

 **CONTRA COSTA COLLEGE**
Planning Committee Meeting

Minutes

Date: November 4th, 2022 (every 1st Thursday of the Month) **Time:** 1:00 p.m. – 2:30 p.m.

Location: ZOOM <https://4cd.zoom.us/j/88580797926> Meeting ID: 855 8079 7926

Current Membership

Co-Chairs: **Dr Mayra Padilla** (Sr. Dean Planning and Special Programs), **Dr Katie Krolikowski**

Faculty: **Dr Chao Liu**, **Ben Jahn**, **Irena Stefanova**, Cile Beatty (*New*)

Managers: Rene Sporer, **Kenyetta Tribble** (*New*), John Wade (*New*), **George Mills**, **Elvia Ornelas-Garcia** (*New*)

Classified: **Vanessa Mercado**, **Kate Weinstein**, **Brandy Gibson**, **Catherine Fonseca** (*New*),

Student: **Marissa Espinoza** (*new*)

ex-officio: Dr Kimberly Rogers (Acting President), **Jason Berner** (Sr. Dean), **Kenyetta Tribble** (VPSS), **Arzu Smith** (VPBAS), Dr Gabriela Segade (ASC), **Brandy Gibson** (CS), Kevin Ruano Hernandez (ASU), **Brandy Gibson** (SLO),

Note taker: **Jennifer Reynoso-Pingarron**

Green = Present Red=Absent

Non-Voting Members

Present: No additional guest was present.

Meeting called to order at **1:05** p.m.

Topic	Facilitator	Notes	Action Items
1. Welcome and identify voting members	Katie 2 mins	Dean Jason Berner notes that Dr. Kimberly Rogers and himself have made the executive decision to make Elvia Ornelas-Garcia an official voting member of the Planning Committee.	
2. Public Comment	Katie 2 mins	First Native American event was yesterday – had two showings at the planetarium. Next event is showing of Rumble – will have 2 showings Poet reading – Native American Poet will be reading their work at library.	
3. Approval of Agenda	Katie 2 mins	<i>Kenyetta motions to approve Agenda. Chao seconds motion to approve.</i> <i>The group unanimously approved the agenda.</i>	
4. Approval of minutes	Katie 5 mins	<i>Minute approval tabled until next meeting.</i> Minutes drafts for September and October meetings can be in CCC's Planning Committee Website .	
5. College Council monthly report	Katie 5 mins	<i>There is no report on the last College Council meeting.</i>	
6. Meta-Analysis Group	Ben 5 mins	The group met and went over the last program reviews to pull themes on October 28 th , 2022. (Approx. 3 weeks and one of the group members will have to do some work to synthesize.) Will meet again on November 17 th , 2022, and plan to report at next planning meeting. Goal to be ready for December 8 th , 2022, College Council meeting.	

<p>7. Program review re-design workshop</p>	<p>Katie/re-design team 40 mins</p>	<p>Program re-design PowerPoint (13 slides) that will be presented at College Council was shared for feedback. PowerPoint is available via Planning Committee SharePoint site.</p> <p>Anticipating by end of March Special Council Meeting to get decision whether planning will have go ahead for implementation in 23-23 AY.</p> <p>Proposed sections of Self-Study</p> <ul style="list-style-type: none"> i. Executive Summary ii. Metrics iii. Vision for Program, continuous improvement, & goals iv. What are students saying about the program v. Student Learning Outcomes vi. Priorities and Resources Needs vii. Employment/workforce <p>Suggestion to smooth the process to use energy most efficiently and not be more work. By having transparency in the process will help.</p> <p>College Council will be the first place where the program re-design group will present. Motion to go ahead and present after minor edits to PowerPoint.</p> <p><i>Rene motion to present PowerPoint Chao motions to second to present.</i></p> <p><i>The committee unanimously approved to move forward.</i></p> <p>Suggestions for Executive Summary – Not more than one page.</p>	<p>Katie will send out to the group for review and receive feedback before it goes to College Council next week.</p> <p>“How will this look” section</p> <p>Agenda item for next meeting: <i>Buy-In: How well do we streamline the process?</i></p>
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Money comes from SCFF – and each program gets the funds.

Metrics will be different based on the program.

Example: Welcome Center – Hard to measure how many students came in (back when under Rene)

(If we write down the same numbers, the data won't be informative.)

Proposing there are some general metrics that can fit into every program, for example: Enrollment, Student Success, etc.

DVC proposal for Student Services – Kenyetta meeting next week and may have an update at planning design workgroup.

Some programs may have too much data to synthesize to include on this.

What is the purpose of Executive Summary Detail?

10–15-page proposals are sent to the president's office and there may not be enough time to review proposals. Executive Summary Detail will assist with understanding the extent/context of requests being submitted. Can also assist with Accreditation, Meta-Analysis, and help summarize the 5th year work/plan that is being proposed.

What is the difference between the 4-yr self-study and annual plan?

It is important to clarify whether the departments that are putting in their annual units plans without budget augmentation and if they need to.

Annual plans/milestones – important for departments to take some time during the year to plan for the next year and help with the 4-yr w/ proposed 5th year.

Option: Every department submits annual, or annual update on measurable updates. (Mini plan)

Irena – Work should be streamlined with clear rubrics and summarized data (ready to be incorporated) and should be parallel to program review.

Katie shares committee has ability to shift timeline.

When changes are implemented without Faculty feedback results in much resistance.

Feb.-Mar. – Annual reporting – how will this work?

Buy-in is important – including Student Services and administrative units. Proposal to also present to Classified and getting their expertise will be valuable. (Have a specific lens with working with students)

Initial proposal is to alert committees to think about current timeline and sections of program review.

December College Council to get feedback on two sections and send off to other committees to present to their committees.

		<p>Emphasis on how sending to others to committees can result in information being lost in translation. Instead, send a recording to present and clarify any questions. Suggestion to proactively add Program Review to agendas at other meetings to give the space for discussion.</p> <p>Suggestion to survey those who are working on those reports (on their thoughts on the 4 annual plans + Program Review, specifically those who write them). <i>Note: Always the same individuals working on these.</i></p> <p>During the month of Feb-Mar <i>Special Ask – Special outreach/Survey campus-wide.</i></p> <p>Part of the goal of the Planning Committee is to get inclusion in writing and expand it beyond the coordinators, managers or other leads. (Can become single minded if same people continue to write every single time.) - Task for Notification slide phase to assemble team.</p> <p>President of College must make this a priority and make this something that matters. It must be important to college leadership and championed.</p>	
<p>8. Update on 2022-23 PR Self-Study Cycle</p>	<p>Jason, Rene, Kenyetta , George 10 mins</p>	<p>Berner self-study update – All his programs have received notification of program review and shared those names with Elvia.</p> <p>Additional Self-Study reports will be tabled for the next meeting and remaining agenda items.</p>	

		<p>Kate Motions to approve to table item for next meeting. Irena seconds motion to approve.</p> <p>The Planning Committee unanimously approved to table of remaining agenda items.</p>	
9. 2022-23 goals for planning committee	Katie 10 mins	Tabled for next meeting	
10. Adjournment	2:35 PM	<p>Next meeting is on Friday December 2nd, 2022 1:00pm-2:30pm</p> <p>Email reminder with agenda will be sent Tuesday before meeting date.</p>	

Meeting Recording: [November 4th, 2022 – Planning Committee Meeting Recording](#)