

## Meeting Notes

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| <b>NAME OF COUNCIL/TEAM:</b> Executive Leadership Team  |   |              |
| <b>OBJECTIVE OF MEETING:</b> The ELT will hear updates from the various councils and constituency groups. It will also review the updated Project Team sequencing and charters for 2019-20.   |   |              |
| <b>DATE OF MEETING:</b> 04/01/2019<br><b>TIME:</b> 3:00 pm - 5:00 pm  | <b>LOCATION/ROOM #:</b> Admin Conference Room<br><b>CALL-IN NUMBER:</b><br><b>CALL-IN CODE:</b> |              |
| <b>FACILITATOR(S):</b> Thomas Greene  |   |              |
| <b>NOTE TAKER:</b> Sue McCoy  |   |              |
| <b>MEMBERS PRESENT:</b> Gary Aguilar, Tamara Floyd, Thomas Greene, Adam Karp, Lisa Lawrenson, Sarah Lehmann, Rebeca Rico-Chavez, Alisa Shubb, William Simpson, Tressa Tabares, Susan McCoy, Jeffrey Stephenson  |   |              |
| <b>INVITED GUEST(S):</b> Cheryl Sears & Annaliese Pennell   |   |              |
| <b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>  |   |              |
| Attached Files:<br>ELT Notes 03.04.19 (draft) (/IGOR/Agenda/DownloadFile?fileId=374)<br>Advisory Committees (/IGOR/Agenda/DownloadFile?fileId=375)<br>Advisory Committees (Mark-up) (/IGOR/Agenda/DownloadFile?fileId=376)<br>2019-20 Educational Master Plan Charter.v2.1 (/IGOR/Agenda/DownloadFile?fileId=390)<br>2019-20 Professional Development Charter-v3.1 (/IGOR/Agenda/DownloadFile?fileId=391)<br>2019-20 SEM Charter-Draft Revised-v2.1.pdf (/IGOR/Agenda/DownloadFile?fileId=392)<br>2019-20 Sustainability Improvement-Draft Charter-v2.1 (/IGOR/Agenda/DownloadFile?fileId=393)<br>Project Sequencing 2019-20.pdf (/IGOR/Agenda/DownloadFile?fileId=394)<br>Scheduling Overview for 2019-20 Project Teams (/IGOR/Agenda/DownloadFile?fileId=395)<br>Sustainability Project Team Initiation (/IGOR/Agenda/DownloadFile?fileId=396)<br>SEA Draft Report (/IGOR/Agenda/DownloadFile?fileId=399) |   |              |
| <b>UPDATES AND BRIEF REPORTS:</b>   |   |              |
| <b>Topic</b>  | <b>Person(s) Responsible</b>  | <b>Notes</b> |

Council Chairs and/or Co-Chairs will provide an update on the work of their Councils, including the efforts of their respective project teams.

Council Chairs / Co-Chairs

Operations Council

- facilities and maintenance updates
- consensus of indigenous land statement and seeking ELT support
- first reading of initiation and charter for sustainability; final approval expected at May meeting
- addressing some concerns regarding the mining exhibit and oak tree near Davies Hall; still investigating history
- college looking for recommendations on sharing and institutionalizing land statement – should it be mentioned in some of our reports (i.e., facilities master plan); should it also be physically located somewhere?

Institutional Effectiveness Council

- vision for student success metrics with coordination at district level; equity data was just uploaded at CCCCCO; to be submitted May 1
- new data set for SEA plan; challenges w/data at state level; question raised - should Senate Presidents be signing something that has faced so many obstacles and challenges
- governance evaluation (three phases): 1) survey to all project team or council members within a week; 2) facilitated inquiry w/o council chair/co-chair present with themed feedback; 3) survey to sample set of college community
- Institutional Equity Plan PT: first draft submitted and presented to IEC; second draft completed last week; draft being reviewed by individual from CUE
- ACCJC annual report and fiscal report in draft form – due end of week

Student Success Council

- FYE resource panel completing work with report coming to ELT; recommendation made that report goes to achieve team for review and incorporation into their work
- first reading of program paths report
- second reading of ARC online 2.0 w/minor changes)
- Disproportionately Impacted Project Team initiation form in progress
- report out from CUE and SEA plan
- ELSS recommendations coming in the fall; delay due to technical issues currently being resolved at the district level; team work is completed and not expected to meet in the fall semester

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| <p>Constituency group representatives from the ASB, Classified Senate, Management and Academic Senate will provide brief updates on their current efforts.</p> | <p>Various</p> | <p>Associated Student Body</p> <ul style="list-style-type: none"> <li>- appointed four students to various hiring committees with more expected in the coming weeks</li> <li>- upcoming elections</li> <li>- currently reviewing Aramark contract to address some student concerns</li> </ul> <p>Classified Senate</p> <ul style="list-style-type: none"> <li>- elections coming up</li> <li>- classified professional development day April 16; focus on equity, leadership &amp; wellness)</li> <li>- currently in discussions with IT to develop and provide regular technology training for classified employees</li> </ul> <p>Academic Senate</p> <ul style="list-style-type: none"> <li>- elections coming up</li> <li>- currently reviewing project team reports</li> </ul> <p>Management</p> <ul style="list-style-type: none"> <li>- Brown Bag w/Brian today – Aramark contract raised in discussions</li> <li>- tomorrow is first Achieve operational meeting</li> <li>- Financial Aid going through redesign with more officers crossed trained (intense training over the summer)</li> <li>- student health and wellness consultant on board; director position in process w/HR</li> <li>- managers currently involved in hiring and performance reviews</li> </ul> |
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The ELT will review an updated 2019-20 Project Sequencing Chart and Guidance on the scheduling of Days/Times of 2019-20 Project Teams. Additionally, the Team will review the updates to various 2019-20 draft project charters (Attachments).

Thomas  
Greene

- sequencing intended to maximize preparation time over summer with 7 possibly 8 project teams
- preparation would include training
- intention is to identify all teams this spring
- funding identified for hiring of full-time classified individual to assist w/governance
- sequencing chart still a work in progress
- developed calendar of when not to schedule project team meetings; ELT members to provide other meetings to add to Sue
- possibly establish a normal schedule of when project teams meet (as one ends another one can take its place);

#### Educational Master Plan Project Team Charter

- appreciates incorporation of student voice
- add Classified Senate review on November 13
- next step is to add names and return to ELT

#### Professional Development Project Team Charter

- vetting through the Academic Senate should be included in the calendar
- project membership includes faculty from specific divisions; uncertainly as to why those divisions specifically mentioned; explanation is that it's related to their AB705 work as well as their work as gatekeeper courses
- recommendation to include a link to IEP team members given the plan's recommendation for professional development related to

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|                      |                              | <p>equity</p> <ul style="list-style-type: none"> <li>- possibly add CTL individual as well as LRCEA representative</li> <li>- need to a balance reps from constituency groups</li> </ul> <p>Strategic Enrollment Management Project Team Charter</p> <ul style="list-style-type: none"> <li>- intentionality related to faculty reps; interest in maintaining cross discipline work</li> <li>- concern that current representation is on difficult/complex scheduling with nothing representing the norm</li> <li>- recommendation to modify descriptors; i.e., lecture/lab, sequencing, large/small, department chair, equity</li> <li>- need to correct spelling of co-lead's name</li> <li>- next steps: update and return to ELT</li> </ul> <p>Sustainability Project Team Charter</p> <ul style="list-style-type: none"> <li>- could potentially impact work so recommendation to include someone at the district level</li> <li>- possibly add Aramark rep</li> <li>- FM has new Director of Sustainability, Nat Martin</li> <li>- incorporate SMUD as they have expressed interest to become more involved on campus</li> <li>- question why Dean of Fine &amp; Applied Arts specified - brought in related to Oak Café; could be another rep such as department chair or supervisor</li> <li>- next steps: update and return to ELT</li> </ul> |                   |
| <b>ACTION ITEMS:</b> |                              |  |                   |
| <b>Question</b>      | <b>Person(s) Responsible</b> | <b>Notes and Decision(s)</b>   | <b>Next Steps</b> |

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| Approval of March 4, 2019 ELT Notes  | Thomas Greene   | Thumbs up  |  |
| Does the ELT support the initiation of the Sustainability Project Team? (Attachment - Project Initiation).<br>Note: The ELT has already expressed support for said project team, however, it is important to review the initiation form and document this support. | Olga and Thomas | <ul style="list-style-type: none"> <li>- ELT already expressed support of project team</li> <li>- official initiation form developed</li> <li>- thumbs up</li> </ul> |  |

Does the ELT support the adoption of the Advisory Committee framework and support structure as revised (Attachment)?

Tressa  
Tabares

- Changes and recommendations incorporated
- PES and ASET first reviewed draft document
- purpose was to investigate and document work relative to advisory committees
- document provides some framework for development or discontinuation of advisory committee
- recognized difference between mandated advisory committees and those desired by the college
- clarifies that advisory committees are not decision-making bodies but rather advisory to a decision-making college body;
- IGOR to become repository for work of advisory committees
- question: why does request for advisory committee need to come to ELT if committee is mandated
- question: is IGOR the desired format
- use of IGOR received mixed reviews by instructional area deans
- for accreditation central repository is important
- mandated advisory committees are not part of governance
- suggestion: AVP (or designee) can provide an annual list of mandated advisory committees for set-up in IGOR
- many advisory committees have been operating on their

|  |                              | <p>own for years and will take some transition time for improved process</p> <ul style="list-style-type: none"> <li>- question: do students have access to meeting notes; notes could have valuable information needed by students (i.e., honors)</li> <li>- question: can IGOR provide some notification to everyone involved</li> <li>- question: can Los Rios Program Advisory Committee Handbook (currently dated 2007) be updated</li> <li>- Academic Senate bringing forward two placeholders for advisory committees</li> <li>- thumbs up</li> </ul>   |  |
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| <b>DISCUSSION ITEMS:</b>   |                              |   |  |
| <b>Question</b>  | <b>Person(s) Responsible</b> | <b>Notes and Next Steps</b>   |  |
| How is the College moving forward with critical professional development and training during the same time the Institutional Professional Development Plan is being developed? Topics included in this discussion - 2019-20 Convocation Planning; Institutional Equity Plan Roll-Out; Trauma-Informed Care and White Racial Identity Training. | Thomas Greene and Others     | <ul style="list-style-type: none"> <li>- interest expressed in bringing trauma-informed care training to a broader audience</li> <li>- approach is used in health care, counseling, etc. and focuses on how past trauma influences an individual's behavior moving forward</li> <li>- focuses on getting to the core and addressing issue behind the behavior as opposed to just reacting to behavior</li> <li>- smaller scale training provided to Achieve team</li> <li>- incoming CTL director is currently working to coordinate more training opportunities</li> <li>- college is looking to increase the ability of all interested staff to attend convocation</li> </ul> |  |

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| SEA Program Report | Lisa Lawrenson | <ul style="list-style-type: none"> <li>- work accomplished by subgroup of Student Success Council</li> <li>- some work completed w/o benefit of data from CCCCCO</li> <li>- SEA (Student Equity &amp; Achievement) is integration of BSI, SSSP, SEP</li> <li>- next step: research office will update data; expecting additional clarification from the state in the near future</li> <li>- concern expressed by ESL related to categories of disproportionately impacted and that the college is not capturing all the data we should</li> <li>- a conspicuous lack of ESL noted in the plan</li> <li>- plan authors would welcome a statement from ESL faculty for inclusion</li> </ul> |
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#### ITEMS FOR FUTURE CONSIDERATION:

| Topic  | Contact Person |
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| ELSS Scheduling Protocols  |                |
| Recommendation to ELT Regarding the Proposed Distance Education Plan (1st Reading) |                |
| Disproportionately Impacted Populations Project Initiation.                        |                |
| Clarify Program Paths Status Update  |                |
| SEA Plan   |                |