

CONTRA COSTA COLLEGE
Planning Committee
Agenda

Date: Feb. 04, 2021

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

2021 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	<p>Introductions (if new people present) Confirm/Change Committee Membership Quorum? (9 voting members) Review Agenda (changes? Approve?) <i>5 min</i></p>	Jon	<p>Agenda (for this meeting)</p> <p><i>Planning Structure & Charge</i></p>
2. 12:35pm-12:40pm	<p><i>Minutes</i> (changes? Approve?) Review Action Item progress <i>5 min</i></p>	Jon/Mayra	Planning Com. Minutes 2020 11.06
3. 12:40pm-12:45pm	<p><i>Presentations from the public</i> <i>5 min</i></p>	Jon	Any topics or concerns we should work on or be aware of?
4. 12:45pm-12:50pm	<p><i>Marketing/Outreach Update</i> <i>5 min</i></p>	Jon	<p>Brief Marketing and outreach status/update</p> <p>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:</p>
5. 12:50pm-1:20pm	<p><i>Program Review Work:</i></p> <ol style="list-style-type: none"> 1. Program Review Dashboard Review (10 min) 2. Common PR Themes— schedule the work (10 min) 3. eLumen Implementation (10 min) <p><i>30 min</i></p>	Mayra/Katie/ Jon	<p><u>Homework for Break?</u> 2020-21 Prog Rev & Validation Schedule SharePoint Program Review Folder</p> <p>DVC Training video link to their process DVC PR Guide link</p> <p><i>Homework:</i> 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?) Access/Organization to find Program Rev to do the analysis</p> <p><i>Common Themes Feedback:</i> Go through 2019-2020 ProgRev and look for campus-wide common 1. Requests and 2. Commendations (what is being done well?)</p> <p><u>2020-2021 Report:</u> Let's get this one done ASAP (May? September?) so we can present it to College Council and Budget</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>

<p>6. 1:20pm -1:40pm</p>	<p style="text-align: center;"><i>Validation Continuous Improvement</i></p> <ol style="list-style-type: none"> 1. Validation Leads review last semester work and decide on next steps 2. Proposal for Validation team data coaches <p><i>20 min</i></p>	<p>Mayra/ Team Leads</p>	
<p>7. 1:40pm- 2:10pm</p>	<p style="text-align: center;"><i>Strategic Plan implementation next steps/sub-committees</i></p> <p style="text-align: center;"><i>Moving the needle</i></p> <p><i>30 min</i></p>	<p>Mayra</p>	<p>Spreadsheet to help organize work of sub com for how tracking Str Plan and outcomes, LMC use eLumen, DVC tracking...</p> <p>LMC is archiving Strategic Plan in eLumen</p>
<p>8. 2:10pm -2:30pm</p>	<p style="text-align: center;"><i>Annual Goals</i></p> <p><u>Reminder:</u> Annual Goals-homework Common Themes-work</p> <p><i>20 min</i></p>	<p>All</p>	<p>Draft 2020-21 Annual Goals link</p> <p><i>Annual Goals 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>