

CONTRA COSTA COLLEGE
Planning Committee
Minutes

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,
Hector Moncada, Vanessa Mercado

Faculty (4 voting positions): ~~Katie Krolkowski~~, ~~Jeffrey Michels~~, Joy Eichnerlynch, Jon Celesia, Chao Liu,
Fernando Gallo

Student (4): Vanessa Crissotomo, Carlos Solano, *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
1 12:30pm-12:43pm	Introductions (if new people present) Confirm/Change Committee Membership Quorum? (9 voting members) Review Agenda Approve Minutes <i>5 min</i>	Jon	Agenda (for this meeting) Planning Com. Minutes 2020 10.02 Planning Structure & Charge	JC call to order 12:38 Attendance: Rod Santos is present for Marketing and Recruitment Quorum Approve agenda (KW moves, MR second, no objections/changes) 12:40 Approve minutes (Rod correction of spelling of "Joel," DL moves to approve with corrections, KW second, none abstained) 12:43	Get Vanessa SharePt access
2 12:43pm-12:44pm	Presentations from the public <i>5 min</i>	Jon	Any topics or concerns we should work on or be aware of?	None	
3 12:44pm-12:51pm	CCC Website-update <i>5 min</i>	Jon	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. Done!) 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	JC shared that this is done Not done since KK not present JC recommends that we put up the schematic on website under CCC Committees ED pointed out it was just done! (BG noted it wasn't there earlier this week) Yay for Larry. MR noted that DL put in chat to put in a legend/key for what 2F, etc. stand for BG suggested that it be done with hyperlinks MP: record that we all agree this is a great idea (thanks BG!) – vote taken to approve this as an action item, all approved.	ACTION ITEM: Marketing/Rec Request Ask to have a legend to explain 2F, 2C, etc. Make it with hyperlinks?
4 12:51pm-1:06pm	<i>Marketing/Outreach Update</i> <i>5 min</i>	Rod/ Larry	Marketing and outreach status/update	Rod: Additional co-chair added: Joel Nickelson-Shanks (making 3 co-chairs), since under Larry and Joel with Rod's support Want to bring more community members and representation across constituency groups. But then how does voting work? Decided to cancel Nov meeting, will have Dec mtg, because we have IEPI to help MP: community members do NOT have voting rights, but they can be advisory; If want them to have voting rights, create an ad hoc or task force Rod agreed and will consider it – if change, where does it go in committee structure? JC – is that why it isn't under Planning on the committee schematic on the website? Rod- don't know; also been working with Dr. Bell and its mission and charge and creation have shifted ED – needs to be intention and purpose for the ask of community members being there. Would it make sense to have a M&R advisory group different than involving them in the monthly meetings. There can be co-chairs that lead that advisory and bring back input to the committee, thereby allowing more committee members participating. Rod: Dr. Bell is also forming groups, so that might fit. JC: in line with gathering common themes from Prog Reviews, which informs budget and M&R, it makes sense to have it under Planning. Rod acknowledges that. Rod: we will be leaning on the Strategic Enrollment Plan, make sure the work of M&R fits with the overall mission and plan, even though it won't be constructed until next fall. KK said there will be 10 prongs to SEM. MP is also on that. So we don't want to go too quickly.	NOTE: Give M&R more time to report in the future. For M&R: ED – needs to be intention and purpose for the ask of community members being there. Would it make sense to have a M&R advisory group different than involving them in the monthly meetings. There can be co-chairs that lead that advisory and bring back input to the committee, thereby allowing more committee members participating. MP/ED: Equity Plan and CTE/continuing ed have funds for spring, so don't put entirely on hold for SEM

				<p>MP: One thing to discuss with M&R is that in the equity plan, we do have well-articulated focus areas in our access component that there is funding for. So, in terms of slowing down, there is some short-term work to help move those equity goals forward.</p> <p>ED: Similarly with CTE funds, there is a large amount for spring and continuing funds that tend to be continuing ed focused</p> <p>Rod: Larry had discussed with Joel and Rod the money for TV ads and creating video for that. Will bring back that info to M&R and to Dr. Bell.</p> <p>BG: is there a SEM committee?</p> <p>MP: KK and Dr. Ambris are convening a group to think through the SEM Plan. There is expertise in various areas—Rod Dean Enroll Management , Tretha A&R lead ; MP in institutional effectiveness, KK AS Pres...several other to chunk out groundwork for thinking more broadly, not just about bringing students in, but retention.</p>	
5- 1:06pm -1:25pm	Annual Goals 20 min	Jon	<p>Draft 2020-21 Annual Goals link</p> <p><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>	<p>JC: showed what is in our SharePt folder and changes made (color coding, left some to go over together)</p> <p>MP: on her list is updating WEPR shell for this year with the new Strategic Plan goals and also include the Equity Plan goals. There is a question that was added to the Prog Rev shell, but haven't done a lot of work prepping the validation team or ProgRev members, so that will be happening early spring</p> <p>JC: (amended goals)</p> <p>ED: Annual Ed Planning Report happened this week and new Chancellor asked specific questions around adding these questions to the shell and thought to be a good thing. Discussed around all 3 colleges and District this week.</p> <p>JC: Continue going through.</p> <p>Did do (blue), To do (red), Doing (green) (color coded)</p> <p>Made changes as seen in SharePt folder</p> <p>ED: getting feedback from programs in PR now; wondering if we want to have a pre or post survey with the programs we are reviewing to get better understanding of problem/stumbling are.</p> <p>JC: this is a good time, before change to eLumen</p> <p>MP: love the idea and putting it into notes for process improvement so we can mark it and start working on it in early spring. Evan ok being one of the leads?</p> <p>ED: yes</p> <p>MP: Create a shared document for all of the validation leads so that when you have a program that needs data change or problem like splitting program we can archive info, track and send to appropriate folks.</p> <p>MR: comment on postponement process— developed form and process, but feel off when brought it back to PlanCom, which approved and then need to go to Academic Senate and College Council for approval but unsure if that happened. That info never came back. If it has proper approval, we just need to decide what format—online form to make it easier? Adobe? Google Doc? On SharePt? And then pull the trigger on it.</p> <p>JC: this will always be in the SharePt</p>	<p>Early spring work with validation teams to train on Equity Prompt. MP will update WEPR shell to include new StPlan goals and Equity goals.</p> <p>Mayra & Jon clean up Annual Goals so we articulate current ones.</p> <p>Early Spring: ED?/KK?/MP: Create a pre/post survey for Program Review to inform next iteration in eLumen</p> <p>ACTION ITEM: Let KK know to add it to College Council and Academic Senate as an item for review.</p>
6- 1:25pm -1:36pm	Requesting Input from other committees 20 min	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</p>	<p>MP: move to shorten this agenda item; RS seconds; no abstentions; no opposed</p> <p>JC: vote to recommend to ask SLO committee</p> <p>MP: during accreditation visit, there was an obvious disconnect between how we track SLO, how we communicate around those assessments and how those are used in our Prog Rev and budget allocation process. Planning should think about how they are used in the Prev process and make a recommendation to the SLO/AUO committee so they can come back after reviewing the PR shell and discuss how to make a stronger alignment and usage of SLO.</p> <p>BG: Have had some conversations on how to fit into ProgRev; want to give advice on more intentional use of data. Would love to have someone come to future (not next) meeting.</p> <p>Need to reach out to eLumen to find out what can and can't be done with data spots, linking outcomes to strategic initiatives</p> <p>BG to MP: When we build the PRev shell, the SLO assessments will port into the Prog Rev and other benchmarks we decide to set. Recommend reaching out to Heather. Told Jason Berner that Planning need to get wrapped in more with eLumen.</p> <p>BG: hope to have forums to discuss with faculty, managers, classified for feedback on PR process, and have committees help coordinate.</p> <p>MP: move to make it a standing agenda item to have Katie and Brandy report back on process improvement and implementation of eLumen. BG seconds it. GM abstained; no opposed.</p>	<p>Standing Agenda Item: Planning members attend and report back from SLO/AUO & Academic Senate Next SLO/AUO meeting: Dec.8 1 pm Linking outcomes to strategic initiatives for Program Review (Katie is already attending, so perhaps Katie and Brandy)</p> <p>BG recommends reaching out to Heather at eLumen; also Jason Berner</p> <p>Help coordinate forums for input on Program Review</p>

			Faculty frustrations and rights Validity of SLOs & AUOs		
7. 1:36pm -1:48pm	<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>20 min</p>	<p>Monica</p> <p>Katie</p> <p>Mayra</p>	<p>Mayra report on instruction manual</p> <p>Monica report back on meeting with team leads on normalizing how teams are formed and assigned</p> <p>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</p> <p>Explore next steps for incorporating eLumen</p> <p>Schedule for next 5 years Program Review Cycle</p>	<p>MR: had one meeting to get validation team leads familiarized with goals of the workgroup, 1. develop norms to create a guide from that group, 2. Standardize the ratings since it had come up in accreditation said it didn't seem consistent, so use this to inform creation of a rubric.</p> <p>Met for an hour and will meet next week.</p> <p>For Dec. 4 PC mtg, hope to have starting points to bring back to the group.</p> <p>MP: met with KK and JC to talk about clarifying workflow for validation; using current timeline linked in the agenda; workflow with info on who is supposed to be leading what and when those actions should be happening; put these in a set of instructions for the teams and specify role of lead; MR sharing best practices with leads group</p> <p>Discussed process for onboarding new committee members-training around Program Review and validation and who should take on that piece. KK taking on how teams are formed and how leads are selected. Currently we have managers lead, but we discussed why we might want to rotate so everyone has a chance to lead; validation documents are in different folders so working on centralizing into a folder under PRev so every year everyone knows where to go for those, including updates.</p> <p>JC: the folder IS the guide/manual for PR</p> <p>MP: recommend we move Strategic Plan up. Moves to move to next item, table program review common themes since Katie not present, include MR reviewing postponement of PR forms</p> <p>KW Seconds motion</p> <p>Approved, ED abstains (had to step out), no objections</p> <p>GM – what to do about programs rolling over from the previous cycle? Can we include this in the postponement process? Has 2 such programs.</p> <p>JC/MR: yes, good point; stays with the same team for the next cycle; is in the postponement form.</p>	<p>Agenda for Dec. 4: Validation Leads report</p> <p>Dec. 4: will update (report and suggestions) finish by February meeting. Put all validation documents in one easy to find/access folder, including any updates.</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>10 min</p>	<p>Jon/ Katie</p>	<p><i>Confirm:</i> use Team Summaries instead of WEPR Reports? Give those using summaries the Program Rev access to they can do the analysis</p> <p><i>Homework:</i> 2019-2020 Teams done by Dec. 4 (Goal: each team (old teams) do their own and come prepared next time.)</p> <p><i>Look at PR Timeline:</i> Everything should be in by March for ...Budget Aug, ...who sets the dates? Annual team reports brought to Planning in May or September?</p>	<p><i>Tabled</i></p>	
9. 2:00pm- 2:30pm 1:48pm- 2:30pm	<p>SUB COMMITTEE FOR Strategic Plan implementation next steps</p>	<p>Mayra</p>	<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</p>	<p>(Added MR going over PR postponement)</p> <p>MP: in SP Impl, pulled the image out of SP to remind us of what we said we would do; Yr1 5 Steps: create place to share SP imp info; Develop a communication and engagement plan; Bring stakeholders together to begin the inquiry and planning phase; Develop a global view of how each goal is related to participatory governance and institution-wide efforts like GPS, SEM and SEAP; Use data, focus groups and external resources to develop a shared language and understand of the issues</p> <p>Broad, so work through some of those steps...proposals to consider. Ask permission to have some leads for each step:</p>	

	30 min		<p>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>	<ul style="list-style-type: none"> ● Process & Archive Location: Mayra, Jon, Katie, Brandy, Ricardo, Dr. Bell (added Chao and Vanessa) ● Communication & Engagement Plan- Larry, ??? <ol style="list-style-type: none"> 1. Maybe a page for SP imp that says where we are (see document to keep track with timeline info) 2. Anyone want to be the lead? Keep us accountable for continuous communication with campus and with Larry: Rene volunteers, but she is only guaranteed 6 weeks, Fernando, Chao <p>Create advisory group to “hold” the goals for each of the topic areas, so it isn’t just one person helping create the process, but need and event:</p> <ul style="list-style-type: none"> ● Event to begin inquiry & planning, develop a global view- set date and list of Advisory Group: Mayra, Katie, Jon, ??? to help plan the event..BG <p>CC: how do we keep track of all the pieces? MP: have quarterly meetings to set benchmarks and to do lists between the meetings; CC: How does an advisory groups know who is responsible for fulfilling what particular goals and are thy empowered to question those entities about what they are doing or do they just ask for feedback? Can you explain what the advisory groups will be doing and how they will do the work? MP: Pres is on their and will give managers tasks; KK makes sure AS supports accountability with faculty, similarly for classified MR: clarification that bullet 3 is to PLAN THE EVENT</p> <p>JC: in that event we will further clarify what each advisory group is focusing on and how to go about it</p> <p>MP: have a template for tracking to share</p> <ul style="list-style-type: none"> ● Develop shared language & understanding of issues – campus wide event – SP ALL College Day? <ol style="list-style-type: none"> 1. Identify planning group <p>MP: Column A: 5 Goals articulated; column B: Action areas; column C: Initiatives Then columns for ... walked through</p> <p>One problem is that we often report back on the initiative level info but don’t create an objective that’s measurable for the goal. Want to shift to set measurable for the GOAL and then backwards map to make sure that they are aligned; for example in Goal 1.1 define what “strengthen” means (# people that participate? Impact the same # are having?, etc.)</p> <p>Need a group to say how we will define our outcome for each goal.</p> <p>Propose one group looks at each goal and set a vision—that’s the advisory group.</p> <p>ChaoLiu: glad we are looking at measurables</p> <p>MP: may have people on multiple groups; holding accountable for progress, not necessarily strategies;</p> <p>CL: so many things is hard to track; if we set up a website to track % and how we are doing so it can be reviewed and assess new initiative and allocate resources. Don’t know if we can handle all of this — too many tasks. As in a Dashboard.</p> <p>JC: would that be under communication</p> <p>MP: didn’t envision Dashboard, could be. Advisory groups says “in F semester we will accomplish ...by year two set up list of strategies and monitor. For example, the IEPI—year 1: meet with IEPI team, set up teams, create a plan and strategies ... Year 2...plan is articulated, so track with on track meeting the plan.. Interview the lead for the strategy and tell us where they are, what milestones are hit, create a simple report—just ideas to think about where we are in the planning process</p> <p>JC: seems like entire campus should be able to look at the process and progress</p>	<p>Communication Engagement Subcommittee: Rene, Fernando, Chao (communicate with Larry)</p> <p>Plan/create a mini-retreat for those Advisory groups and leads before next semester. (MP, JC, KK.)</p> <p>Before end of semester, 1. identify at level of action areas how those relate to campus wide projects/plans. Then figure out who should be on advisory group will be clearer. 2. Find a way to be accountable for where we are at the end of semester report, so identify a lead</p>
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