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CONTRA COSTA COLLEGE
Planning Committee
Minutes

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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 Krolikowski

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 Krolikowski*, ~~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. ~~12:30-12:40pm~~ 12:40pm-1:00pm	Introductions (if new people present) Confirm/Change Committee Membership Quorum? (9 voting members) Review Agenda Approve Minutes *5 min (actual was 20 min)*	Jon	Agenda (for this meeting) Planning Com. Minutes 2020 11.06 *Planning Structure & Charge*	JC call to order 12:38 Quorum Approve agenda (HM moves, RS second, no objections/changes, CC abstain since just arrived) 12:45 Discussed progress on the minutes Action Items Vanessa SPt Access: MP will email Eyestone to get student CCC email accounts/address for SharePoint for all Big 4 com. BG – that is what done for student employees, tutors; MP- asked KK if it should be on College Council agenda, KK said only if we run into a hurdle BG: if already on ASU executive board, , they already have those emails MP- but they can't access the staff side, so SharePt requires a different setting to access KK-if we need District, then it should go Marketing JC-Marketing will include legend to clarify meaning of 2C., 2F, 2M, 2S (4 for Planning) Marketing Community Members MP – asking community members to participate in Marketing/Outreach. People can sit as advisory, but not voting so Committee will need to discuss with community members about how to do that. We don't need to create a plan to begin spending on marketing & outreach because in the Equity and the CTE plans there is already earmark dollars. MP and ED have not yet met with Marketing/Outreach around this. JC – they are doing some stuff now with Tretha, so they aren't entirely holding off. Meeting next week. Annual Goals MP finished it/cleaned it up last time. Pre/Post Survey for PR MP – not had a chance to have it (ED meet with MP, KK, JC?); KK need to put the annual goals on for College Council for Feb mtg eLumen Training MP – JC and I attended first training. Rec do training with entire committee SLO/AUO BG – had conversations about how to fit into PR; questions around SLO that would like to include; like to know # accessed and unassessed courses; request for explanation if courses not being assessed regularly; asked to provide PR team with an analysis of their results, look for equity gaps between populations and identify strategies to close the gap and ask if considering modification to curriculum or SLO based on assessment results and if there are any resources needed to improve learning outcomes. Validation Teams – met and working on report back Strategic Plan MP - Have not reached out to RS, FG, CL but will be doing that following this mtg; brainstorming around advisory groups will happen with MP, KK, JC → pending action items Most Action items done with exception of Strategic Plan piece	Get Vanessa Crisostomo SharePt access – (see discussion) through Eyestone creating separate student CCC emails Check on legend clarification of 4C, etc. Someday make a hyperlinked schematic? MP – So, a reminder to ED and myself to coordinate spring expenses and prepare for fall outreach **FEB AGENDA:** **Add Pre/Post Survey** **eLumen training for all Planning** KK join MP & JC to meet with Heather to set up training that Academic Senate can follow. Reach out to RS, FG, CL but will be doing that following this mtg; brainstorming around advisory groups will happen with MP, KK, JC → pending action items
2. ~~12:40-12:45pm~~ 1:00pm-1:10pm	Presentations from the public *5 min (10 min actual)*	Jon	Any topics or concerns we should work on or be aware of?	KK: PC talked about considering a different mtg day/time (multiple people said which M-Th days were bad) MP: were we able, BG, to resolve issue of classified paid? BG – 99% sure it was resolved, but not sure and circling back. Beginning of semester, Mariles and Dr. Bell agreed we can pay if serving on PC at request of Classified Senate making it a CS related activity.	

				MP- new process at VP office; BG, will you send me and JC an email saying we discussed it in PC, this is our understanding and we'd like to bring it back to PC to make sure4 these time cards will be cleared. BG: will do and send procedure agreed upon at beginning of the year. MP: also identify which classified this applies to (on 4-10 agreement) BG: some are taking Flex time ED: folks attending mtg on Fri and manager has not adjusted their schedule, let VP know ahead of time how many hours and which committees JC: definitely 4-10 next semester? MP: yes. Will send poll. We should respect people's lives…including managers GM – Fridays are fine with me, it doesn't matter DL: also doesn't mind Friday – can we move it to 10 AM? KK: can't go on F until 12:30, teaching schedules… DL: difficult since midday, but understand RS: do poll and then informed decision	Send poll for
3. ~~12:45-12:50~~ 1:10pm -1:12pm	*Marketing/Outreach Update* *5 min*	Rod/ ~~Larry~~	Marketing and outreach status/update	JC: Rod and Larry can't be here; will add the legend for 4C, 4F, etc; meeting on T the 8th next week from 2-3:30. Tretha is doing great work, good things are coming with more on the website	. ACTION ITEM: Marketing/Rec Request Ask to have a legend to explain 2F, 2C, etc. Make it with hyperlinks?
4. ~~12:50pm-1:30pm~~ 1:12pm -1:56pm 1. Validation team leads report (20 min) – best practices 2. Share notes on PR/validation improvements next steps (20 min) *40 min*	*Program Review Work*	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> <u>2020-21 Prog Rev & Validation Schedule</u> <u>SharePoint Program Review Folder</u> <u>DVC Training video link</u> to their process <u>DVC PR Guide link</u> Current state of WEPR; <u>WEPR Link</u> Explore next steps for incorporating eLumen Schedule for next 5 years <u>Program Review Cycle</u>	ED: Val. Team leads met 3 or 4 times, had vibrant discussion on processes and how approached the reviews as a team; looked at a number of reviews from pass that were accepted with top level acceptance; align with indicators that qualified as outstanding PR to help with relative perception and clarity for program and dept leads to have clarity on the expectation when completing PR. Talked about best practices to share. Frist, share a rubric they came up with … what do other colleges' PR look like? Saw criteria for Outstanding, Satisfactory & Not Accepted. Document shared with program lead and val team leads, and idea of expectation. This helps to provide feedback and qualifies assessment for PR.; *** Presented a very nice checklist – Doesn't change language, just rubric and expectation language around how assessment final score was reched. In our SharePoint Program Review and Validation folder MP: want everyone to weigh in on the rubric KK: focus on the fact that we re validating the self study, not program review; appreciate this rubric is about how the analysis was done and how thoughtful it was done. Keep saying the "validation of the self-study." Worry that it is really long. Consider what is absolutely important and how we can slim it down. ED: can you give an example of what is not currently included KK: a lot of it, like "SLO are thoroughly assessed" we have "are you doing the SLO" and we don't look at them as part of our current practice; " narrative includes a comparison of data" – are we going to expect everyone to spend time doing this even in small departments? Just important to think about the reality of these. What is exactly asked in our WEPR shell (not in this meeting) JC: did this come from particular campus? ED: look at quite a few and found **Skyline'**s to be most concise and connected to their strategic plan. Requires the most PR revising. KK: in a group like this we can get excited, but "perfect is the enemy of the good" because it can get too much. People just get it done ad not do it well. What is realistically useful? MP: look at the rubric in terms of how functional we want to make the PR (slef study) in terms of meeting some specific use, then we can come back to the rubric and map those back. ED: Best practices, good representation from people that have done this long and short time; best practices that can be shared with new people on the team. Walked through document suggestions, exp timeline for steps. When data is incorrect, reach out to MP, Vanessa Mercado, Nick D, Many key points, like making sure the recommendations align with program goals ** month and a half work to put this together.	Remember: *** "self-study" so validating the self-study, not the Program Review

| | | | | GM: timeline and best practices within the timeline from what everyone was doing; Must be careful that data is correct and referred to
KK: good place to start.; cultural shift about what to do with data, a little concerned about why the data isn't correct. Who corrects it? Be clear where the data comes from. Keep working on it. eLumen is a great opportunity to know where the data comes from.
MP: encourage people to meet with me or Vanessa Mercado for 30 min, so it doesn't have to be onerous.
KK: maybe change phrase starting with "ask them to provide and explanation" crossed out and add "should program leads point out data they believe to be incorrect in WEPR, forward reports to Mayra and Vanessa" would be a better practice
RS: it's just about giving the people who are dealing with the data an idea of why it's wrong, like "we don't have that many students" or 'we've never had any full-time faculty," It doesn't have to be a data analysis or a narrative, it just needs to be a heads up on where to start fixing it.
JC: take out names and put in positions instead
MP: mention that Monica has been amazing in this effort and the group for putting in countless hours.

MP: KK and I were charged with looking at our process and trying to create a set of instructions, but it became clear that we couldn't start that work until Val leads did best practices; started by looking at PR timeline/schedule —became clear that validation instruction are not embedded in that document; now that the leads have settled on best practices, take those notes and put them into a timeline and set of instructions so lead and folks being validated can expect to know when things should happen; looking at week of flex to begin that work…work on a draft …
Look at how we are using PR information?
Do we want it to tie into decisions the campus is making? If so, let's talk about what that means.
Or do we want it to just be this self-study that's self -reflective?
Let's discuss

GM: I think it should tie into campus decisions. A lot of times people do their self-studies and it feels like nothing comes of it. This is how people express their ownership and how they connect to the college. If their work feels like an aside or outlier, rather than connecting to the campus, folks might disengage.For example, equity. If they are doing equity work but not tied to what the campus is doing at large, that's a big disconnect. So important to connect ***** OR INFORM WHAT THE COLLEGE is doing. Using language that connects with what people are doing. Important way to have people engage in the work. It's not just for the department, it's for the college and connects with vision and mission of the college and district.

RS: idea is that the work in the self-study is reflective and sets the goals for the department or unit going forward – MONEY, GRANTS, …did they make a difference? Did they do something to forward the goals and use to make plans next time. Do I need more grant money, FT, …then we don't need another document. We can look and see what the needs of the …Inform budget, box 2A, everybody is doing the self-study and always in a place of knowing where you are. If on top of things, pretty much know what's going on. This can stop a lot of double work or need for justifications. It can make us a data informed campus and analysis we do of ourselves.

JC: and that's much more enticing incentive to do it.

KK: Rene's vision is the vision we had when we adopted WEPR, so we need to be reflective of that. WEPR has unit plan tied to budget augmentation, and tied to Box 2A, with arguments in there, so good to reinforce those wishes, but good to think abou the fact thqt we tried and it did not work. It hasn't happened in 6 years.

GM" we tried to address this in our strategic planning. We talked about our processes not working as we would like. People submit something and don't know what happened, no email acknowledgement regarding where the process is, so now in strategic plan;

MP: Even going up one level, we don't have any connection between plans – tech, facilities master plan,..In thinking about how PR informs decisions of the college, we should create a timeline for the college for when thowe decisions are happening and PR is aligned in a way that it aligns with FMP, Tech plan…and all flows out and layers of decisions can be | PLANNING CYCLE of college |

				clarified. We will be working with resources that the IEPI left with us, some models that they shared around PR tmeplates and the PLANNING CYCLE If we are really wanting to have our self-study tie into the planning of the campus, one potential next step is **to review the resources and long-term study of the models to recommend some schematic of how to organize all of that work.Then chunk out th pieces of the PR that fit into those decisions.** KK: something that could happen is figuring out which decisions we are thinking of and then think about what would inform them.Collect a list of the types of decisions that would be made and that would help frame what is important to know in framing those decisions.Lots of people can participate. MP: we have chunks of info in PR, and we can think about what types of decision that feeds and then go back. We don't have to do the entire piece, we can take each chunk and just think through what is this info trying to offer the college and what can the college offer to help. In parallel, we also have to do the work of trying to look at the alignment of the big plans so we are on a timeline and a cycle that feels like its doable and not slammed every 5 years doing accred, strat plan, PR… JC: I would love a schematic because it was/is a big blur to me. It could be updated and even hyperlinked. MP: sounds like agreement that **we move forward and make PR (self-study) useful and folks see work tied to college decisions and vice-versa**. KK; George talked about how my little world talks to the college, what about your little piece of the world moment to moment decisions (HIRING, ETC) also being informed by the Self-Study? Or should you only think of your Self-Study in terms of how you connect to the college? GM: understanding how your little piece works for you and how it connects to the college is an importqnt piece. KK: the way we design thowse prompts is important in the design to encourage that behaviour. MP: Question for Katie because you were in IEPI mtg, can you and I curate a few of the materials for this Planning group for the next semester? KK: all seems overwhelming, so curating is a good idea MP: get back to you all in the spring	LOOK AT A PROCESS TO LINK THE DECISIONS TO THE PR PIECES ORGANIZE THE LAYERS OF DECISION MAKING IN SOME SORT OF GRID TO HELP US UNDERSTAND TIMELINES Larger conversation with College Council about how we work these to make sense for us.
5. ~~1:30pm~~ ~~-1:40 pm~~ 1:58pm-	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") *20 min*	Jon	Access/Organization to find Program Rev to do the analysis *Homework*: 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	JC: This ties into the idea of informing and tying thing together. We had talked about the 2019-20 teams looking at the self-studies they validated. Then we can share what we find. All agree…need to move forward	

			to finalize our report?) _2020-2021Report_: Let's get this one done ASAP (May? September?) so we can present it to College Council and Budget		
6. ~~1:40pm-1:45pm~~ 1:58pm -2:00pm	_Strategic Plan implementation_ next steps/sub-committees _20 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	MP: on the to do list (see Action items at right); setting up those meetings now; Confirmation from Dr. Bell that there will be time on the ACD agenda to do some implementation SP kick-off.	Meet with Vanessa Mercado and Chao to create a more succinct way of tracking Meet with Rene, Fernando, Chao and Larry around building a communication plan Meeting with KK, MP, JC on how to form the advisory groups and begin the work in the spring semester
7. ~~1:50pm-2:00pm~~ 2:00-2;07	_Next Meetings/Homework_ December wrap up mtg? Retreat! Reminder: Annual Goals-homework Common Themes-homework _10 min_	Jon/Mayra	Draft 2020-21 Annual Goals link _Annual Goals Feedback_: Areas did well, came up short, recommendations for this year, do less/do more, anything important to discuss that we haven't included? _Common Themes Feedback_: Go through 2019-2020 ProgRev and look for campus-wide common 1. Requests and 2. Commendations (what is being done well?)	MP: December wrap ups for loose ends around projects; Discussed ACD planning; communication team opportunity to get out some info. ED: GP is having a retreat on T 12th and W 13th for 3 hours 9-12 on ech day; steering committee and work groups; Worked out upcoming timelines… KK: we have all these great ideas, but we have to bring it to the next level so they work.	
8. ~~2:00pm-~~	Good Vibes	All	Breath, music		

??? 2:07pm- ….					