

CONTRA COSTA COLLEGE
Planning Committee Minutes

Date: Friday, February 2, 2018

Time: 12:30 – 2:30 p.m.

Location: SAB-211

Present: Wayne Organ, Monica Rodriguez, Mayra Padilla, Jason Berner, Cody Poehnelt, Katie Krolkowski, Trung Nguyen, Randy Watkins, Ghada Al-Masri, George Mills, Elizabeth Bremner, Jackie Lopez, Tish Young, Mojdeh Mehdizadeh

ITEM	DISCUSSION	ACTION ITEMS
1. Call to Order with Introduction of Guests and identification of Committee Members	Meeting called to order at 12:47 p.m.	
2. Approval of today's Agenda	<p>Jason Berner moved to amend the agenda and include the following items:</p> <ul style="list-style-type: none"> • #8 – Guided pathways (Katie Krolkowski) • #9 – Compressed calendar (George Mills) • #10 - Alternate curriculum management system (Randy Watkins) <p>Randy Watkins seconded the motion. The amended agenda was unanimously approved.</p>	The agenda was amended
3. Approval of the Minutes from December 1, 2017 Meeting	Monica Rodriguez moved to approve the December 1, 2017 minutes. Cody Poehnelt seconded the motion. The minutes were unanimously approved.	No action item
4. Review of the Minutes from the Enrollment Management Committee	The committee reviewed the minutes.	No action item
5. Presentation from Public	No public presentations.	No action item
6. Update form the Validation Teams	<p>Each validation team member provided the committee with an update.</p> <ul style="list-style-type: none"> • Wayne Organ - Drama has completed the first draft of the report. 	No action item

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	<ul style="list-style-type: none"> • Katie Krolkowski – Team has read the Art report. • Monica Rodriguez – Validation team reviewed and provided feedback to two of the four programs. The programs have made edits and responded to validation team’s feedback. The two programs that have not provided the report are in communication with the validation team. • Jason Berner – Foreign Languages is working on the draft report. Speech completed some of the program review, but not unit part. There is no response from the marketing program. <p>Wayne Organ reminded the validations teams to send the PDF comment document to the student representatives in order to submit their comments. Also, the PDF does not contain a link to the data, the link must be copied and pasted to the browser.</p> <p>Mayra Padilla shared with the committee that the SQL reports used by faculty, provide dynamic data. The data populated in WEPR is static. This is what is causing the data discrepancies on the reports.</p> <p>The committee discussed that the lack of knowledge of where the WEPR data comes from, makes it difficult to find out how or why the numbers may be inaccurate. This makes it difficult for the programs explain the report data. Mayra Padilla will share the committee’s feedback with the District Research Office</p>	
7. Discussion of a possible change of meeting time	<p>This semester spring 2018, key constituency members are not able to attend the regularly scheduled Planning meetings on the first Friday of the month. To ensure that there is proper representation from all constituencies the Planning Committee has brought forth the recommendation to move the committee meeting day to another day of the week.</p> <p>The committee members discussed possible meeting days of the week and agreed that for</p>	Place Planning Committee meeting time for final approval on the February 8, 2018 College Council agenda

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	<p>spring 2018 the meeting date would be moved to the second Friday of the month.</p> <p>Katie Krolkowski moved to change the Planning Committee day for spring 2018 to the second Friday of the month. Jason Berner seconded the motion. The motion passed unanimously. The meeting time change recommendation will be placed on the next College Council agenda, Thursday, February 8, 2018 for final approval.</p>	
8. Guided Pathways	<p>Katie Krolkowski brought the guided pathways and the relationship to the Planning Committee for group discussion. The guided pathway work will cause some restructuring changes program and curriculum on campus and may also have an effect on program review.</p> <p>Guided pathways will be part of the integrated planning. Monica Rodriguez made a recommendation to have integrated planning and guided pathways as standing agenda items on the Planning Committee.</p>	Place guided pathways and integrated plan as standing items on the Planning Committee agenda
9. Compressed Calendar	<p>George Mills began the conversation about the communication regarding the changes the compressed calendar, how it will or will not have an effect on the students and student services programs (e.g. DSP and EOPS). While the compressed calendar conversations have been happening at many levels, committees, departments and districtwide, the group discussed and understood the need to be more transparent and intentional to get the information to the entire college community. This also served a reminder to the constituency representative of the importance to report back to their constituencies.</p> <p>The committee also recognized that besides the work on the instruction and student services areas, the schedule for program review, college committee meetings, etc. will need to be addressed.</p> <p>Related to the compressed calendar Tish young shared that there will not be a winter</p>	No action item

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	<p>intersession the first academic year (2018-2019) of the compressed calendar. Also, the Catalog and Schedule Committee made a recommendation to do compressed calendar mock schedules for counselors to assist students in understand the class schedule. As well as having an information compressed calendar pop up event for students and the college community.</p>	
<p>10. Alternate Curriculum Management System</p>	<p>Randy Watkins shared that the state is changing curriculum management system from CurricUNET to eLumen. Per Mojdeh, the college district is currently exploring options of forming an ad hoc committee to look at the curriculum management system. Planning does not have purview over the curriculum management system, but Randy Watkins can bring up the discussion the Curriculum Committee.</p>	<p>No action item</p>
<p>11. Ongoing discussion: Data in the Program Review template</p>	<p>The committee discussed the following:</p> <ul style="list-style-type: none"> • Radio buttons trends listed: increasing, stable and decreasing can be interpreted different by the program and the validation team. This raised the questions of what does it mean and how does one measure increasing/stable/decreasing? Tish Young, was able to explain that the trends were a result to help programs address data rather than writing narratives. • Importance of understanding who the audience on program review and how the college uses the information in a meaningful way to do planning. • Tish Young provided information on DVC's program review processes. She will send the committee DVC's guide book for review. • Electronic signature – There is no electronic signature available, the committee must print signature page. • Manual guide – Briefly discussed the idea of creating a program review manual. • Equity – Briefly discussed how equity fits into program review and what type 	

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	<p>of training does the validation team needs. Mayra Padilla asked to place the equity conversation on the next meeting agenda. George Mills made a recommendation to ask the unit/program in section 2B course success, to address the areas that are underperforming (low retention, success rates, achievement gap) and speak to it under their numbers, so that way they are thinking about equity minded.</p>	
<p>12. Strategic Focus</p>	<p>The committee discussed and agreed to move forward with the Strategic focus goals 1.1, 2.1, 3.4, 1.2 and 1.3 to College Council for final approval.</p> <p>Jason Berner moved to recommend College Council 1.1, 2.1, 3.4, 1.2 and 1.3 as the strategic focus goals. Cody Poehnelt seconded the motion. The motion passed unanimously. The strategic focus goals will be placed on the next College Council agenda, Thursday, February 8, 2018 for final approval.</p>	<p>Place strategic focus goals on the next College Council agenda, Thursday, February 8, 2018 for final approval</p>
<p>13. Open Discussion, topics for next meeting</p>	<p>None.</p>	
<p>14. Adjournment</p>	<p>Meeting adjourned at 2:28pm</p>	
<p>15. Next Meeting: TBD</p>	<p>Committee will wait for College Council the meeting time change final approval to confirm the new meeting date.</p>	