



CONTRA COSTA COLLEGE

# CCC Planning Committee Minutes

Sept 16, 2022 12:30-2:30 PM

Zoom: <https://4cd.zoom.us/j/84770480706>

## Attendees

Dr. Mayra Padilla, Kenyetta Tribble, Chao Liu, Irena Stefanova, Benjamin Jahn, Arzu Smith, George Mills, Rene Sporer, Dr. Vanessa Mercado, Brandy Gibson, Kate Weinstein, Jose Zepeda, Lucile Beatty, Dr. Katie Krolkowski, Jennifer Reynoso-Pingarron (Minutes)

## Agenda

Welcome, identify voting members, voting guidelines, and minute taker

Katie Krolkowski and Dr. Mayra Padilla – Co-Chairs

Dr. Chai Liulrena Stefanova, Lucile Beatty – Faculty

Kenyetta Tribble; VPSS, Arzu Smith; VPBAS, Rene Sporer, George Mills– Managers

Dr. Vanessa Mercado, Kate Weinstein, Brandy Gibson – Classified

Marissa Espinoza – Student

## Approval of Agenda

Motion to approve agenda as amended Brandy, Cile second.

Amendment to move public comment to after approval of agenda.

**Committee unanimously approved agenda with noted amendments.**

## Public Comment

Reyna Grande event October 17<sup>th</sup> – Up on our website under events. (With book signing event)

Books available at Bookstore.

Celebratory moment of independence.

9-3pm Women's Empowerment Conference – Will have author

## Approve Minutes

Training scheduled with Administrative Assistants taking notes for committees.

There are no items to approve at the moment and will table for next meeting for approval.

12:56PM

## College Council Monthly Report

- Frameworks and brainstorm of practices
- Integrating planning model – shared planning calendar
- Information about goal setting, committee, reports from constituency groups

12:58PM

## Change Charge (meeting time)

- Officially from handbooks – Budget Committee
- Official communication notifying public of new time change for
- Proposal to change the time from 1pm-3pm and ask
  - Motion to move time : Rene Sporer, Lucile Beatty
  - Unanimous approval of recommendation to College Council

1:03PM

## Preview of October Agenda

Preview of agenda items was shared – 3 items planned for next meeting

1:05pm

## Program Review Validation 2022

- Program review cycle for each unit to go over program review every 4 years to put metrics behind everything that has been accomplished.
- Planning Committee is made up of teams that support and validate program leads. Teams were shared for the semester.
- This year will be the first time going through program review via eLumen
  - Not completely intuitive
- Timeline – CSE and Custodial will be switched to accommodate everyone and related department
- In order to get validation teams running, Dr. Padilla requests one of each of the program leads take initiative to get each set up/make contact.

Suggestion for Validation Leads Managers to convene to make sure teams are working together and know who they are.

First draft by November for feedback in December to meet February milestone. Please see documents for timeline shared.

1:22PM

## SEMP Monitoring, ESM 8-Week project report

- Have built a team for ESM project – Software that was worked on 2 years ago to bring on for Strategic Plan tracking.
- ESM makes sure that implementation is reaching all constituency groups.
- Have already met with ESM consultants, VPs, and Deans and are creating a strategy map.
- Core team to attend next executive team meeting to review strategy map and review timeline.

- Administrators will receive training to move information to ESM software tool to begin designing priority interventions.
- The process is set to finish by December, 2022, if all on track.
- Participant shared concern about how information was perceived and categorized.
- We need to get critical about how they think of what we tell them.
- Dr. Padilla shares the CORE team is important to the process and is reasonable to ask to record what is said as it is said.

1:32PM

### Monitor campus plans: Equity plan update

- First read of plan is happening September 22<sup>nd</sup>.
- Planning – update to make sure folks are spending well.
- ESM process can help integrate in a more graceful way.
- What is our recommendation to college council, student success? How do we permeate our values to the whole campus in an actionable way?

A collective call to action. We have already experienced siloed. It has to happen in the places it is not happening at right now.

There is a will to do the work and awareness. It is the how where we are currently struggling.

- ESM Strategic Map and tools will help with implementing Equity Plan in the future.
- Formal statement from planning committee – College Council.
- What are we doing specifically? What are we trying to target there specifically?

**Rene motions in agreement to report to College Council. Committee unanimously agrees.**

1:57PM

### Program review re-design project

- Housed in eLumen
- Beginning conversation on whether we want a better program review template.
- Timeline and milestones for Program Review re-design
  - In late October, this committee needs to have a draft for College Council.
  - College Council will go out to constituency groups for feedback.
  - By beginning of Spring semester there should be an agreement in language for program review. (Between March-May, eLumen needs to be set up along with guidance documents)
    - Next month and a half for heavy work and sets tone for next meeting.
    - Weekly meeting with eLumen to collect information to report
    - There isn't a specific administrator for each certificate or discipline.
    - Curriculum is not the same as program on our campus.
- Will be dedicating 1-hr next meeting for each to weigh in with suggestions.

## Considerations for Program Review Re-design

a	Audience and use of self-study
b	Users/creators of self-study
c	Prompts / questions /analysis and purpose of each
d	Clarifying college structures (unit, budget, educational program)
e	Organizing data and responsibility: budget, workforce, curriculum-linked metrics (course, program), other types of data (SLO, user surveys, community surveys, etc.)
f	Tools used (eLumen, Tableau)
g	Logistics (schedule and interpersonal communication with units, creating shells in eLumen, data to shells, support for unit leads, validation teams and process, archive of final documents)
h	Relationship with all college bodies (budget committee, etc.)

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- To get the information we need, we need to think about how we ask our questions.
  - What do we know about how the college is structured and what can we do to help?
  - If we plug in what we have been talking about, what part of the plan is tackling the different areas?
  - Validation document – Measurable outcomes, might be easier for people to talk about their achievements in smaller bites.
  - If we state very clearly what we value and what we want to know, it may be easier to get the data.
  - The more specific, the better data will result.
  - Creating some structures will help do that. Box2A and budget process. Hopefully will create some transparency.
  - There may be a way to help articulate the needs in constructive feedback. How do we create a structure where we aren't all overwhelmed?
  - Workgroup will come with outline to start from.
  - Who is the audience? When not streamlined, can be challenging. Would be good to have examples.
  - What we measure reflects our values. We have an opportunity to highlight equity.

2:29PM

[Closing comments & review of next meeting date](#)

Oct, 7<sup>th</sup> 2022

[Confirm new time 1-3pm](#)

Recording available: <https://4cd.zoom.us/rec/share/6fEYleZ-gFNDRLoiHdszLIUJqLQiwucZfpOlo5vPDwbV2hkhrijNq3OpB-2ULuZXn.v13utNs0iARvI9ED?startTime=1663356608000>