

Planning Committee Meeting

Minutes

**Date:** December 2nd, 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** |
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| **Co-Chairs:** PRESENT– Dr Katie Krolikowski ; Dr Mayra Padilla (Sr. Dean Planning and Special Programs)  **Faculty:** PRESENT Dr Chao Liu, Ben Jahn, Cile Beatty ABSENT – Irena Stefanova  **Managers:** PRESENT–Rene Sporer, Elvia Ornelas-GarciaABSENT – Kenyetta Tribble, George Mills, John Wade  **Classified:** PRESENT–Vanessa Mercado, Brandy Gibson ABSENT – Kate Weinstein, Catherine Fonseca  **Student:** ABSENT–Marissa Espinoza  **ex-officio:** PRESENT–Jason Berner (Sr. Dean), Kenyetta Tribble (VPSS), Arzu Smith (VPBAS), Brandy Gibson (CS, SLO)  **ABSENT** – Dr. Kimberly Rogers (Acting President), Kevin Ruano Hernandez (ASU), Dr Gabriela Segade (ASC)  **Note taker:** Jennifer Reynoso-Pingarron |

Green = Present Red=Absent

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| **Non-Voting Members** |
| *Present: Ashley Phillips* |

Meeting called to order at ***1:04*** p.m.

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| **Topic** | **Facilitator** | **Notes** | **Decisions & Action Items** |
| 1. Welcome and identify voting members | Katie *2 mins* |  |  |
| 1. Public Comment | Katie *2 mins* | *No public comment* |  |
| 1. Approval of Agenda | Katie *2 mins* | *Refer to next column.* | Rene motions to approve Agenda.  Cile seconds motion to approve.  The group unanimously approved the agenda. |
| 1. Approval of minutes | Katie *5 mins* | Minutes drafts for September, October, and November meetings can be in [CCC’s Planning Committee Website](https://www.contracosta.edu/about/administration/college-committees/planning-committee/). | **September Minutes**  Chao motion to approve  Brandy seconds motion to approve  Mayra Padilla and Rene Sporer abstain.  **October Minutes**  Chao motions to approve  Rene seconds to approve minutes  Committee motions to approve October minutes.  **November Minutes**  Rene motions to approve  Chao seconds motion to approve minutes.  Committee motioned to approve November minutes. |
| 1. College Council monthly report | Katie *5 mins* | Special College Council meeting on Tuesday for Equity Plan approval and was approved. |  |
| 1. 2022-23 goals for planning committee | Katie *10 mins* | 22-23 Planning goals shared from October’s meeting were brought up for further discussion with suggested changes.   1. Create/Monitor strategic plan 2. Monitor campus-wide plans 3. Program review validation 4. Accreditation evidence 5. Recommendations to college council and budget committee | Rene suggest we adopt with motion given we are already practice goals.  Elvia seconds motion to adopt goals.  Mayra abstains. |
| 1. Meta-analysis group | Ben *20 mins* | Remainder of meta-analysis group is not present due to a conflicting division meeting.  CIS/BOT has shifted to IT-based (BICT) curriculum (cybersecurity and cloud computing) 20-21.  Ben shares may not want to include if the program review is not complete yet. Was not part of the team to validate and will leave up to group.  Unfair to take a meta-analysis mid-pandemic while mid-transition out of pandemic. How can we make it relevant to now?  Most programs reported staffing capacity is not enough to carry out necessary work.  Athletics was an example of unique needs but was shared that unsure if needs are going unmet.  Question regarding to 20/21- commendation in two programs: Philo and Medic  Planning committee can commend and recommend based on best practices.  Ben mentioned one program has not yet been validated. Katie confirmed that program remains at same status.  Next steps: Move forward with document as is, Rene and Mayra agree that validating statement will not change the things that need to be reviewed? Please refer to next column for decision. | Elvia motions to move forward with presenting to College Council on behalf of Planning Committee once recommended changes have been made.  Chao seconds to move forward. |
| 1. Program review re-design: Feedback question | Re-design Team 30 Mins | A recommendation was made to house a living document with feedback with categories. What is actionable and what are recommendations we can move forward to other people?  Some feedback received were just opinions. Feedback is an important aspect. At minimum reflect what was said, and at best, take the feedback and share on changes that have been made to accommodate those recommendations.  Cile- Process will get easier as drafts become available. Too many questions can be hard to sit through to get to responses that are helpful.  Question: what is the best method to request feedback?  Idea shared to use Canvas shell – Discussion board and survey and can choose to participate or not.  With canvas, it can be produced on everyone’s profiles. Can possibly add link to college website and open up for comment and feedback. Suggestion: Can break down Canvas shell by modules for engagement.  Concern that if we go use canvas, participants may need to enroll and may become a barrier. Example: Comet hub has everything available for everyone on campus and is integrated via Canvas shell.  Can include a survey to module and direct it to comment/recommendation board.  A suggestion was made to facilitate a session/orientation where we can also receive the feedback and quicker reference of the feedback that was given.  People who lead committees— can have a joint division meeting, where we can have a 15 min orientation and 30 min to receive feedback.  James shares via Rene Sporer – Can post information on Canvas but discussion can only be integrated if participants are enrolled on the course. Canvas shell can become a deposit for information.  Rene and Cile shares there needs to be further discussion/research on Canvas.  Mayra suggest a 3-hr retreat to discuss before next meeting of the semester. | Mayra and Katie will organize a retreat style meeting before next semester meetings begin. |
| 1. Update on 2022-23 PR self-study cycle | Elvia, Rene, Kenyetta, George *20 Mins* | Updated Proposed validation teams spreadsheet was shared.  **Team 1**  Elvia was recently added and has access to Elumen.  **Team 2**  EOPS – George  Brandy – working on it  EMT – working on it  Journalism – Will follow up  Library – Entered and will be meeting with Rene to answer some data questions.  **Team 3**  Email was sent to each of the programs.  Buildings and Grounds are almost done with their program review.  Custodial has finished part of self-study.  Music has finished part of self-study.  Tutoring was submitted on Wednesday.  **Team 4**  Email was sent in the beginning and hasn’t received.  VP office has put in request for deferral.  Accessibility issues were shared and Mayra Padilla confirms Karen reworked permissions for Tutoring to view. Depending on view, faculty may not currently have all permissions needed.  First draft was due November 30th, 2022.  Second draft is due December 14th, 2022.  Faculty are out and may be able to get some people to participate but in general people are not available. Second draft is still within Faculty service time.  Review and validation goes through March.  Unit plan due February 14th, 2023 and final due March 1st, 2022.  General process:  Drafts are sent for reading and notes. 4-5 different program summaries and usually are divided within groups. As they are turned in, they are reviewed by group, and take notes on own time to later discuss.  Team member volunteers to share feedback to self-evaluator. Final step is to get all information back into the Elumen software.  Draft procedure:   * 1. leads pester for draft completion * 2. Leads prompt whole team to read self-study draft on their own * 3. valuation team meets (virtual, asynchronous ok) to have conversation and compare notes * 4. volunteer responds back to self-study team with comments * 5. volunteer prepares final validation report to submit in eLumen | Mayra will follow up with Karen for permissions for Chao and others who may be experiencing issues with Elumen platform. |
| 1. 5 year self-study, 1 year milestone report and resource requests | Katie, Mayra  *10 Mins* | Tabled for next meeting. |  |
| 1. Next meeting |  | Next meeting is on **Friday February 3rd, 2022 *12:30pm-2:30pm*** | Email reminder with agenda will be sent Tuesday before meeting date. |

**Meeting adjourned at 2:33PM.**