College Council 5/12/16 agenda.

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	Beth moved to accept the successful course completion, Math, and ESL effectiveness indicators. Najia seconded the motion. Motion approved unanimously.	
8. Standardization of Committee Agendas and Minutes – Donna Floyd (10 minutes)	<p>It is recommended that Student Success, Budget, Operations, Planning, College Council, Academic Senate, College Instruction, Classified Senate and ASU remain Brown Act committees. All other committees will be reclassified as working groups.</p> <p>The structure, website placement and naming convention of minutes and agendas was discussed.</p> <p>Beth moved to approve the revised recommendations for the standardization of committee agendas and minutes. Monica seconded the motion. Motion was approved unanimously.</p>	MLP will add recommendations for electronic file naming and storage for college committee agendas and minutes to the College Council 5/12/16 Agenda.
9. Open Discussion	Jacqueline shared information about upcoming Classified Senate fundraisers.	
10. Other (5 min)	No other discussion items.	
11. Adjournment	Meeting adjourned at 2:30pm	
12. Next Meeting – September 2, 2016		