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CONTRA COSTA COLLEGE
Planning Committee
Agenda

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Date: May 07, 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 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,

Student (4): Vanessa Crisostomo, Ricardo Sanchez, Carlos Solano, _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-12:40pm	Introductions (if new people present) Confirm/Change Committee Membership Quorum? (9 voting members) Review Agenda (changes? Approve?) *10 min*	Jon	Agenda (for this meeting) *Planning Structure & Charge*
2. 12:40pm-12:45pm	*Minutes* (changes? Approve?) *5 min*	Jon/Mayra	
3. 12:45pm-12:50pm	*Presentations from the public* *5 min*	Jon	Any topics or concerns we should work on or be aware of?
4. 12:50pm-1:00pm	*Marketing/Outreach Update* *10 min*	Rod	Brief Marketing and outreach status/update 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:
5. 1:00pm-1:10pm	*Report from Planning Chairs* *10 min*		Progress from action items from last meeting.
6. 1:10pm-1:25pm	*Accreditation Update*: Annual Report *15 min*	Mayra	
7. 1:25pm-1:40pm	*Program Review & Validation* 1. Update on programs being validated- Validation Leads 2. Update on validation improvements and data coaches model update - Mayra and leads 3. Common Themes – 2019-2020 & Processes for future *15 min*	Mayra/ Team Leads/ Katie	
8. 1:40pm-1:50pm	*IEPI Grant Update Implications for Planning Com.* • Work on Integrated Planning Model • Strategic Enrollment Management *10 min*	Mayra	
9. 1:50pm-2:00pm	*Equity Plan Update.* • Center for Urban Education reviewed our plan • Strategic Enrollment Management	Mayra	

	Next Steps. • Invite Emma Blackthorne to present research office process improvements • Learning Communities Dashboard • AB 705 Dashboard • Etc. *10 min*		
10. 2:00pm -2:05pm	*Fall Retreat Scheduled* *5 min*		Fr or Th before flex?
11. 2:05pm -2:15pm	*Report Back on eLumen Orientation With Heather* eLumen Sandbox *10 min*	Mayra/Jon	Look at annual goals Sandbox is available to all

12. 2:15pm-2:30pm	*Strategic Plan implementation*
	1. Update on lead efforts
	2. Update on project management software
	  • Vote to approve ESM
	  • Select small team to work in summer on structuring project management program with SP parts
	
	15 min
		Mayra/Chao	Vote to recommend, to College Council, ESM as our project management software
			
			Here are some key suggestions to consider.
			1. The ESM proposed to finish this project in 8 weeks (page3) by 4 steps (I split it into 6 steps in page 2)
			2. If we set the D day to be our College day for the fall semester, we need to start by the end of June.
			3. The core team needs to be formed before July 15th to have training from ESM
			4. We should discuss who should be in the core team and how many people we need to be in the core team
			5. I post questions to be considered for each step on slide 4-9.