CONTRA COSTA COLLEGE

**Planning Committee**

**Minutes**

**Date: Jan 22, 2019**

**Time: 1:00-4:00 PM**

**Location: SAB 211**

**Present:**

Chairs: Mayra Padilla and Planning Faculty Coordinator Katie Krolikowski

Ex Officios: Katrina VanderWoude, Carsbia Anderson, Susan Kincade

Academic Senate President: Beth Goehring

Managers (3): Tish Young, Monica Rodriguez, Evan Decker, Brandy Howard, George Mills, Jason Berner

Classified (3): MaryKate Rossi, Brandy Gibson, Elizabeth Bremner,

Faculty (2): Trung Nguyen, Rachel Dwiggins-Beeler, Beth Goehring, Katie Krolikowski

Student (1):

**Absent:**

Evan Decker, Brandy Howard, MaryKate Rossi, Trung Nguyen?

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| **Time** | **Item** | **Facilitator(s)** | **Outcome(s)** |
| 1. 1:00- 1:10pm | Introductions  Review Agenda  Approve Minutes  *10 min* | Mayra | RESULTS: Approved the agenda  Minor minutes revision, #6 added Create program review validation process guidelines |
| 1. 1:10-1:15pm | Confirm committee membership  *5 min* | Mayra | Request that each constituency group updates membership by Feb 1  RESULTS: Membership additions—faculty Rachel Dwiggins-Beeler, classified MaryKate Rossi, asked for management and classified to further update members |
| 1. 1:15-1:30pm | Review purpose of the committee  15 *min* | Katie | Identify purpose that meets our current function and college priorities/initiatives  RESULTS: Committee will continue to discuss and possibly revise the committee purpose |
| 1. 1:30-2:30pm | Review new validation teams and list of programs to be validated in SP19  Review validation work from 2016-2018  *60 min* | Beth | 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  RESULTS: VP Kincade, VP Anderson, Rachel Dwiggins-Beeler will be added to WEPR. Team membership was established and programs were divided between the teams.  **Validation Teams 2018-2019**  **Team 1: Jason Berner, Elizabeth Bremner, Rachel Dwiggins-Beeler**  Automotive Technology (U) Bobby Sturgeon ext. 78383 & Lara Salas ext 43987  Physical Education/Kinesiology/Dance/Health Ed/PEIC Miguel Johnson ext. 44826  Emergency Medical Services (F) Troy Hess ext. 44124  Computer Information Systems/Business Office Technology (F) Pam Rudy ext. 44781  Tutoring Brandy Gibson ext. 77836  Real Estate (U) Joe DeTorres/Pam Rudy ext. 44126 ext. 44781  **Team 2: Monica Rodriguez, Trung Nuygen, Brandy Gibson**  EOPS/CARE/CalWORKS George Mills ext. 43903  Library Andrew Kuo ext. 44997  Custodial Dwight Calloway ext. 44809  Center for Science Excellence Seti ext. ?  Building and Grounds Bruce King ext. 44853  **Team 3: Evan Decker, Beth Goehring, Mayra Padilla**  Administration of Justice (F) John Sanford ext. 43865  Chemistry Thuy Dang ext. 44079 Leslie Alexander ext. 44160  Health and Human Services (U) Aminta Mickles ext. 44935  Medical Assisting (U) Jessica Le ext. 77830  Culinary (F) Elisabeth Schwarz ext. 43879 Nadar Sharkes ext. 43877  Financial Aid/Scholarships Monica Rodriguez ext. 43958  **Team 4: George Mills, Katie Krolikowski, Marykate Rossi**  Presidents Office President Katrina VanderWoude ext. 43801  Music Stephanie Austin ext. 44824  Fine Arts Anthony Gordon ext. 43964  Journalism (U) Paul Debolt ext. 43823  History Anthropology & Geography Manu Ampim ext. 44133  (F) – Full CTE Program Review  (U) – Update to CTE Program Review  -The committee discussed the need for professional development for the validation teams.  -The committee discussed the need to standardize the quality of program review responses and validation feedback. |
| 1. 2:30-3:30pm | Review 4 strategic objectives prioritized by the campus  Review and update document with Strategic Plan Stewards  Must align next strategic plan with Vision for Success Goals, SEAP Plan, GP, & Student Centered Funding Formula  *60 min* | Mayra & Katie | Identify ways to raise campus awareness of the strategic plan objectives that were prioritized  Update list of stewards and identify other content experts for each strategy.  RESULTS: Stewards were updated for 10 of the objective strategies   |  |  |  |  | | --- | --- | --- | --- | | 1.1A.docx | Improve educational pathways, including distance education, to articulate options for students. | VP of Instruction and VP of Student Services | Carsbia Anderson, Susan Kincade | | 1.1B.docx | Improve strategies for students to complete an Educational Plan. | Chair of the Counseling Department, Dean of Students | Sarah Boland |  |  |  |  |  | | --- | --- | --- | --- | | 1.1F.docx | Develop Per Ank Learning Communities and Linked Learning to increase the number of students earning degrees and certificates and the number of students who are transfer ready. | Per Ankh leads, NSAS Dean | Sheri S, Manu A, Carolyn H, Jason Berner | |  |  |  |  | |  |  |  |  | | 2.1A.docx | Promote Contra Costa College as the “first choice” for learning, training, partnerships, opportunities, and enrichment in West Contra Costa County. | Director of Marketing | Brandy Howard | | 2.1B.docx | Expand partnerships with local community organizations and businesses. | Dean of Economic and Workforce Development, Adult Ed Block Grant | Kelly Schelin | | 2.1C.docx | Increase programs and partnerships with the West Contra Costa County Unified School District, including K-12 and adult education. | Manager Economic and Workforce Development | Evan Decker | | **2.1.D. Maximize the accessability and effectiveness of the college's online presence.** | | | This is in 8/2017 list, but not on steward's list | |  |  |  |  | | 3.4A.docx | Identify appropriate student success measures, including course success rate, course retention rate and number of students who complete degrees and certificates, as well as those who are transfer ready, set goals, create interventions and report the college’s progress. | Senior Dean of Instruction, and Dean of Instiutional Effecdtness | Tish Young, Mayra Padilla | | 1.3C.docx | Improve student readiness for online education. | Distance Education Coordinator | Mike Kilivris | | 1.3D.docx | Develop a comprehensive early-alert system. | Dean of Students, Dean of Enrollment | Dennis Franco, Andre Singleton | | 1.3E.docx | Increase the effectiveness of college orientation, First Year Experience and the use of mentors. | Dean of Studens, Promise, Learning communitites | Dennis Francio, Miguel |   Review updates that have already been submitted to calibrate how we want to update info (i.e. language used, evidence provided, etc.)  RESULTS: Susan suggested to research other colleges’ processes. Tish suggested that the order of operations of the form should be considered. President VanderWoude advised to be ccareful looking at other college’s processes. There is no guarantee the process would work at CCC.  Identify interviewers to capture updates and progress for each strategy  RESULTS: Katie and Beth will attempt to interview the above stewards to complete the strategic plan progress update for the top 10 issues. |
| 1. 3:30-3:45pm | Updates on new initiatives  *15 min* | Mayra | Invite committee to attend meetings addressing these new campus wide initiatives |
| 1. 3:45-4:00pm | Close, review action items, and determine next steps  *15 min* | Mayra | Next Meeting  Fri, Feb 1st  12:30-2:30pm |

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**Ongoing Action Items**

***Parked questions for future meetings***

* *Review the procedures handbook section A1000 and update. Review list of plans that are “required” and determine if necessary. Update org chart and committee structures.*

[*http://www.contracosta.edu/wp-content/uploads/2017/02/Colleges-Procedures-Handbook-2015.01.23.pdf*](http://www.contracosta.edu/wp-content/uploads/2017/02/Colleges-Procedures-Handbook-2015.01.23.pdf)