

Planning Committee Meeting

Minutes

**Date:** November 5th, 2021 (every 1st Thursday of the Month) **Time:** 12:30 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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| **Present: Dr. Katie Krolikowski (F) , Jason Cifra (M), George Mills (M), Hector Moncada (C), Dr. Chao Liu (F), Evan Decker (M), Brandy Gibson (C), Carlos Solano (S), Meaghan Yarnold (S)** |

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| **Non-Voting Members** |
| *Present: Mayra Padilla, Bianca Snowden* |

Meeting called to order at 12:38 p.m.

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| **Topic** | **Facilitator** | **Notes** | **Decisions & Action Items** |
| 1. Welcome and identify voting members | Katie *2 mins* | Brief introductions of participants. |  |
| 1. Public Comment | Katie *5 mins* | *Dennis Franco will be transferring to LMC.* |  |
| 1. Approval of Agenda | Katie *2 mins* | *Refer to next column.* | Evan motions to approve; Brandy motions to approve  Agenda unanimously approved agenda. |
| 1. Approval of past minutes | Katie *8 mins* | October draft minutes: Evan, Hector, and Carlos abstain from vote; not present.  October meet date to be corrected to October 19th, 2021, when committee met.  April minutes: No minutes to review – *tabled for next meeting*  May draft minutes: No changes were recommended for May minutes. | Brandy motions to approve October minutes with recommended changes; Kate seconds motion  Minutes unanimously approved with recommended changes.  Evan moves to approve May minutes; Chao seconds motion to approve.  Minutes were unanimously approved as they are. |
| 1. Overview of Program Review Tools | Katie | SharePoint for Planning Committee walkthrough on how to access.  Tools overview: WEPR, eLumen, Strategic Plan, Spreadsheet with 5-yr program review schedule. Data coaches – Rene will most likely be lead with Mayra around Coaching model- One person on each validation team who knows how to navigate program review Tableu which is more interactive. Dashboards do not hold data for student services at the moment.   Link to the Program Review Dashboards: <https://tableau1.4cd.edu/#/projects/17> |  |
| 1. Program review 2021-2022 Cycle |  | **Team 1**- Kimberly/Mayra (Tentative)  ***Working on classified for Team 1 – Brandy will work on getting name by next meeting.***  **Team 2**- Rene Sporer (M), Brandy Gibson, Gabriela Segade (F), Meaghan Yarnold (S)  **Team 3**- Evan Decker (M), Hector Moncada (C), Chao Liu (F), Eder Cerrato (S)  **Team 4**- George Mills (M), Kate Weinstein (C), Katie Krolikowski (F), Carlos Solano (S)  20 programs up for review and approximately 6-7 programs will be reviewed by each team. Draft program assignments shared and modified.  See 1:04:09 for final decided program assignments in meeting recording.  Suggestion for leads to contact teams and ensure all data questions are answered. Recommendation to take a look at validation process. Agenda item for December. | Evan Decker moves to approve teams as they are with amended changes and with review in December for Team Brandy Gibson seconds motion to approve.  Brandy Gibson motions to approve program review assignments with intention to revisit in December and redistributing work for Team 1 to Teams 2-4, if needed.  Hector Moncada seconds motion to approve.  Unanimous approval of program review assignments with review in December meeting.  Reminder for validation teams will be sent out on Monday. |
| 1. Program review 2019-2020, 2020-2021 cycles |  | Brief summary of process was provided on what was done for the 2019-2020 cycle. Upon review of document, edits will be needed. Once document is finalized it will be submitted to College Council.   * Puente -completed * Administration of Justice requested another extension * Psychology requires further conversation * Certified Nursing was completed but was not signed from lead * 6 pending completions * Feb 2020 – Early Childhood   Question: How to we address offices that have had significant transitions and are due for program reviews?  Need to circle back on extensions 2018-2019 year provided for Custodial, President’s Office and History/Anthropology/Geography.  2020-2021 Cycle is pending validation. | Close out 2019-2020 High Level Themes  Add agenda item to include at next meeting – Validation for 2020-2021.  HW- Review the validation that were completed for 2020-2021 to wrap up that cycle.  Mayra will follow up with Validation teams for specific examples and will have ready for next meeting to finalize and send in. (2019-2020)  All validation teams who have granted extensions – Gather files regarding those extensions. |
| 1. Program review process improvement | Mayra, 15 min | *Tabled for next meeting.* |  |
| 1. Strategic Plan Implementation | Mayra/Katie, 15 mins | *Tabled for next meeting.* |  |
| 1. 2021-2022 Goals for Planning Committee | Katie, 15 mins | 1. Implement use of ESM Tool 2. Identify plans and info to monitor DE 4CD strategy align? What is our role? Would we monitor integrated plan? 3. Use WEPR, have good validation teams, stay on time. Beta-test eLumen functionality with a few programs. 4. 2 campus-wide study sessions on accreditation standards. ID sources/locations of evidence? (Can ESM tool accommodate? Public facing reviews? 5. Lead/Facilitate creation of proposal for new program review process (Strategic plan goal 2.2,1.1, 1.2, and 1.3) Public facing completed PR documents (What’s in cycle, etc – making clear as possible)   Dr. Rogers is leading PR effort. IEPI-2 and integrated planning related to this. |  |
| 1. Next meeting |  | December 10th, 2021 12:30Pm-2:30PM |  |

Meeting Recording: [2021-11-05 Planning Meeting Recording](https://4cd.zoom.us/rec/play/QSiMdAg1qiR0ax3IORxFNGthrBXcz7_FjmasGxWOvWRVAdCmiMgsMKDNuQd-LzCLiA-vYRk-Yj6K7Gwc.oUHFxzJLa13AbvLy?startTime=1636140474000&_x_zm_rtaid=XAMVhi9XTlS44sqGvD6M8g.1673643753726.b1c14c565351a70d49d29361b86be95f&_x_zm_rhtaid=84)

Meeting adjourned: 2:31 PM