CONTRA COSTA COLLEGE
Planning Committee Minutes

Date: Friday, March 9, 2018
Time: 12:30 – 2:30 p.m.
Location: SAB-211

Present: Monica Rodriguez, Mayra Padilla, Jason Berner, Cody Poehnelt, Katie Krolikowski,
Trung Nguyen, Randy Watkins, George Mills, Elizabeth Bremner, Jackie Lopez, Tish
Young, Mojdeh Mehdizadeh, Ken Sherwood, Kelly Ramos, Beth Goehring, Lucile
Beatty

Guest: Judy Flum and Kathleen Weinstein

ITEM	DISCUSSION	ACTION ITEMS
1. Call to Order with Introduction of Guests and identification of Committee Members	Meeting called to order at 12:40 p.m.	
2. CCC Distance Education Strategic Plan	CCC has chosen to apply to be part of the Online Education Initiative (OEI) cohort. If chosen CCC will receive resources to address equity and help build a strong curriculum. Judy Flum presented the CCC Distance Education Strategic plan with recommendations made by College Council. The plan had been approved contingent upon the approval from the Planning Committee at today's meeting. The plan was reviewed and discussed by the Planning Committee. Jason Berner moved to approve the plan. Cody Poehnelt seconded the motion. The vote was called: Management - Aye Classified – Aye Students – Aye Faculty – Aye The motion passed unanimously	CCC Distance Ed Strategic plan was approved
3. Approval of today's Agenda	Beth Goehring moved to amend the agenda with the following changes: • Corrected spelling, Katie Krolikowski	The agenda was amended

ITEM	DISCUSSION	ACTION ITEMS
	• Integrated Planning will be led by Mayra Padilla • Added WEPR, led by Beth Goehring • Added professional development and training, led by Randy Watkins Jason Berner seconded the motion. The amended agenda was unanimously approved.	
4. Approval of the Minutes from February 8, 2018 Meeting	Katie Krolikowski moved to approve the February 8, 2018 minutes. Jason seconded the motion. Beth Goehring and Ashley Carter abstained. The minutes were approved.	Minutes approved
5. Review of the Minutes from the Enrollment Management Committee	The committee reviewed the minutes, while Ken Sherwood provided a brief report of the meeting minutes.	No action items
6. Presentation from Public	No public presentations.	No action items
7. Update form the Validation Teams	Each validation team member provided the committee with an update. • Monica Rodriguez – Validation team has completed two of the four program reviews. The third program (APEX) is working on their draft report. The fourth program (Techonolgy) has not completed their report. There was brief discussion about how programs become aware that the recommendations have be completed. Per Beth Goehring, the validation team should notify the program to log into WEPR and review the recommendations. Also, the recommendations are reported at the Planning Committee meetings. • Jason Berner – Foreign Languages is almost complete with their report. Speech is still in progress. Marketing has not completed their report. His validation team needs a faculty representative. Biotech will reviewed by the team.	Mayra will have a conversation with Rolando and Bob at District Research to do a small training session for Planning Committee. She will also ask for Research to spot check where there are problems and run a SQL report. Planning Committee will create a clear process for program review with documented check list style listing the responsibilities, deliverables and clarified end point. Add WEPR Guide as an agenda item on the next Planning Committee meeting, April 13, 2018.

ITEM	DISCUSSION	ACTION ITEMS
	• Katie Krolikowski – Validation teams needs to convene via email and discuss the Media Art report. The committee discussed that the data on WEPR is not accurate. 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. 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 The committee expressed their need to make the program review process, including the validation portion, a clear and well documented process with a clarified end point. The committee shared ideas of how to make the program review and validation more clear, transparent and inclusive process. Some of the ideas included: • Validation teams held accountable for completing their task in a timely manner. The validation team would be required to bring recommendations to Planning. The committee as a whole would provide feedback on the recommendations before sending the final recommendations to the programs/departments. • Hold a separate meeting with Planning and Student Success Committee to view the validations reports. • Planning committee performs all the validations by splitting up the program review into sections. Four people would do section A, then other B, C and so on. This would make it possible for the entire committee to see all the program review and create consistency. Katie Krolikowski moved to review academic and nonacademic programs as a group collectively by creating a clear process	

ITEM	DISCUSSION	ACTION ITEMS
	documented with a check list style listing the responsibilities, deliverables and clarified end point. The motion was approved unanimously. Along with creating a program review process the Planning committee will work on updating the WEPR guide to provide guidance to program and validation teams. The WEPR Guide will be added as an agenda item on the next Planning Committee meeting.	
8. Standing Item: Guided Pathways	Katie Krolikowski reported that the work is currently at a pause, while the 18-month plan is being worked on. A group of people attended IEPI Guided Pathways workshop and had an opportunity to see some case studies of colleges that have implemented guided pathways. Mayra Padilla shared the composition of the guided pathways working group or Pathways Steering Committee is moving to a tri-chair model (classified, faculty and manager). Also, Bob Pacheco has been tasked with creating a data dashboard for all three colleges. Version one will have key elements for integrated plan, program review, strategic plan and guided pathways. Per Beth Goehring a recommendation from the PRT Group (Per Review Team) to assist CCC with the development and implementation of guided pathways was to include the student voice.	No action items
9. Standing Item: Integrated Planning	Mayra Padilla provided a brief overview of the Integrated Plan. Last year the state asked to merge 3SP, basic skills and equity. The Integrated plan was approved by the Governing Board in January 2018. The Integrated Plan includes Mayra Padilla, Karl Debro, Dennis Franco, Ashley Carter, Jason Berner and Nooshi Borhan. The goal is to have all the funding stream in one place and have them accessible through the budget allocation process.	No action items
10. Equity Conversation	Mayra Padilla shared that the college will be creating a job announcement to hire an equity coordinator to help move forward some of the equity projects designed for specialized student	No action item

ITEM	DISCUSSION	ACTION ITEMS
	populations: African American, LGBT, foster youth, veterans etc. The work continues with the Social Justice Center location. Ken Sherwood will be calling a group together to identify the goals of the center.	
11. WEPR	Faculty are encountering issues on WEPR; they are not sure about what type of funding sources their request might qualify for. Beth Goehring asked for the committee's recommendation to improve the budget justification box on WEPR. Beth Goehring moved to continue the agenda item by adding 5 minutes to the discussion. Randy Watkins seconded the motion. The motion passed unanimously. The following were recommendations made by the committee members: • Align the form by speaking with the funding source representatives and providing feedback. • Add check boxes to the form. • Ask the requestor to address the objective, goals and outcomes in the justification box.	
12. Professional Development and Training	Randy Watkins brought the idea to the committee of discussing the need for an Instructional Technologist for the campus. An Instructional Technologist specialized on creating training materials and training employees. The committee will discuss this further at the next meeting Planning Meeting.	Add Instructional Technologist as an agenda item on the next Planning Committee meeting, April 13, 2018.
13. Open Discussion, topics for next meeting	None.	No action items
14. Adjournment	Katie Krolikowski moved to adjourn the meeting. Monica Rodriguez seconded the motion. The motioned was approved unanimously. The meeting was adjourned at 2:35pm	
15. Next Meeting: April 13, 2018		