

Planning Committee Meeting

Minutes

**Date:** December 10th, 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, Jason Cifra, Proxy (M), Hector Moncada (C), Brandy Gibson (C), Rene Sporer (M), Dr. Chao Liu (F), Evan Decker (M), Kate Weinstein (C), Eder Cerrato (S), Meaghan Yarnold (S)** |

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| **Non-Voting Members** |
| *Present: Mayra Padilla, Gabriela Segade, Bianca Snowden, Veronica Niksich,* |

Meeting called to order at 12:35 p.m.

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| **Topic** | **Facilitator** | **Notes** | **Decisions & Action Items** |
| 1. Welcome and identify voting members | Katie *5 mins* | Brief introductions of participants. |  |
| 1. Public Comment | Katie *5 mins* | Thank you were shared for patience during transitions this semester.  Wall of Giving –A Total of 50 families with a total of about 140+ children with about 115 sponsored so far.  Many of Student reps will be transitioning out of CCC. Student Life would appreciate any help with recruiting students for ASU. |  |
| 1. Approval of Agenda | Katie *2 mins* | *Refer to next column.* | Kate Weinstein motions to approve agenda. Dr. Chao Liu seconds motion to approve with recommended changes to remove item #4.  Agenda was approved. |
| 1. ~~Approval of past minutes~~ | Katie *8 mins* | *April minutes and November minutes tabled for next meeting.* | *Agenda item moved to following meeting.* |
| 1. 2021-2022 goals for Planning Committee | Katie *15 mins* | 1. Implement use of ESM Tool *–* ***Milestone: Full implementation by May* (Lead person- VP?)** 2. Define and propose a level of planning committee oversight. ***Milestone: Progress report in May to CC* (Lead person – An ESM team lead)** 3. Use WEPR, have good validation teams, stay on time. Beta-test eLumen functionality with a few programs and data coaching. (Lead person- JC: Stay on time MP-Data Coach: MP/BG/KK eLumen) 4. Hold 1 campus-wide study sessions on accreditation standards. Identify sources and locations of evidence. Explore and propose use of ESM tool. Propose public-facing format for documenting completed program reviews. ***Milestone: ALO holds session early in spring semester committee members try to attend.* (Lead person- ALO)** 5. Lead/Facilitate creation of proposal for new program review process (Strategic plan goal 2.2, 1.1, 1.2, and 1.3) Dr. Rogers is leading PR effort. IEPI-2 and integrated planning related to this. (Lead person – Rene validation improve, Dr. R, Katie – PR process) ***Milestone: Review IEPI2 plan in Feb. Make timeline for remainder in Feb.*** | Evan motions to approve goals 1-4 with tentative approval for Goal #5.  Brandy Gibson seconds motion. |
| 1. Program review process improvement | Katie/Mayra 10 Mins | Improvement suggestions:   1. There is need for folks not associated with departments to join validation teams. 2. Would like to see more people associated with department involved in the actual writing – opens up opportunity for conversation 3. Timing of program reviews- align as much possible to be able to offer summary in program review for next budget allocation 4. Data repository system – where data can be stored vs searching for data everywhere. 5. Have a professional training on program review: What is it, what should be done, how to prepare. 6. Figure out a way to make more meaning out of SLOs in program review 7. Have program review timeline to share out and keep track 8. Training for those who are validating 9. Norming session/validation 10. Define roles of validation team – Validate truth of self-study vs. rating; can we design a rubric that teams can fill in? 11. Entire committee review – Clarifying equity question 12. Can we add a feedback session post the completion of the program review? (For validators and program reviewers) |  |
| 1. Program review policies and practice | Mayra *25 Mins* | Three programs still outstanding from **2018-2019 cycle**   * Custodial * President’s Office * History/Anthropology/ Geography   Three programs are outstanding from **2019-2020 cycle**   * Early Childhood Education * Psychology * Administration of Justice   Six programs are outstanding for 2020-2021 cycle   * Computer Info Systems/Business Office Technology * Journalism * African American/La Raza Studies * Administration of Justice and Public Safety * Workforce & Economic Development * Emergency Medical Sciences   Total of 12 programs over the last 3 years have not completed program review.  *Recommendation:* Have Jason Cifra and Dr. Kimberly Rogers lead communication to programs overdue for review with additional recommendation to have non-manager serve as second validator in each of the teams.    21-22 Academic year has 4 teams: Jason Berner, Rene Sporer, George Mills and Evan Decker will serve as team leads – Teams will split 20 programs between each (5-6 programs per group).  Milestone/Communication For 12 Program reviews behind: send out communication with following milestones: Self-study completion by Mid-March and validation done by May.  Recommendation for Planning committee to receive annual list from Vice Presidents and Vice Presidents can operationalize recommendation as they would like.  Business and Real Estate – Data received and will need to double check on progress.  DSPS has been validated and completed.  Health and Human services – Will need to go back to PR. | Rene moves motion to approve suggested communication to 12 programs who are overdue for review with recommended milestones.  Brandy seconds motion to approve.  Katie, Chao and Gabriela will join validations for 2019-2019. |
| 1. Program review 2021-22 cycle | Katie *15 min* | Program Review Milestones:   * Programs leads complete first draft of self-study ( **Mid-February**) * Final version of self-study submitted by program lead (**March**) * Validation team completes validation (**By April meeting**) * Planning Committee does meta-summary of 2021-2022 (**May**) * Planning committee complete meta-summary and report to College Council (**May**)   Validation Teams Updates:  Team 1 – Student Life: Met with Hector Moncada for overview of Program review WEPR Process. Astro/Physics/Engineering/Geology, Earth Science: Will be working on break. Have not received updates from other program but trust they are working on.  Team 2 – CNA: Met with Jacqueline, walked through data. Requested data for CT. ECE, Early Learning Center, and Office of Instruction – have not received updates. Expecting to meet deadlines.  Team 3 – all departments/divisions have been communicated with late last week and have not heard back from anyone yet.  Team 4 – 2020-2021 cycle: Automotive, Humanities, Philosophy and Per Ankh have been completed by team and signed by department leads. Workforce will need extension.  2021-2022 cycle: Departments have been notified. Drama dept. working on their self-study. LA Division Office was switched with NSAS (Team 1).  **Faculty, Classified and Students working on recruiting.**  Suggestion to split 5 departments up for validation but continue to be led by Jason Berner. | Mayra will work to get permission granted for George, Randy, Evan, Jason and Catherine Fonseca in WEPR for access to their programs.  Continuing with current validation teams and will revisit team 1. Will carry out with the proposed timeline for Program Review. (see Program Review Milestones on left column) |
| 1. Strategic Plan Implementation | Jason C. *25 mins* | IEPI2 –Resubmitted previous plan and will need to reframe. (up to Spring 2023 to complete)  Target dates for achievement have changed. Document was uploaded to SharePoint file for access. Budget has altered a bit and will be brought up to Academic Senate in January.  Documents shared have been uploaded in SharePoint for reference.  ESM Project – Recommendation to include what roles each proposed member is currently serving. Ex: Dean of Students | JC: Update ESM roles to include current roles of each member proposed.  JC: Send out request for agenda item to Gabriela Segade and Brandy Gibson regarding ESM Project roles. |
| 1. Next meeting |  | February 4th, 2022 12:30PM-2:30PM | Katie will send out Doodle Poll for potential pre-semester retreat before February meeting date. |

Meeting adjourned: 2:33 PM