

Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team		
OBJECTIVE OF MEETING: Discuss College Happenings		
DATE OF MEETING: 10/03/2022 TIME: 3:00pm-5:00pm	LOCATION/ROOM #: Student Center Board Room CALL-IN NUMBER: CALL-IN CODE:	
FACILITATOR(S): Melanie Dixon		
ASSISTANT: Sue McCoy		
MEMBERS PRESENT: Warda Ali, Matthew Blevis, Mary Goodall, Marianne Harris, Kevin Hill, Carina Hoffpauir, Frank Kobayashi, Veronica Lopez, Jessica Pressley, Alisa Shubb, Bill Simpson, Caitlyn Spencer, Scott Crow, Jennifer Laflam, Robert Snowden, Koue Vang		
INVITED GUEST(S):		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
Attached Files: ELT Notes 09.12.22 (Draft) (/Agenda/DownloadFile?fileId=1006) SEAP 2022-25 Student Equity Plan (Draft) (/Agenda/DownloadFile?fileId=1007) ITC Renaming Proposal (/Agenda/DownloadFile?fileId=1008)		
UPDATES AND BRIEF REPORTS:		
Topic	Person(s) Responsible	Notes

<p>Council / Project Team Highlights from Written Reports</p>	<p>Council Leads / Co-Leads</p>	<p>Student Success Council</p> <ul style="list-style-type: none"> - Looking at data as a council; executive summaries to be provided by research - Update from BJ re: UNITE Center - Concern brought forward regarding data collected and how it's reported (i.e., students who drop within the few two weeks are not reflected anywhere in enrollment); should be brought forward to Student Success Council <p>Operations Council</p> <ul style="list-style-type: none"> - One-time funding of roughly \$10M; will support 13 student support specialist positions (5-year limited term) - District contract to meet w/Operations Council - Renaming of the ITC Building <p>Institutional Effectiveness Council</p> <ul style="list-style-type: none"> - Looking to fill committee roster completely - Discussing Core Inquiry #1 w/ISER visiting team on Monday - Employee On-boarding Project Team charter to be moved through approval process by end of Fall 22
<p>Constituency Group Highlights from Written Reports</p>	<p>Constituency Group Leaders</p>	<p>CAEB</p> <ul style="list-style-type: none"> - Club day 9/20 - 20 new student clubs - Athletic spirit events in mid-October <p>Student Association</p> <ul style="list-style-type: none"> - Bill passed on collaboration efforts - Working on recruitment for appointments to student association - Encouraging students to register to vote - Looking to engage students from Natomas Center <p>Classified</p> <ul style="list-style-type: none"> - Postponed half of retreat - Focus on breaking down mission, vision and goals - Rebuild in a way that addresses needs of classified professionals - Looking to fill council and committee appointments <p>Faculty</p> <ul style="list-style-type: none"> - Approved curriculum, course equivalencies and substitutions - Approved update to program review inquire guide - Work with professional standards continues - Resume distribution of online course materials - Discussions items: LRCFT resolution for online teaching, Proctorio, 10+1 & COVID protocols

Building Name Change Update: ITC	BJ Snowden	<ul style="list-style-type: none"> - ITC - Instructional Technology Center (Boat Building) now encompasses CTL, Distance Ed Faculty, Institutional Effectiveness, and is shared with I T - Looking to accurately identify services offered within the space - Proposed new name: Center for Institutional Equity and Innovation
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ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Approval of 9/12/22 ELT Notes	Melanie Dixon	0	- Thumbs Up

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
Back on Campus Update	Frank Kobayashi	<ul style="list-style-type: none"> - Accreditation Site Visit next week: 10/10-10/12 - Dry run of campus tour today - Open Forum Monday morning - Core Inquiries Responses Monday afternoon - Open Time on Tuesday morning - District Office Visit on Tuesday afternoon - Exit Forum Wednesday morning - Back to Campus Safety re: hate messages - Recognize the need to balance triggers for some while not adding additional publicity - Need to balance with the need for individuals who don't feel safe on campus; is there an option to provide more information for those who want it - Conversations happening now on what makes sense and what it looks like

<p>Review SEAP (Student Equity & Achievement Plan) for 2022-25</p>	<p>Jeff Stephenson</p>	<ul style="list-style-type: none"> - Student Equity and Achievement Plan is submitted to State Chancellor's Office as a roadmap of how funding is going to be used - Funding intended to close achievement gaps - Plan reflects work the college did in DI Project Reports and Institutional Equity Plan - Document link is current draft - will continue to be updated - Final version will be vetted by all constituency groups, councils and ELT - ELT will approve at November meeting - Is it possible to be more creative in reporting success? i.e., someone withdrew from Math because they weren't successful, but they returned and were successful in the class - How success was identified in the DI project reports and Institutional Equity Plan are what's reflected in the draft plan - Want to be consistent with how the CCCCCO defines and reports success - Can have conversation but also recognize we have rules to follow
<p>Student Petitions</p>	<p>Melanie Dixon</p>	<ul style="list-style-type: none"> - As a process, there are many challenges to student petitions - Conversion to online process, created new challenges and room for improvement - ARC has added another layer of complexity (more people need to approve than required by Title V) - Frustration on timeline (a month or longer) - Petitions are bounced back with no explanation why - Processing time delays student actual enrollment in class (can be added to waitlist) - Improvement on communication regarding petitions (i.e., recent communication with no reference to faculty as to why they're important)/ - Personal experience: late drop petition; form requests last date of attendance but dropped student has been removed from Canvas so have no record of attendance - Unless Title V requires an instructor's permission for a student to petition for a late drop, it shouldn't be required - With no assistance for students in how to complete petitions, there's missing information from the petition - Petitions are getting bounced back on technicalities because students don't fully understand how the process works and the information needed - Thematic issues: information for students on the process and how it's used; information for faculty on what's their responsibility to approve; and communication workflow - Jessica, as HomeBase Coach, assists students with completing petition process - Instruction page is provided but most students just go directly to the form and bypass the instructions - Do all HomeBases work the same and provide the same services? - Departments may be able to provide a list of petitions they traditionally approve and those they traditionally don't approve - Provide visual representation of the process with approximate timeline

	<ul style="list-style-type: none"> - Provide visual representation of the approval process for faculty with pictures, instructions - Most faculty have probably never been to the portal and probably don't know the portal exists - Engage Student Design Team and/or student leadership to provide feedback on what's helpful for students - Warda: Learned what a petition was as a member of the Student Design Team member - Find a middle ground between approved and denied to avoid frustrating and discouraging the student - Can we design exactly what we want and then see what's capable and what's not? - First step: identify where individual(s) students can go for assistance - Triage needed immediately - Possibly addressed by a project team - Centralization of financial aid and enrollment services added another layer to complexity - Next Step: discussion at another ELT Meeting with student services to address some questions
ITEMS FOR FUTURE CONSIDERATION:	
Topic	Contact Person
Strategic Plan	