

Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team			
OBJECTIVE OF MEETING: Discussion of College Happenings			
DATE OF MEETING: 05/02/2022 TIME: 3:00pm-5:00pm		LOCATION/ROOM #: https://cccconfer.zoom.us/j/93079351925 CALL-IN NUMBER: +1 346 248 7799 (US Toll) CALL-IN CODE: 930 7935 1925	
FACILITATOR(S): Melanie Dixon			
ASSISTANT: Sue McCoy			
MEMBERS PRESENT: Matthew Blevis, Melanie Dixon, Amy Gaudard, Carina Hoffpauir, Frank Kobayashi, Sarah Lehmann, Bill Simpson, Tressa Tabares, Scott Crow, Jennifer Laflam, Susan McCoy, Robert Snowden, Jeff Stephenson; Mark Sheppard, Alisa Shubb; Out: Kristin, Koue,			
INVITED GUEST(S): Marianne Harris			
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):			
Attached Files: Disaggregated Strategic Plan Goal Metrics (/Agenda/DownloadFile?fileId=964) ELT Notes 04.04.22 (draft) (/Agenda/DownloadFile?fileId=965) Student Success Council 2022-25 Charter (draft) (/Agenda/DownloadFile?fileId=969)			
UPDATES AND BRIEF REPORTS:			
Topic	Person(s) Responsible	Notes	
Council / Project Team Highlights from Written Reports	Council Leads / Co-Leads	No highlights beyond written updates	
Constituency Group Highlights from Written Reports	Constituency Group Leaders	No highlights beyond written updates	
ACTION ITEMS:			
Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Approval of April 4, 2022 ELT Draft Notes	Melanie Dixon	Approved - thumbs up	
Disaggregated Strategic Plan Goal	Jen Laflam	- Looking at reports that could be put out	

Metrics for Public Facing Webpage

on public facing website related to actualizing success, disaggregated by race and ethnicity

- Discussed where they might live - perhaps Office of Institutional Effectiveness page
- IEC in support
- Current mocked up space on Office of Equity and Inclusion; exact location of where reports would be housed is still in question
- Perhaps "Why ARC" - might help future students and parents in deciding about the college
- We are taking some courageous steps to improve and not certain "Why ARC" is the place to display
- Perhaps in the future when we're closer to meeting our internal goals
- Internal constituency needs the information first to demonstrate accountability issue
- Could find appropriate ways to distribute to the public
- Don't want to turn students away given current enrollment
- Who is the majority of our website audience? - internal users, prospective students, high school counselors, or ??
- Board, donors, etc., may primarily be the users of "Why ARC"
- Students may be more looking at more transactional purposes - financial aid, class schedules, etc.
- Link to Office of Institutional Effectiveness under Values - perhaps a home
- Students of color may not be surprised of the data they see
- Narrative around reports very important
- can reflect where we are currently but not where we want to be
- Want to be transparent but we certainly can't afford to lose any more students of color
- We can change the layering and make it very accessible - not looking to bury it
- Framing is very important - do we tell our story?

		<ul style="list-style-type: none"> - A whole layer of infrastructure needs to be developed to tell our story - Let's use this as a place to start and get the information up - Currently housed in data on demand and patterns are all in departments' data - Perhaps highlight in integrated portal - Yes to putting reports on public facing pages and assessing; also put it in integrated portal for internal use - Updated report in the fall 	
Forward Motion	BJ Snowden / Scott Crow	<ul style="list-style-type: none"> - Forward Motion is collection of notes from the Councils that we'd like to get back up to speed - Recommendation to not include ELT due to timing issue - Idea is to keep people informed of what's going on in governance - Information mechanism is currently a lot of emails that require a cataloging process for employees to keep track of information - Perhaps minimize the number of places folks have to go and the amount of information to track - Who uses Forward Motion; how many people open it - Forward Motion can be embedded in Beaver Bites - No reporting out mechanism for councils and Forward Motion closes that communication loop - Because of the rotating schedule of council meetings, timeliness becomes an issue - Who is the target audience and is there a reason to keep it separate and distinct - Concerns about distribution lists and how updated they are - Forward Motion may not solve the information sharing that was discussed at Student Success Council - Forward Motion is a place to start - What is the overall purpose of Forward Motion - People want to know if stuff is actually getting done 	

		<ul style="list-style-type: none"> - Not a timely way to share information and request feedback - Want to honor the work of the councils and their important work - We start with once a month and track the hits - Are we reporting the topics of discussions or the actions taken as a result of the work? - Could also include the implementation of former project team recommendations - Maybe be a little more narrative about where we came from, the work done, and how it changed our college - Confirmed, extract decisions made in ELT and publish as timely as possible 	
Review / Approve Student Success Council Charter (2022-25)	Frank Kobayashi / Sarah Lehman	<ul style="list-style-type: none"> - Council charter has evolved of time - Sarah incorporated the tremendous amount of feedback from the council - Charter approved by Student Success Council - Seeking to get feedback from ELT on any suggested changes with ultimate approval from ELT - Kudos to Sarah and the council for the work - Q - where is the intentional rotation of terms? - Q - Faculty at large - does that mean one other location not previously specified; wanting to be more clear on the intention - Q - Are there specific discussions on the roles of the members identified and the perspectives the council is wanting them to bring forward - Sounds like something that ELT could go through as well 	
DISCUSSION ITEMS:			
Question	Person(s) Responsible	Notes and Next Steps	
Back on Campus Update	Frank Kobayashi	<ul style="list-style-type: none"> - Enrollment is top of mind right now - Summer is 16% down compared to same time last semester 	

- We're signaling to students that we're here
- 38% of fall schedule is face to face
- Effective August 1, all student facing offices will be open 5 days a week
- Currently in round 1 of Spring 2023 scheduling; guidance is continuing to shift additional classes from online to face to face
- Many employees have acquired a certain comfort level in the remote world; "we work at work"
- Had an online program previously and it was taken by the District; now we're behind
- Other critical players in education have figured out the online world and are doing it well
- Still hearing that online sections fill faster than face to face
- What is the mix of classes that meet regional needs
- Success rates in all groups have dropped with massive movement to online
- LRC hybrid tutoring has transitioned to fully online because of the increased price of gas
- How are we communicating to our students regarding success and the increased success rates of face to face classes
- Students are expressing that it's not worth coming to campus as there isn't a full buffet of face to face classes for them to choose from
- Haven't seen any intentional planning and cross department discussions or coordination of what's offered face to face
- Scheduling is done a year ahead
- Faculty request: Can faculty have more success data; data on what our students want, and help in scheduling
- Research department is launching a survey to 5,000 students, analysis will include grades and persistence
- Disaggregated by ethnicity and department would be the dream
- Is there a question about why the students make their selection
- Effective August 1, we've historically provided student support services on the first Saturday on the month
- As we move to more on ground and assess, we may find that we've put too much on ground
- Challenges surrounding the definitions of online, remote, face to face and the modalities of

		<p>each</p> <ul style="list-style-type: none"> - Discipline or subject matter has impact on how the student might want to take the class
Accreditation Update	Frank Kobayashi / Bill Simpson	<ul style="list-style-type: none"> - Core inquiries continue to be worked on by the councils and others - Inquiry related to SLO's we found we were in compliance - Final drafts due to ACCJC due in September
ISER Core Inquiries Responses	Frank Kobayashi / Bill Simpson	See note from above
Student Equity and Achievement Plan Timeline	Jeff Stephenson	<ul style="list-style-type: none"> - Student Equity and Achievement Plan is due November 30 - Template dropped into chat - Will be coming in the fall for the senates and councils for review and approval - Possible presentation to BOT may impact the timeline - Team approach as it needs broad input and representation to draft responses - Funding stream attached - It might be best to go to councils and get some initial feedback on the action items - Program previously housed with an AVP and has now been elevated to the VP level
ITEMS FOR FUTURE CONSIDERATION:		
Topic		Contact Person
<p>Outreach - specifically with DI populations Technology challenges Student needs identification to assist in scheduling Follow up to reports on website Syllabus button in Canvas as follow up to ISER Core Inquiries</p>		