CONTRA COSTA COLLEGE

**Planning Committee**

**Agenda**

**Date: Dec 7, 2018**

**Time: 12:30-2:30 PM**

**Location: SAB 211**

**Invited:** Beth, Katie, Trung, Vanna; Monica, George, Jason, Evan, Mayra; MaryKate, Brandy Gibson, Elizabeth, Liz; Katrina, Tish

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| **Time**  | **Item**  | **Facilitator(s)** | **Outcome(s)** | **Notes**  |
| 1. 12:30- 12:35pm
 | Greetings and Introductions*5 min* | Mayra  |  |  |
| 1. 12:35-12:45pm
 | Review charge and scope of committee, confirm committee membership, words from Dr. VanderWoude 10 *min*  | Katie, Dr. VanderWoude  |  |  |
| 1. 12:45-12:55pm
 | High-level overview of 2017-18 work (Strategic Plan and Program Review Validation)*10 min* | Mayra & Beth |   |  |
| 1. 12:55-1:15pm
 | Accreditation, Student Equity & Achievement Program, and Student Equity Plan*20 min* | Mayra  | Build awareness of the committee’s role and responsibilities in these institutional activities |  |
| 1. 1:15-1:35pm
 | Strategic planning work, deeper dive *20 min* | Mayra, Beth, and Katie  | Knowledge of 4 objectives and strategies, accomplishments  |  |
| 1. 1:35-2:20pm
 | 1. Review validation work from 2016-18

*45 min* | Beth and Katie | ID campus-wide trends in narratives and recommendations, develop recommendations for alignment with strategic objectives, develop recommendations for validation team training, and identify procedure improvements needed for 2018-19  |  |
| 1. 2:20-2:30pm
 | 1. Close, review action items, and determine next steps

*10 min* | Mayra  | Next Meeting Fri, Feb 1st 12:30-2:30pm |  |

**Ongoing Action Items**

***Parked questions for future meetings***

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