

**CONTRA COSTA COLLEGE**  
**Planning Committee**  
**Agenda**

**Date: Dec. 04, 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	Facilitator(s)	Documents & Outcome(s)
1. 12:30pm-12:35pm	Introductions (if new people present) Confirm/Change Committee Membership Quorum? (9 voting members) Review Agenda (changes? Approve?) <i>5 min</i>	Jon	Agenda (for this meeting)  <a href="#"><u>Planning Structure &amp; Charge</u></a>
2. 12:35pm-12:40pm	<i>Minutes</i> (changes? Approve?) Review Action Item progress <i>5 min</i>	Jon/Mayra	<a href="#"><u>Planning Com. Minutes 2020 11.06</u></a>
3. 12:40pm-12:45pm	<i>Presentations from the public</i> <i>5 min</i>	Jon	Any topics or concerns we should work on or be aware of?
4. 12:45pm-12:50pm	<i>Marketing/Outreach Update</i> <i>5 min</i>	Jon	Brief Marketing and outreach status/update <small>To Do List: Add a legend to explain 2F, 2C, 2M, 2S to the CCC Committee Schematic found on our website under CCC Committees. Note: can't currently create hyperlinks (certainly not to a jpeg) Will be meeting next week: 12/8 Tues 2-3:30</small>
5. 12:50pm-1:30pm	<i>Program Review Work:</i>  1. Validation team leads report (20 min) – best practices 2. Share notes on PR/validation improvements next steps (20 min)  <i>40 min</i>	Monica  Mayra/Katie/ Jon	Monica report back on meeting with team leads on normalizing how teams are formed and assigned Katie shares what she has done  <u>Homework for Break?</u> <a href="#"><u>2020-21 Prog Rev &amp; Validation Schedule</u></a> <a href="#"><u>SharePoint Program Review Folder</u></a>  <a href="#"><u>DVC Training video link</u></a> to their process  <a href="#"><u>DVC PR Guide link</u></a>  Current state of WEPR; <a href="#"><u>WEPR Link</u></a> Explore next steps for incorporating eLumen  Schedule for next 5 years <a href="#"><u>Program Review Cycle</u></a>
6. 1:30pm-1:40pm	Annual PR “Common Themes Reports”  Since we are compiling common themes to be shared with committees that will analyze and use them. (has been called “High Level Analysis”)	Jon/Katie	Access/Organization to find Program Rev to do the analysis  <u>Homework:</u> Everyone review and summarize thoughts by Retreat New Approach? Everyone review all of the 2019-2020 Program Reviews and we share and discuss at the retreat to finalize our report?)

	10 min		<u>2020-2021 Report:</u> Let's get this one done ASAP (May? September?) so we can present it to College Council and Budget
7. 1:40pm-1:45pm	<i>Strategic Plan implementation</i> next steps/sub-committees  5 min	Mayra	Spreadsheet to help organize work of sub com for how tracking Str Plan and outcomes, LMC use eLumen, DVC tracking...  LMC is archiving Strategic Plan in eLumen
8. 1:45pm-2:00pm	<i>Next Meetings/Homework</i> December wrap up mtg? Retreat!  <u>Reminder:</u> Annual Goals-homework Common Themes-homework  15 min	Jon	<a href="#"><u>Draft 2020-21 Annual Goals link</u></a>  <u>Annual Goals Feedback:</u> Areas did well, came up short, recommendations for this year, do less/do more, anything important to discuss that we haven't included?  <u>Common Themes Feedback:</u> Go through 2019-2020 ProgRev and look for campus-wide common 1. Requests and 2. Commendations (what is being done well?)
9. 2:00pm-??pm	<i>Good Vibes</i> <i>Breathe/Celebrate</i> Work-group check-ins after?	All	<i>¡Phew!</i>