



CONTRA COSTA COLLEGE

# Planning Committee Agenda

March 3, 2023 12:30-2:30 PM

ZOOM <https://4cd.zoom.us/j/88028236115>

Meeting ID 880 2823 6115

## Planning Committee Information

### Committee Charge:

1. Lead the creation and monitoring of the College Strategic Plan
2. Monitor the implementation of campus-wide plans and initiatives as they relate to the College Strategic Plan
3. Oversee the program review validation process
4. Maintain and archive evidence that will support accreditation process and the continuous improvement of institutional effectiveness measures and processes.
5. Make recommendations to College Council and Budget Committee

### Committee Composition:

**Co-chairs:** 1 manager, 1 faculty

**Members:** 4 faculty (includes co-chair), 4 managers (includes co-chair), 4 classified, 4 student, and ex officio.

**ex officio:** President, Vice-President(s), Academic Senate, Classified Senate President, ASU President, SLO Coordinator

**Quorum:** 50% filled voting seats + 1 voting member. (i.e. 9 if all voting seats are filled)

**Voting:** All official members (including chairs, not ex-officio) are voting members; chairs may serve as voting members for their voting constituencies

### Current Membership:

**Co-Chairs:** Dr Mayra Padilla (Institutional Effectiveness Dean), Dr Katie Krolkowski (faculty)

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

**Managers:** Rene Sporer, Kenyetta Tribble, Elvia Ornelas-Garcia, George Mills

**Classified:** Dr Vanessa Mercado, Kate Weinstein, Catherine Fonseca

**Student:** Kevin Ruano Hernandez

**ex-officio:** Dr Kimberly Rogers (COLLEGE PRESIDENT), Jason Berner (for VPI), Kenyetta Tribble (VPSS), Arzu Smith (VPBAS), Dr Gabriela Segade (ASC), Stephanie Figueroa (CS), Justine Nino (ASU), **vacant** (SLO), *Jennifer Reynoso (Notetaker)*

Link to: [CCC Committees Page](#)

## Agenda Items

	Item	Facilitator(s)	Time	Reference Documents	Outcome
1	Welcome and identify voting members	Katie	2 min	Current membership	Discussion
2	Public Comment	Mayra	2 min	n/a	Active listening

3	Approval of agenda	Katie	2 min	March 3 Agenda	Action: Agenda modified/approved
4	Approve minutes	Katie & Jennifer	5 min	Feb 2022, March 2022, May 6 2022, May 13 2022, Feb 3 2023 minutes	Result: Minutes approved
5	College council monthly report	Mayra	1 min	Co-chairs share information from college council with committee	Result: committee informed.
6	Yearly goals update	Mayra	5 min	<ol style="list-style-type: none"> <li>1. ESM/strategic plan (April report - MP)</li> <li>2. Campus-plan monitor (March report - GM, MP)</li> <li>3. Program review validation (March report -RS)</li> <li>4. Accreditation evidence Prog rev. Planning minutes (April report- MP, JR)</li> <li>5. Recommendations to College Council - PR re-design- data dashboards (April report KK, AS; Ma report MP, JB)</li> </ol>	Result: Committee reviews progress on goals, re-sets priorities and dates if needed.
7	PR re-design team updates:	Katie	15 min	<ol style="list-style-type: none"> <li>1. Executive summary section</li> <li>2. SLO section</li> <li>3. Metrics section</li> </ol>	Result: Committee updated on progress of these draft sections.
8	PR re-design: Feedback check in	Chao/Katie	10 min	Updates on feedback efforts Canvas shell ( <a href="https://4cd.instructure.com/courses/88200/">https://4cd.instructure.com/courses/88200/</a> ) and communication through campus committees.	Result: committee discusses and recommends next steps
9	Program Review self-study: Coaching and Validation	Katie	30 min	<ol style="list-style-type: none"> <li>1. Validation training part one: Self-study timeline (<a href="#">Memo3 eLumenSelfStudyCycleValidationTeamIntro V2.docx</a>)</li> <li>2. Validation training part two: eLumen validator template (<a href="https://ccc.elumenapp.com/elumen/">https://ccc.elumenapp.com/elumen/</a>);</li> <li>3. Validation training part three: Validation Process Improvements Fall 2020 (<a href="#">Folder</a> found in "E. Program</li> </ol>	Action: Committee reviews use of eLumen tool, reviews work of validation process improvements 2020 team. Norming session for 2022-23 cycle scheduled. Best coaching practices document

				Review” of Planning Committee Sharepoint) 4. Schedule norming session 5. <a href="#">Best coaching practices</a> review from Feb meeting	
10	2022-23 PR self-study cycle	Elvia, Rene, Kenyetta, George	10 min	March Validation team efforts	Result: Validation teams plan for March work.
11	Meta-analysis	Mayra	10 min	1. 2020-21 Report to College Council 2. 2021-22 Preparation of report 3. Process for 2022-23 report creation	Progress on draft sections reported