

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

**Date:** Friday, December 2, 2016

**Time:** 12:30 – 2:30 p.m.

**Location:** SAB 211

**Present:** Beth Goehring, Emma Mink, Wayne Organ (chair), Michael Peterson (taking notes), Rick Ramos, Aireus Robinson, Monica Rodriguez, Randy Watkins

TOPIC	DISCUSSION	ACTION ITEMS
1. Call to Order with Introduction of Guests and the identification of Committee Members	Wayne Organ called the meeting to order at 12:38 p.m. and established quorum.	None.
2. Approval of today's Agenda	Randy Watkins made a motion to approve the agenda, followed by a second by Monica Rodriguez. The agenda was approved unanimously.	None.
3. Approval of Minutes from October 7, 2016	Beth Goehring made a motion to approve the minutes with minor modifications, followed by a second by Randy Watkins. The minutes were approved unanimously.	None.
4. Review of the Minutes from the Enrollment Management Committee	There are no recent minutes from Enrollment Management.	None.
5. Presentations from the Public	None.	None.
6. WEPR, Validation and the role of the Planning Committee	<p>The WEPR online module for Program Review was reviewed to give members of the planning committee great familiarity with the forms used for Program Review. Several sections were examined with suggestions:</p> <p><u>Section 2A:</u></p> <ul style="list-style-type: none"> <li>• Give instructions for those writing their self-studies to make a comparison to departmental, divisional, and college productivity numbers and note trends.</li> <li>• Examine fill rates.</li> </ul> <p><u>Section 3A:</u></p> <ul style="list-style-type: none"> <li>• Goals ought to be formulated in relation to the data (What could be improved, emphasized, noting deficiencies in success rates).</li> <li>• Success rates ought not be confused with SLO data</li> </ul>	

	<p><u>Generally:</u></p> <ul style="list-style-type: none"> <li>• Advise that all boxes first be used in Word for spell-check and word counts.</li> <li>• For the Planning validation sub-committees: With 4 committees, with four members, suggest that each member of each subcommittee be the lead responsible for one/two programs each.</li> </ul>	
7. Open Discussion, topics for next meeting	<p><u>Draft February Agenda:</u></p> <ol style="list-style-type: none"> <li>1. Formally establish committees/subcommittees <ol style="list-style-type: none"> <li>a. Which committees are assigned what programs/units</li> </ol> </li> <li>2. Update Strategic Plan</li> <li>3. CCSSE data presentation.</li> <li>4. Proposed change of day/meeting time for Planning.</li> </ol>	<p>Michael to send new PR schedule for 2016-17.</p> <p>Michael to reach out to Marilyn Sargent and reserve Fireside Hall</p>
8. Next Meeting: February 3, 2017	The next meeting will take place in Fireside Hall.	