

 **CONTRA COSTA COLLEGE**  
**Planning Committee Meeting**

**Minutes**

**Date:** October, 7<sup>th</sup> 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** (Institutional Effectiveness Dean), **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**

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

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

**ex-officio:** Dr Kimberly Rogers (COLLEGE PRESIDENT), Jason Berner (for VPI), 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

**Non-Voting Members**

*Zoom attendance list for update on Non-Voting Members present.*

Meeting called to order at **1:08** p.m.

Topic	Facilitator	Notes	Action Items
1. Welcome and identify voting members	Katie 2 mins		
2. Public Comment	Katie 2 mins	<i>No public comment</i>	
3. Approval of Agenda	Katie 2 mins	<p>Kate motions to approve Agenda as sent out. Chao seconds motion to approve.</p> <p>Group unanimously approved agenda.</p>	
4. Approval of minutes	Mayra 2 mins	<p>Currently no minutes to approve. We're not submitted within time to send out with agenda. Will be approving Sept. min, next meeting. Will work with President to get recording for last year's meetings as well.</p> <p>Please note: Draft minutes are available via Planning Committee website.</p>	
5. College Council monthly report	Katie 2 mins	Co-chairs share information from college council with committee	
6. Complete report to College Council - Meta-analysis group	Katie 5 mins	<p>2019-2020 Meta-Planning Final Doc shared. (Link here)</p> <p>Meta-Analysis has not been done in last 2 years.</p> <p>Brainstorming document was shared from last Meta-analysis teams.</p> <p>Suggestion to complete at next meeting and create a report of what has been completed and validated already.</p>	<p>Set up a meeting to go over SharePoint organization and get familiar</p> <p>Include: Rene, George, Evan, Ben, Kate, Elvia, Catherine, Irena.</p> <p>Work on form to have ready for when validation comes.</p>

		<p>Elvia shares it can be challenging and run the risk of not translating well if we people not on the redesign-group.          Meta-Analysis forms were shared.          Recommendation: Consent was asked to get program-analysis snippet of meeting recording to share with rest of planning committee for reference. <i>No objections were made.</i></p>	
<p>7. Program review re-design workshop</p>	<p>Katie/re-designn team</p>	<p>Recap of process and goals of the re-design work.          Meta-analysis thought style paper was done to summarize.          There are many resources that can be used to inform the redesign process.          Resources Oct 7 Planning Committee document was shared where teams can access.          DVC's program review graphics were shared on Development of Program Reviews          VPSS shares that equity and workforce also get the request for programing.          Dr. Padilla shares most districts have a tight relationship between their facilities, master planning, and strategic educational plans – CCC's is out of date.          Box2A planning begins in spring and activity begins in Fall.          Ideas to integrate a Kick-Off meeting – refer to Berkeley document          Suggestion to have model program reviews and include prompts for analysis.</p>	<p>Per Student's request, send meeting to Marissa Espinosa for the Re-Design discussions on Tuesdays.</p>

(Program review ranking rubric/value of requests) – Annual

**Question regarding why can't there be a designated ranker per program?**

Elvia wonders if program re-design timeline can be shifted? Different deadlines can share conflicting messages.

Brandy shares process of another institution (Irvine) - Spring Program reviews and annual updates done and goes into the program review explained ranking process begins during summer. Beginning of Academic year program review Committee sends over recommendations  
Final decision is done at President's Cabinet and College Council.

Ben- Suggestion on breaking down the work to include on agenda's at department meetings, a running document to be able to track the work on a department level, or more direction for program review to help the process not seem as heavy as it currently is for those with the most institutional knowledge.

Vanessa – Suggestion on having a milestone metrics graphic – Toolkit that those who are up for program review can have to help. In what way can this be visualized? The more we can simplify our

		<p>process and have key milestones to help tasks be more digestible.</p> <p>Current templates are not set up to help annual unit plans, and goals are not shared with departments. It would be helpful to have those work together.</p> <p>Suggestion to scaffold unit plans, use as growth instrument, and make forward-looking goals that will tie to the 4 year program review. Can set some aspirational goals and annually set targets that will lead you to the completion of the focus.</p> <p>Suggestion: Have a general checklist for each year to help with archiving. Will result in documents being ready to digest, vs retroactively going back to track what has already been done. Visual document?</p> <p><b>Re-design Team: Dr. Mayra Padilla, Dr. Katie, Dr. Chao, Dr. Gabriela, Jason Berner, Kenyetta Tribble, Arzu Smith, Dr. Vanessa Mercado, and Brandy Gibson.</b></p> <p><i>Meet every Tuesday for 1.5 hrs.</i></p>	
<p>8. 2022-23 Goals for planning committee</p>	<p>Katie</p>	<p>Committe Charge was reviewed via CCC Planning Goals Powerpoint resentation.</p> <p>2022-2023</p> <ol style="list-style-type: none"> <li>1. Implement ESM Tool; annual report created</li> </ol>	<p>Katie will synthesize goals for November's meeting.</p> <p>Validations teams email.</p>

		<p>2. Ask College Council to: A. Identify plans and information to monitor (within ESM tool) B. How to monitor Student Equity Plan? C. How to monitor SCFF metrics?</p> <p>3. Use eLumen, have good validation teams, stay on time, and end on time. Reflective behavior during validation, meta-analysis → manual for next cycle [if improved, PR re-designed put into eLumen + Manuals.</p> <p>4. PR is one part of evidence Planning can collect/Liaise with SLO committee to help make sure about SLO assessments A. Communication? B. ID sources/locations of evidence? Can ESM tool accommodate? Also Public facing completed reviews) C. Do our own minutes, and check other committees next year.</p> <p>Program Review re-design (Strategic plan goal 2.2,1.1,1.2, and 1.3) IEPO-2 and integrated planning. (Data dashboard to manage enrollment. Currently Tableau, others?)</p>	
9. Adjournment		<p>Next meeting is on Friday November 7<sup>th</sup>, 2022 1:00pm-2:30pm</p> <p>Email reminder with agenda will be sent Tuesday before meeting date.</p>	

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Meeting Recording: [October 7th, 2022 - Planning Committee Meeting Recording](#)

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