



CONTRA COSTA COLLEGE

Planning Committee Agenda

February 4, 2022 12:30-2:30 PM

Planning Committee Information

Committee Charge:

1. Lead the creation and monitoring of the College Strategic Plan
2. Monitor the implementation of campus-wide plans and initiatives as they relate to the College Strategic Plan
3. Oversee the program review validation process
4. Maintain and archive evidence that will support accreditation process and the continuous improvement of institutional effectiveness measures and processes.
5. Make recommendations to College Council and Budget Committee

Committee Composition:

Co-chairs: 1 manager, 1 faculty

Members: 4 faculty (includes co-chair), 4 managers (includes co-chair), 4 classified, 4 student, and ex officio.

ex officio: President, Vice-President(s), Academic Senate, Classified Senate President, ASU President, SLO Coordinator

Quorum: 50% filled voting seats + 1 voting member. (i.e. 9 if all voting seats are filled)

Voting: All official members (including chairs, not ex-officio) are voting members; chairs may serve as voting members for their voting constituencies

Current Membership:

Co-Chairs: Dr Kimberly Rogers, Dr Katie Krolikowski

Faculty: Dr Chao Liu, *Ben Jahn (new)*, *Irena Stefanova (new)*

Managers: Rene Sporer, Jason Berner, Evan Decker, George Mills

Classified: Hector Moncada, Kate Weinstein

Student: Eder Cerrato, Meaghan Yarnold

ex-officio: Dr Tia Robinson-Cooper, Jason Cifra, Dr Gabriela Segade (ASC), Brandy Gibson (CS), Carlos Solano (ASU), Brandy Gibson (SLO), Mayra Padilla (Institutional Effectiveness)

Link to: [CCC Committees Page](#)

Agenda Items

	Item	Facilitator(s)	Time	Reference Documents	Outcome
1	Welcome and identify voting members	Katie	5 min	Current membership	Discussion
2	Public Comment	Kimberly	5 min	n/a	Active listening
3	Approval of agenda	Katie	2 min	Feb 3 agenda	Action: Agenda modified/approved
4	Strategic Plan Area 1 and Planning Committee	Mayra	10-min	Overview of Area 1 and Action Areas related to Planning Committee Charge	Result: Committee informed
5	Plan Area 1 Deliverables: eLumen implementation for PR self-studies	Katie, Kimberly	10 min	Update on beta-test progress (KK). Plans for demonstration/dissemination (KR)	Discussion: Committee gives feedback and suggestions about content and audience
6	Plan Area 1 Deliverables:	Mayra	25 min	Discussion of purpose of	Discussion: 1. Validate and add to

	Goal 1.2 (all action areas): Steward college resources in alignment with the Strategic Plan utilizing a clear, transparent, data-based decision-making process for the College Budget			Program review self-study and validation. How to re-design this process and templates to align with strategic plan goals? Review working draft of validation/self-study improvement idea document. Overview of proposed timeline for a pilot of new PR process.	improvement idea document started Dec 2021. 2. What will it take to re-invent system? Agreement: Timeline and milestones for development of pilot for proposed new PR process. Workgroup volunteers.
7	Planning Committee Charge #1: Lead the creation and monitoring of the College Strategic Plan. ESM tool.	Katie	10 min	Update on ESM tool: Reminder of functionality, process, and update on progress.	Result: Committee informed
8	Self-Study and Validation Cycle; 2021-22	Katie	15 min	Validation team assignments. Progress updates. Review milestones and dates.	Validation leads share progress. Discussion of team #1 disperse to other teams. ACTION: Finalize teams and

					assignments for 2021–22 cycle. Agree to timeline and milestone goals.
9	Self–Study and Validation Cycle: 2020–21	Mayra	15 min	Discuss preparation of report to College Council.	Agree on plan for finishing 2020–21 program review cycle.
10	Self–study and Validation cycle: Extensions and missed cycles.	Kimberly	10 min	How programs that have missed completion in assigned cycle will be addressed.	Discussion: Feedback about planned action.