

CONTRA COSTA COLLEGE

President's Cabinet Minutes

Date: Wednesday, February 14, 2018

Time: 1:00-3:00pm

Location: SAB- 205

Present: Mojdeh Mehdizadeh, Brandy Howard, Mariles Magalong, Ken Sherwood, Ashley Carter, Beth Goehring, Alex Walker-Griffin and Cody Poehnelt

Called to order at 1:10pm

Item and Timeframe	Person(s) Responsible	Potential Outcome	Notes
1. Review of Nov. 30, 2017 Minutes	President Mehdizadeh	Approved minutes	Minutes were approved
2. (standing item): -Management Council -Academic Senate -Associated Students -Classified Senate	- President Mehdizadeh - Professor Goehring - Mr. Walker-Griffin - Mrs. Carter	Learned about constituency projects/activities	Management Council - <ul style="list-style-type: none"> conversation regarding the current campus culture and climate, scheduling/class cancellations: determining the best timeframe to cancel classes, and compressed calendar discussed two opinions regarding at what point of the semester the class should be canceled are: 1) cancel before the first day of class or 2) cancel after the first class meeting. Alex and Cody shared their opinions about what is the better time to cancel classes from the student perspective. Per Alex, he would like to know before the first day of class. This would give students the opportunity to enroll in an alternate class or take the class at another college, allowing the students stay on schedule to graduate on time. Also, knowing that the class will be canceled before the first day, saves the student from having to spend money on books they don't need. Per Cody, probably canceling class before the first day of class might be better. However, it might not leave class options for the unprepared students who enroll late
			<ul style="list-style-type: none"> compressed calendar conversation focused on the need to communicate with student services and how it might the impact the department. Dennis Franco will be reaching out to other institutions about the impact of

			<p>compressed calendar on student services</p> <ul style="list-style-type: none"> to show appreciation to staff, Marketing started the show the Love Fest, a pop-up coffee and/or pastries for staff. The hope that it continues throughout the years focusing on several departments <p>Academic Senate</p> <ul style="list-style-type: none"> moving forward with guided pathways working group structure and creating release time position descriptions working on guided pathways working on the Online Education Initiative application (OEI) discussed the Distance Education Strategic Plan discussion forming a noncredit working work, which will be led by Katie Krolikowski scheduling committee has been working on the mission statement and agenda. The committee is scheduled to meet with the PRT group on 3/22/18 <p>ASU</p> <ul style="list-style-type: none"> identified new ASU senators purchased 60-70 bus passes for students. Mojdeh recommended to work with the College Foundation to assist with possible purchase of more bus passes working on free breakfast program for low income students <p>Classified Senate</p> <ul style="list-style-type: none"> classified senators had a conversation about the importance of transparency in processes and open communication among college administrators, students and faculty
3. Process to Fill Release Position	Professor Goehring	Continued work on the release time job descriptions	<ul style="list-style-type: none"> Beth and Mojdeh will be working on the release time position descriptions. Job descriptions: SLO Coordinator, CIC Chair, Academic Senate President and Distanced Education Coordinator. job descriptions will clearly describe the role, duties, responsibilities and expectations of the position
4. Guided Pathways	President Mehdizadeh	Recommendation to hire marketing research time to conduct student	<ul style="list-style-type: none"> faculty have been working on guided pathways mapping and discussing the structure of the committee Mojdeh met with Ashley to discuss how classified's participation will look like, i.e., overtime or back fill/hourly or seasonal employees. Also, discussed on

		feedback on guided pathways	<p>improving communication, perhaps doing a guided pathways update newsletter</p> <ul style="list-style-type: none"> • student voice will be needed to provide feedback on map, cluster groups, retention services, etc. Recommendation from committee was to invite a market research time to collect feedback from students about guided pathways to obtain clear results without bias • attending the following guided pathways workshops: 2/26 and 3/1-2
5. College Committee Structure Review	Everyone	<p>Continue college committee structure review for final recommendations to College Council</p> <p>Ashley to follow-up with classified professionals about classified representation at CTE Committee</p>	<p>Committee reviewed the changes proposed at the last meeting, 11/30/17 and provided the following feedback:</p> <ul style="list-style-type: none"> • Professional Development: Agreed that PD should report to Planning • SLO Committee: Agreed SLO committee should report to Planning • Basic Skills - Reports to Academic Senate, however, this has not happened. There was a discussion whether to have the group report to Student Success, or even disbanding the committee. Mojdeh proposed to keep the committee and give them time to restructure and transform based on new mandates from AB 705 • College Access and Retention (CAR) Committee - changing to the Pathways Steering Committee. • Student Success - conversation about changing the committee to a co-chair model • Enrollment Management – changing to the Marketing and Recruitment Committee • CTE Committee - co-chaired by Dean of Workforce and Economic Development and a CTE faculty member. Ashley will take to classified to discuss if there should be classified representation.
6. Others Items to share?			
7. Next Meeting:			