

CONTRA COSTA COLLEGE
Planning Committee
Agenda

Date: Nov. 06, 2020

Time: 12:30-2:30pm

Location: Zoom at [Zoom meeting link](#)

Link to: [CCC Committees Page](#)

Committee charge:

- Lead the creation and monitoring of the College Strategic Plan
- Monitor the implementation of campus-wide plans and initiatives as they relate to the College Strategic Plan
- Oversee the program review validation process
- Maintain and archive evidence that will support accreditation process and the continuous improvement of institutional effectiveness measures and processes
- Make recommendations to College Council and Budget Committee

2020 Committee Members & Structure:

Chairs: Dean of Institutional Effectiveness Mayra Padilla and
Planning Faculty Coordinator Jon Celesia

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

Academic Senate President: Katie Krolkowski

Managers (4 voting positions): Monica Rodriguez, Evan Decker, George Mills, Rene Sporer

Classified (4 voting positions): Brandy Gibson, Christina Craig-Chardon, Demetria Lawrence, Kate Weinstein

Faculty (4 voting positions): *Katie Krolkowski*, Jeffrey Michels, Joy Eichnerlynch, 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	Facilitator(s)	Documents & Outcome(s)
1. 12:30pm-12:35pm	<p>Introductions (if new people present) Confirm/Change Committee Membership Quorum? (9 voting members) Review Agenda Approve Minutes</p> <p><i>5 min</i></p>	Jon	<p>Agenda (for this meeting) Planning Com. Minutes 2020 10.02</p> <p>Planning Structure & Charge</p>
2. 12:35pm-12:40pm	<p>Presentations from the public</p> <p><i>5 min</i></p>	Jon	Any topics or concerns we should work on or be aware of?
3. 12:40pm-12:45pm	<p>CCC Website-update</p> <p><i>5 min</i></p>	Jon	<p>JC reported to College CouncilOct.8, 2020 meeting "Put 'CCC Com' in a prominent place on the CCC website, for example under about." (See link above. <i>Done!</i>)</p> <p>Vote to recommend to College Council that the link for Academic Senate be included on the CCC Committees page Vote to recommend to College Council that Katie's version of the CCC Committees schematic be on the first page of the Committees page: CCC Committees Schematic</p>
4. 12:45pm-12:50pm	<p><i>Marketing/Outreach Update</i></p> <p><i>5 min</i></p>	Rod/Larry	Marketing and outreach status/update
5. 12:50pm-1:10pm	<p>Annual Goals</p> <p><i>20 min</i></p>	Jon	<p>Draft 2020-21 Annual Goals link <i>Planning Feedback</i>: Areas did well, came up short, recommendations for this year, do less/do more, anything important to discuss that we haven't included?</p>
6. 1:10pm-1:30pm	<p>Requesting Input from other committees</p> <p><i>20 min</i></p>	Jon	<p>Vote to Rec to ask SLO Com to think about, and share back, how the work they plan for the next year or two can connect with program review. (Have SLO<-> PC dialogue...shared mtg?)</p> <p>Work on a list of topics – what do we want to know about what faculty think?</p> <ol style="list-style-type: none"> 1. Academic Senate input re PR 2. Get info from current programs PR... 3. create prompts for faculty to give feedback <p>For example: Know compliance requirements Faculty frustrations and rights Validity of SLOs & AUOs</p>
7. 1:30pm-1:50pm	<p>Program Review Work:</p> <ol style="list-style-type: none"> 1. Update postponement process (timeline, best practices to keep teams and Prog Rev on track) 2. Validation Team Best Practices 3. Validation Team formation & assignments 4. Validation Teams/Schedule 2020-21 <p><i>20 min</i></p>	<p>Monica</p> <p>Katie</p> <p>Mayra</p>	<p>Mayra report on instruction manual Monica report back on meeting with team leads on normalizing how teams are formed and assigned Katie shares what she has done</p> <p>2020-21 Prog Rev & Validation Schedule SharePoint Program Review Folder</p> <p>DVC Manual for PR & Validation?</p>

			<p>DVC Training video link to their process</p> <p>DVC PR Guide link</p> <p>Current state of WEPR; WEPR Link Explore next steps for incorporating eLumen</p> <p>Schedule for next 5 years Program Review Cycle</p>
8. 1:50pm -2:00pm	<p>Annual PR “Common Themes Reports”</p> <p>Since we are compiling common themes to be shared with committees that will analyze and use them. (has been called “High Level Analysis”)</p> <p><i>10 min</i></p>	Jon/Katie	<p><u>Confirm</u>: use Team Summaries instead of WEPR Reports? Give those using summaries the Program Rev access to they can do the analysis</p> <p><u>Homework</u>: 2019-2020 Teams done by Dec. 4 (Goal: each team (old teams) do their own and come prepared next time.)</p> <p><u>Look at PR Timeline</u>: Everything should be in by March for ...Budget Aug, ...who sets the dates? Annual team reports brought to Planning in May or September?</p>
9. 2:00pm- 2:30pm	<p>SUB COMMITTEE FOR Strategic Plan implementation next steps</p> <p><i>30 min</i></p>	Mayra	<p>From Mayra on Thurs Spreadsheet to help organize work of sub com for how tracking Str Plan and outcomes, LMC use eLumen, DVC tracking...</p> <p>SP implementation was at College Council we discussed the initial phase of implementing our Strategic Plan. The committee supported the steps outlined in the SP and made the recommendation that when we begin to identify stakeholders for each of the action areas that we send a campus wide invite so that everyone feels invited to participate in an area they feel excited about.</p> <p>LMC is archiving Strategic Plan in eLumen</p>