

CONTRA COSTA COLLEGE
Planning Committee
Agenda

Date: Mar. 05, 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,

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	<p>Planning Com Minutes 12/4/2020 Planning Com Minutes 2/4/2021</p>
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 a jpeg) Will be meeting next:</p>
5. 12:50pm-1:05pm	<p><i>ELumen Update:</i> 'Sup? <i>15 min</i></p>	Jason	
6. 1:05pm-1:10pm	<p><i>Accreditation Update:</i> Annual Report <i>5 min</i></p>	Mayra	
7. 1:10pm-1:25pm	<p><i>Strategic Plan implementation</i></p> <ol style="list-style-type: none"> Update on lead efforts Update on project management software Create a team to work on SP eLumen shell <p><i>15 min</i></p>	Mayra/Chao	
8. 1:25pm-2:00pm	<p><i>Program Review</i></p> <ol style="list-style-type: none"> Dashboard update-Mayra Common Themes – Katie/Jon eLumen implementation – Mayra/Katie Pull a team together to work on creating PR shell - Mayra PR data for non-academic programs - Mayra <p><i>35 min</i></p>	Katie/Mayra /Jon	<p>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>Old Homework:</i> Everyone review and summarize thoughts by Retreat</p>

			<p>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><i>2020-2021 Report:</i> 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>
9. 2:00pm -2:15pm	<p><i>Validation</i></p> <ol style="list-style-type: none"> 1. Review Validation Process - Validation Leads 2. Validation improvements and data coaches model update -Mayra and leads 3. Validation Extension Form – Mayra (on College Council agenda for approval next week) <p><i>15 min</i></p>	Mayra/ Team Leads	
10. 2:15pm -2:25pm	<p><i>IEPI Grant Update Implications for Planning Com.</i></p> <ul style="list-style-type: none"> • Work on Integrated Planning Model • Strategic Enrollment Management <p><i>10 min</i></p>		
11. 2:25pm -2:30pm	<p><i>Equity Plan Update.</i></p> <ul style="list-style-type: none"> • Center for Urban Education reviewed our plan • Strategic Enrollment Management <p><i>Next Steps.</i></p>		

	<ul style="list-style-type: none">• Invite Emma Blackthorne to present research office process improvements• Learning Communities Dashboard• AB 705 Dashboard• Etc. <p><i>5 min</i></p>		
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