

CONTRA COSTA COLLEGE
Planning Committee
Minutes (being updated currently)

Date: Sept. 11, 2020

Time: 12:30-2:30pm

Location: Zoom at 4cd.zoom.us/...

Attended:

2020 F Planning Committee Members (absent have strikethrough):

Chairs: Dean of Institutional Effectiveness Mayra Padilla (MP) and
Planning Faculty Coordinator Jon Celesia (JC)

Ex-Officio: ~~President, Vice President(s)~~, Academic Senate, Classified Senate President, ~~ASU~~
~~President~~, SLO Coordinator (Brandy Gibson)

Academic Senate President: Katie Krolikowski (KK)

Managers (4 voting positions): ~~Monica Rodriguez (MR)~~, Evan Decker (ED), George Mills
(GM), Jason Berner (JB)

Classified (4 voting positions): Brandy Gibson (BG), Christina Craig-Chardon (CC), ~~Demetria~~
~~Lawrence (DL)~~, Kate Weinstein (KW)

Faculty (4 voting positions): *Katie Krolikowski*, Jeffrey Michels (JM), Joy Eichnerlynch (JE),
Jon Celesia

Student (4): *vacant, vacant, vacant, vacant*

Composition in Planning Committee Charge in Handbook:

4 faculty, 4 managers, 4 classified, 4 student, VP (ex-officio) and President (ex-officio)

Quorum: 50% filled voting seats + 1 voting member. (i.e. 9 if all voting seats are filled)

All official members (including chairs, not ex-officio) are voting members; chairs may serve as voting members for their voting constituencies

Time	Item	Facil	Documents & Outcome(s)	Discussion/Input	Decisions/Action Items
12:30pm-12:40pm	Introductions Confirm Committee Membership Quorum? Review Agenda 10 min	Jon	Planning Members Fall 2020 Quorum is 9 voting seats 5/22/20 Zoom Planning meeting - video	JC-12:48 call to order, quorum; question on minutes KK-recommend transcribing Zoom video for minutes (BG mentioned a transcript can be edited for minutes) JC-Review agenda for the meeting KK/KW: Move to approve min/2 nd ; approved	
12:40pm-12:45pm	Future meeting day/time 5 min	Jon	Agree on Planning Committee meeting day/time for Fall 2020 Classified 4/10 accommodations discussed	JC-argued for keeping Fri meeting ED-pointed out challenges with 4/10 schedule; prefer M-Th personally; JB agreed but is willing to attend F; KK- pointed out that 4/10 was not well thought out since faculty and students are not on 4/10, no good solution, JB-4/10 is officially just this semester MP- if classified comes in, they should get overtime; BG clarified classified can get comp time OR if on Classified Senate, they can get overtime if they are at this meeting at the request of the Classified Senate KK/ED- moves to stick with Fri and re-visit/2 nd	Agreed to Fri for Fall and re-assess in spring (ED agrees); approved unananim.
12:45pm-12:50pm	Member Recruitment 5 min	Jon	Determine need Ideas for enlisting people?	JC-can talk with Hector re students BG – DL will continue, as will KW and BG MP – MR will continue	
12:50pm-12:55pm	Planning Committee SharePoint Folder Organization 5 min	Jon	<ul style="list-style-type: none"> Orient committee with current SharePoint folders Does anyone not have SharePoint access? 	JC- showed SP folder, new organization of folders and where to find SharePoint (on the WEB Outlook, NOT on the computer app Outlook) JC – “Committee” link needs to be under ABOUT on CCC website; it has improved, but needs to be front and center; KK pointed out that this needs to be an action item; JB pointed out that it must be on the agenda for next time. MP confirmed	<i>Recommendation:</i> “Committee” link needs to be under ABOUT on CCC website; it has improved, but needs to be front and center; Put vote on agenda for next time to make this an action item
12:55pm-1:00pm	Planning Committee Charge Review 5 min	Jon	Review: Approved Planning Committee charge. (Was approved by classified and academic by last semester.) Discuss our role in marketing and outreach Planning Structure & Charge	MP-added “decisions made by majority vote with each BG – does it need to go through College Council to be approved with this change? KK –we need to recommend that all people that run meetings have a Brown Act training MP-College Council should look at all charges of committees so they clearly identify how decisions are made, voting structure, who gets a vote (for continuity with chair transitions) BG – Nothing on Brown Act in the Grow tile Otherwise good ---- JC- Marketing & Outreach committee seems to have been created outside of Planning. Who decides and who votes? KK- there IS a committee with charge approved by College Council 2017 or 2018.... Re-approved last Fall 2019 that says REPORTS TO PLANNING, but has not met since Brandy Howard left GM – have they ever reported to Planning? MP- not while she has been a chair KK-that’s how our college handbook currently stands and (Marketing & Recruitment) actually took over the Scheduling & Enrollment Com had and that committee ceased to exist. Rod (Santos) reached out to ask if faculty wanted to participate on an ad-hoc comm, KK sent him the charge, he was appointed, by Dr. Bell, co-chair with Larry (Womack). Meet 2 nd Tuesdays. They are happy to work with Planning. KK-shared their charge in chat JC created folder in Planning SharePoint; will put charge in there.	All gave thumbs up that we recommend two items to vote on after placed on agenda: KK- Planning recommend all people that run meetings have a Brown Act training; MP-College Council look at committee charges Put on agenda for nest time to have a Marketing and Recruitment report Put charge in SharePoint folder

1:00 pm - 1:10pm	Preparation for Accreditation site visit <i>10 min</i>	Mayra	Share role and responsibility of Planning Committee during site visit ISER	MP- Planning responsible for Standard 1; Oct. 5-8 ACCJC visit, please be available Focus: pages 74 and 97 in ISER Convey experiences writing the Strategic Plan and progress toward clarifying decision-making process by recommendations to College Council	<u>Catch up:</u> Joy-Jon go over ISER Christina-Mayra go over ISER
1:10 pm - 1:20pm	Program Review Validation— Schedule, Teams and assignments <i>10 min</i>	Jon	Verify and adjust assignments PR Schedule Sp17-F22 (in meeting folder) Proposed PR Schedule (May '20) (in meeting folder) PR Teams F'20-Sp'21 (Adjust this template from the 2019 teams; in Program Review folder)	KK-Shared Program Review schedule 2020-2024;(placed in folder for this meeting and PR folder, both in SharePoint); Shared proposed Validation schedule for 2020-2021 with revised teams-managers as team leads; committee asked questions, discussed, got clarification MP-we need to have something codified about our practice in selecting validation teams KK-should we start contacting groups under PR? JB- will take that on in our/his group KK- GM-should we post the schedule on our web? ED – there should be a link on our site to easily find the schedule JC-does this need to be on an agenda? MP-OK to say “Here is what we are doing” and then College Council can look at how we codify our practices for reaching out to programs, offer support and be sure College Council is aware and in agreement KK-putting this on web doesn’t require College Council discussion ED-use College Council report template, use column for info for College Council and input requests	KK- send updated Validation Teams; KK- will bring a document on PC practice on selecting validation teams. KK- set up WEPR so program being validated has a shell and is notified; then team managers/leads can start the “Welcome to PR” JC- get this on website; report back our processes to College Council, get input, bring it back (informational); use column for info for College Council and input requests
1:20 pm - 1:45pm	Program Review Process— Completed reports Shared “High level analysis” Update on New Program WEPR → eLumen <i>25 min</i>	Katie	Clarify what, by whom, to whom, and when Form subcom for 2019-2020 high level analysis report Form subcom to begin 2020-2021 high level analysis report <ul style="list-style-type: none"> • Current state of WEPR • Explore next steps for incorporating eLumen • Schedule for next 5 years • Program Review Cycle • 	KK- last year, about this time (Sept), we took validate PR and looked for common trends, and by Nov reported to College Council. Common themes: wanting more marketing support across multiple programs; created new GE courses...so we need to revisit last year’s validation if we want to ... Budget time in next meeting (20 min) to go over it. JC-we will need homework. KK- PR and validation is on WEPR; just read the ones each team did JC-and then come together to see intersection KK-we need to at list provide a list to CC, so be sure we have finished Val from last year MP- Jason needs this info for Ed. Plan report JB-hoping to get all updated by end of Sept., at least as a draft, to get to District by mid-Oct KK-have Planning meeting in Oct, will that be OK? JB-yes, can make that work KK-suggest that we report that we’ve validated everything by Oct mtg KK-is looking for common themes in PR useful? GM- Yes, it’s worth it. Can start to notice trends across campus, exposes gaps, shows strengths and shares so others can incorporate JC- reinforces the request ED-see connection with conversation around budget augmentation, what’s been done previously for historical context, make recommendations/action-items based on this KK-last time there were commendation trends and recommendation trends (report is in our SharePoint) MP-like to add to next agenda making enhancements to val.process (tabled last yr due to SP), e.g how to support people responding to equity prompt, common areas of confusion...brainstorm issues...find global areas to fine-tune our process KK- not to report to CC, but to add to our formal process KK-eLumen: 3 parts, Curriculum part, upon which rests SLO assessment part, and the PR part. Curric part will be rolled out as a beta this semester	JC CC Report – at least provide a list of PR that have been validates. Planning Com- get list of what PR done and validated to Jason B by next meeting Add to next agenda: * list of validations done last year * find global areas to fine-tune our process

				<p>SLO is working to have people enter SLO assessment data per class (should be working pretty well in spring)</p> <p>PR part-once the classes are in, can start exploring what eLumen’s capabilities are; can populate certain things like WEPR and those are pre-set (student success, retention), so not many choices there, but do have choices on what we say in the prompts (reflect upon this, tell us about that...) – as a college we can ask whatever we want and then there is a text box – WE DESIGN THE PROCESS; the only thing eL does b4 hand is the specific data sets it can pre-populate</p> <p>District has other data via Tableau system-- some vision this will be available as part of PR template, but not heard how that will happen.</p> <p>KK recommends we think about what we want to find out from PR and think through the rationale, then work with the eL template to house what we want as best it can</p> <p><u>Homework:</u> to get clear on what pre-populates automatically that we are stuck with; BG-invite Heather Harley demo PR features in eL KK-pre-meet with her in a smaller group (BG agrees)</p>	<p>KK recommends we think about what we want to find out from PR and think through the rationale, then work with the eL template to house what we want as best it can</p> <p>Homework: to get clear on what pre-populates automatically that we are stuck with; BG-invite Heather Harley demo PR features in eL KK-pre-meet with her in a smaller group (BG agrees)</p>
1:45pm-2:00pm	Vision for Success/Equity IEPI -roll of Planning Com. 15 min	Mayra	Review	<p>MP-talk more in Oct about IEPI grant; have engaged <u>IEPI grant a 2nd time</u> (did one a year or so ago) focusing on enroll management, moral, GP implementation. 2nd one focuses on what we have identified in SP as high priority areas: 1. improving integrated planning & aligning our resource allocation process to our priorities. 2. Look at how to embed more effectively our learning outcome info into our prioritization processes. 3. Lastly, how we clarify our participatory gov processes and engage more of campus community</p> <p><u>IEPI/PR Team:</u> colleagues from different colleges ask questions, offer advice. \$200k to help us implement those changes; Planning will be a key player because of the kind of work we are doing; MP will let us know when team is visiting, but around Oct. 15 and will start interviews.</p> <p><u>Vision for Success and Equity:</u> on pause from last semester is diving into Equity Plan, need to at least be familiar with it since part of SP and there are interventions we’ve been investing in that we can support in terms of implementation outcomes. Last year suggested we do a special study session on EqPlan so don’t take up entire meeting. Take 1 1;2 hr to look at SP and EqPlan and think about how we support the implementation of what we wrote. The Eq Plan can help us think about the val process and the PR equity framework. If we are already investing in particular strategies, maybe we can create a list, for faculty, - a “menu” to pick from so they can respond to these (tutors, etc, strategies for closing equity gaps) to help:</p> <p>Target; How to respond; think about what activities to engage in that could serve closing that gap for these students</p> <p>Find Equity Plan under About; IEPI summary not in a place shared out, MP will talk with Dr. Bell about sharing it. After 1st IEPI visit, since we’ve made suggestions but they need to give recommendations, then fine-tune and share here.</p> <p>KK-what was shared with ACSenate was the incorrect document</p>	<p>MP- get back to us on IEPI team list of who they want to interview</p> <p>For Nov. Last year suggested we do a special study session on EqPlan so don’t take up entire meeting. Take 1 1;2 hr to look at SP and EqPlan and think about how we support the implementation of what we wrote. The Eq Plan can help us think about the val process and the PR equity framework. If we are already investing in particular strategies, maybe we can create a list, for faculty, - a “menu” to pick from so they can respond to these (tutors, etc, strategies for closing equity gaps) to help:</p> <p>Target; How to respond; think about what activities to engage in that could serve closing that gap for these students</p> <p>Look at summary tables: target populations, investments we’ve made, think ab out how this might inform equity prompts for PR</p> <p>Find Equity Plan under About; IEPI summary not in a place shared out, MP will talk with Dr. Bell about sharing it</p>
2:00pm-2:20pm	Implementation of Strategic Plan	Mayra	Agreement on next steps SP Implementation Outline 4/20	<p>MP- we need to do a study session of the SP since we are in charge of monitoring implementation; the section before our topic areas & goals</p>	

	Review/Discuss CCC Integrated Planning Model Decision Making Process <i>20 min</i>		Are these current? Do these need to be updated? If so, what steps? Integrated Planning Model (In our SharePt folder)	there is a section committing us to look at the goals and action items and setting actual measurable target goals for some of the Topic Area 3 goals. We need to start working on that, so (I) recommend that a subgroup meet after the IEPI visit, maybe 3 rd week in OCT ...create a timeline for recs to move that work forward MP is happy to lead that piece (JC- jumped to request for public, since only 5 min left – confirmed none)	
2:20pm - 2:25pm	Planning Committee Annual Goals <i>5 min</i>	Jon	PC Annual Goals '20-'21 (in meeting folder) Discuss our role in marketing and outreach next meeting	JC- asked if committee members approve of how agenda is set, any issues? There were none. ED – did come up in College Council yesterday, esp. for Pres. Cabinet; Does planning get input from College Council and subcoms for agenda? There should be an opportunity to have input. KK-overall com structure, at CCC we do (Operations and Budget comm) send to members a few days before setting agenda a request for items, but it almost never gets a response. If sent to the entire campus, it doesn't get response. Just because someone wants something on agenda doesn't mean the chair has to put it on the agenda—that's the power of the chair to set the agenda and that's why we have the approval of the agenda at the start of the meetings, so it is a good practice to ask but input doesn't happen often. MP- gather minutes from all subcom, particularly marketing.	Consider asking for agenda items in advance
2:25pm- 2:30pm	Presentations from the public	Jon		none	

Ongoing Action Items

Parked questions for future meetings