Name of Council/Team: Executive Leadership Team

Date: November 6, 2017 **Time:** 3:00-5:00pm	Location/Room #: Aquarium CR (The Hub) Call-In Number: None Call-In Code: None

Facilitator(s): Thomas Greene

Timekeeper: Sue McCoy

Note Taker: Sue McCoy

Attendees:
Thomas Greene, President
Lisa Aguilera Lawrenson, Vice President of Instruction
~~Robin Neal, Vice President of Student Services~~
Kuldeep Kaur, Vice President, Administration
Adam Karp, Dean, Planning, Research, & Technology
Gary Aguilar, Academic Senate President
Tony Giusti, Academic Senate Past President
Alisa, Shubb, Academic Senate Vice President
Janay Lovering, Academic Senate Secretary
Olga Prizhbilov, Classified Senate President
Mary Goodall, Classified Senate Past President
Nicole Williams, Classified Senate Vice President
Debrah Hernandez, Associated Student Body President
Earl Crouchley, Associated Student Body Vice President
Scott Crow, Public Information Officer

Objective of meeting: Team Orientation to ELT and Governance Process; Review Council & Related Team Charters; Updates on Efforts of the Strategic Implementation Teams; Discussion of Emerging Issues

PREPARATION FOR MEETING: *Describe and itemize what members should do to prepare prior to each meeting.*

Please Read:	Please Bring:
1. Draft Council Charters and SIT Charters (Attached) 2. Governance Toolkit Draft (Attached) 3. Framework for H.S. Senior Transition/Support Program (Attached) 4. AB705 Implementation (Attached) 5. AB19 Guidance (Attached)	1. Questions/Comments from Doc. Review 2. <u>Council Chairs</u>: Reflections on current and potential Council-sponsored Strategic Implementation Teams

REPORT ON ACTION ITEMS FROM PREVIOUS MEETING: *Identify items that have been previously discussed and about which a decision was made that require updates as to status.*

Topic/Question	Person Responsible and Time Allotted	Status/Contextual Notes
N/A		

DECISION/ACTION ITEMS: List items that have been previously discussed and now require action to be taken / a decision to be made.		
Topic/Question		**Responsible Party and Time Allotted**
N/A		
DISCUSSION ITEMS: *Items that have not been previously discussed or about which further discussion is required. Discussion of items may relate to information sharing or items upon which action will be taken at a future meeting.*		
Topic/Question		**Responsible Party and Time Allotted**
Who are the ELT Members?		Thomas (5 min.)
How much do we know about the ELT and how it operates? • Charge/Role of ELT • Agenda Structure, Meeting Dates, etc. • Mechanics of ELT Meetings		Adam Karp & Others (30 min.)
What is the status of the new governance process implementation, and what have we learned to-date about how well it is functioning?		Adam Karp & Others (10 min.)
What is the purpose of the Council and "Team" Charters, and what feedback do you have on the attached draft documents?		Thomas (15 min.)
Council Chair Reports: (SSC, OCC, IEC) • What is the Status of Each Council? • What is the Status of the Exit Reports from Standing Committees? • What are the Current & Anticipated Council "Teams"? • What has been the Progress-to-Date on Efforts of Existing "Teams"?		Council Chairs (25 min.)
Emerging Issues/Opportunities • What are the broad implications of AB 705 and AB19 Implementation for Depts., College, in both the short- and long-term? • What is the H.S. Senior Transition/Support Program (aka, Fresh Friday's Expansion) • Is There a More Student-Centered Process for Prerequisite Checking and Course Substitution?		Thomas (25 min.)
Future agenda items & Meeting Summary		All (10 min.)

Executive Leadership Team	
Date: December 4, 2017 **Time:** 3:00-5:00pm	**Location/Room #**: Aquarium CR (The Hub) Call-In Number: None Call-In Code: None
Facilitator(s): Thomas Greene	
Timekeeper: Sue McCoy	
Note Taker: Sue McCoy	

Attendees:
Thomas Greene, President
Lisa Aguilera Lawrenson, Vice President of Instruction
~~Robin Neal, Vice President of Student Services~~
Kuldeep Kaur, Vice President, Administration
Adam Karp, Dean, Planning, Research, & Technology
Gary Aguilar, Academic Senate President
Tony Giusti, Academic Senate Past President
Alisa, Shubb, Academic Senate Vice President
Janay Lovering, Academic Senate Secretary
Olga Prizhbilov, Classified Senate President
Mary Goodall, Classified Senate Past President
Nicole Williams, Classified Senate Vice President
Deborah Hernandez, Associated Student Body President
Earl Crouchley, Associated Student Body Vice President
Scott Crow, Public Information Officer

Objective of meeting:
Take action on the various Council and Strategic Implementation Team charters; consider providing direction to the Student Success Council regarding the college's approach to implementing AB705 and the prerequisite-checking/course substitution process; and discuss the various implications of AB705, and how the college's plans to implement these and other external mandates (e.g., AB19) as well as its institutional redesign efforts (e.g., Start Right, IPaSS, Clarify Program Paths) via a prototyping process using the transition/support program for recent high school seniors recently branded as Achieve@ARC.

PREPARATION FOR MEETING:

Please Read: Members are encouraged to re-familiarize themselves with the documents that were provided for the November meeting. Also, the minutes from the last meeting are attached for your review.	Please Bring:

REPORT ON ACTION ITEMS FROM PREVIOUS MEETING: *Identify items that have been previously discussed and about which a decision was made that require updates as to status.*

Topic/Question	Person Responsible and Time Allotted	Status/Contextual Notes
What is the status of the January, 2018 "Official" launch of the College's new governance process?	Adam Karp and Tressa Tabares (guest) - (15 minutes)	

DECISION/ACTION ITEMS: List items that have been previously discussed and now require action to be taken / a decision to be made.

Topic/Question	Responsible Party and Time Allotted
• Does the Exec. Leadership Team support the adoption of the Governance Council and Strategic Implementation Team Charters* that were presented at the last meeting? * Council Charters (3) and the IPASS, Start Right, Clarify Program Paths and Integrated Planning Improvement Strategic Implementation Team Charters (4)	Thomas Greene (5 min)
• What direction, if any, should the Executive Leadership Team provide to the Student Success Council regarding the College-specific approach to the implementation of AB705?	Thomas Greene (10 min)
• What direction, if any, should the Executive Leadership Team provide to the Student Success Council as it relates to its previous discussion question "*Is There a More Student-Centered Process for Prerequisite Checking and Course Substitution*?"	Thomas Greene (10 min)

DISCUSSION ITEMS: *Items that have not been previously discussed or about which further discussion is required. Discussion of items may relate to information sharing or items upon which action will be taken at a future meeting.*

Topic/Question	Responsible Party and Time Allotted
• What is the status of departmental, college, and district efforts related to the implications of AB 705 and AB19?	Thomas Greene (20 min)
• What is the status of efforts to launch a H.S. Senior Transition/Support Program (Achieve@ARC), and how does this program relate to the implementation of AB705, AB19 and our student-facing redesign efforts?	Thomas Greene (20 min)
Council Chair Reports: (SSC, OCC, IEC) • What is the Status of Each Council? • What has been the Progress-to-Date on Efforts of Existing Strategic Implementation Teams?	Council Chairs (25 min)
2017-18 ELT Meeting Schedule (special note for March meeting)	Thomas Greene (5 min)
Future Agenda Items & Meeting Summary	All (10 min)

Executive Leadership Team

Date: February 5th, 2018 **Time:** 3:00-5:00pm	Location/Room #: Aquarium CR (The Hub) Call-In Number: None Call-In Code: None

Facilitator(s): Thomas Greene

Timekeeper: Sue McCoy

Note Taker: Sue McCoy

Attendees:
Thomas Greene, President
Lisa Aguilera Lawrenson, Vice President of Instruction
Robin Neal, Vice President of Student Services
Kuldeep Kaur, Vice President, Administration
Adam Karp, Dean, Planning, Research, & Technology
Gary Aguilar, Academic Senate President
Tony Giusti, Academic Senate Past President
Alisa, Shubb, Academic Senate Vice President
Janay Lovering, Academic Senate Secretary
Olga Prizhbilov, Classified Senate President
Mary Goodall, Classified Senate Past President
Nicole Williams, Classified Senate Vice President
Debrah Hernandez, Associated Student Body President
Earl Crouchley, Associated Student Body Vice President
Scott Crow, Public Information Officer

Objective of meeting: To inform and provide status updates on a number of current, high-interest issues and topics including; the work of the three College Councils and their related Project Teams; assessment and placement changes (AB705); implementation of new system of College governance; and the Achieve@ARC Program and related legislation (e.g., AB19, Los Rios Promise Program, etc.). Additionally, via a presentation and subsequent discussion, attendees will gain a better understanding of the College's vision for online education, and the critical next steps in the development of the ARC Virtual Education Center. Attendees will also be presented with an overview of the Governor's 2018-19 budget proposal as well as potential changes in federal higher education policy.

PREPARATION FOR MEETING: *Briefly review the attached documents related to the Governor's Proposed Budget for 2018-19 and the California Online College.*

Please Read: **Minutes from previous meeting (Attached)**	Please Bring: **N/A**

REPORT ON ACTION ITEMS FROM PREVIOUS MEETING: *Identify items that have been previously discussed and about which a decision was made that require updates as to status.*		
Topic/Question	**Person Responsible and Time Allotted**	**Status/Contextual Notes**
<u>**Council Chair Reports: (SSC, OCC, IEC)**</u> **What is the status of each Council's efforts since the last report? What is the status of each of the Council's sponsored Project Teams?**	Council Chairs (30 min.)	
How is the <u>new governance process</u> operating and what observations for improvement have we identified since its "official" launch in January, 2018?	Adam Karp and Tressa Tabares (guest) (10 min.)	
What is the status of College efforts related to <u>AB705 implementation</u> and related implications?	Doug Herndon (guest) and Roger Davidson (guest) or Lisa Lawrenson (10 min.)	
What is the status of preparations for the H.S. Senior Transition/Support Program, <u>Achieve@ARC</u>?	Robin Neal (10 min.)	
DECISION/ACTION ITEMS: List items that have been previously discussed and now require action to be taken / a decision to be made.		
Topic/Question	**Responsible Party and Time Allotted**	
None		
DISCUSSION ITEMS: *Items that have not been previously discussed or about which further discussion is required. Discussion of items may relate to information sharing or items upon which action will be taken at a future meeting.*		
Topic/Question	**Responsible Party and Time Allotted**	
• **What is the status of efforts to develop ARC's Virtual Education Center (VEC) and ARC Online? What are the critical next steps in the development of the VEC?**	Thomas Greene and guests, Marsha Reske and Ben Barber (30 min.)	
• **How is the college approaching the development of a comprehensive institutional equity plan, and how will this plan inform and integrate with other institutional planning processes?**	Thomas Greene (15 min.)	
• **What are the potential implications of recent state and federal budget and legislative proposals? (Attachments)**	Thomas Greene (10 min.)	
Future agenda items & Meeting Summary	All (5 min.)	

Executive Leadership Team

Date: March 5th, 2018 **Time:** 3:00-5:00pm	Location/Room #: Aquarium CR (The Hub) Call-In Number: None Call-In Code: None

Facilitator(s): Thomas Greene

Timekeeper: TBD

Note Taker: TBD

Attendees:
Thomas Greene, President
Lisa Aguilera Lawrenson, Vice President of Instruction
Robin Neal, Vice President of Student Services
Kuldeep Kaur, Vice President, Administration
Adam Karp, Dean, Planning, Research, & Technology
Gary Aguilar, Academic Senate President
Tony Giusti, Academic Senate Past President
Alisa, Shubb, Academic Senate Vice President
Janay Lovering, Academic Senate Secretary
Olga Prizhbilov, Classified Senate President
Mary Goodall, Classified Senate Past President
Nicole Williams, Classified Senate Vice President
Debrah Hernandez, Associated Student Body President
Earl Crouchley, Associated Student Body Vice President
Scott Crow, Public Information Officer

Objective of meeting: To inform and provide status updates on a number of current, high-interest issues and topics including; the work of the three College Councils and their related Project Teams; assessment and placement changes (AB705); implementation of new system of College governance; and the Achieve@ARC Program. Additionally, via a presentation and subsequent discussion, attendees will gain a better understanding of the College's draft vision for improving wayfinding at the main campus and for access to data for improving planning and decision-making processes. Attendees will also be presented with an overview of the Governor's 2018-19 budget proposal as well as potential changes in federal higher education policy.

PREPARATION FOR MEETING: *Briefly review the attached documents related to the Governor's Proposed Budget for 2018-19 and the California Online College.*

Please Read: **Minutes from previous meeting (Attached)**	Please Bring: **N/A** **Note: Please reference material from previous meetings as they pertain to the Governor's 20118-19 budget proposal.**

REPORT ON ACTION ITEMS FROM PREVIOUS MEETING: *Identify items that have been previously discussed and about which a decision was made that require updates as to status.*		
Topic/Question	**Person Responsible and Time Allotted**	**Status/Contextual Notes**
<u>**Council Chair Reports: (SSC, OCC, IEC)**</u> **What is the status of each Council's efforts since the last report?** **What is the status of each of the Council's sponsored Project Teams? [Attachments – Early Draft Charters for ELSS and Sustainability].**	Council Chairs (15 min.)	
How is the college going to develop and support the deployment of a standard approach to establishing and operating project teams within our new governance structure?	Tressa Tabares and Cheri Jones (guests) (10 min.)	
What is the status of various Collegewide implementation efforts, including AB705 and Achieve@ARC?	Robin Neal and Lisa Lawrenson (10 min.)	

DECISION/ACTION ITEMS: List items that have been previously discussed and now require action to be taken / a decision to be made.	
Topic/Question	**Responsible Party and Time Allotted**
Approval of Operations Council Charter [Attached]	Thomas Greene [5 minutes]
Approval of ELT February, 2018 Notes	

DISCUSSION ITEMS: *Items that have not been previously discussed or about which further discussion is required. Discussion of items may relate to information sharing or items upon which action will be taken at a future meeting.*	
Topic/Question	**Responsible Party and Time Allotted**
• **How will the college's STEM Capital Campaign provide a margin of excellence to the new STEM Building and Science Wing?**	Kirsten DuBray (Guest) [15 minutes]
• **How will the College significantly improve wayfinding at the main campus?**	Don Reid (Guest) [20 minutes]
• **How does the College intend to strengthen access to data to inform planning and improvement efforts?**	Adam Karp & OIR Guest (TBD) [20 minutes]
• **What are the potential implications of recent state and federal budget and legislative proposals?**	Thomas Greene (10 min.)
Future agenda items & Meeting Summary	All (5 min.)

Executive Leadership Team	
Date: April 2nd, 2018 **Time:** 3:00-5:00pm	Location/Room #: Aquarium CR (The Hub) Call-In Number: None Call-In Code: None
Facilitator(s): Thomas Greene	
Timekeeper: TBD	
Note Taker: Sue McCoy	

Attendees:
Thomas Greene, President
Lisa Aguilera Lawrenson, Vice President of Instruction
Robin Neal, Vice President of Student Services
Kuldeep Kaur, Vice President, Administration
Adam Karp, Dean, Planning, Research, & Technology
Gary Aguilar, Academic Senate President
Tony Giusti, Academic Senate Past President
Alisa, Shubb, Academic Senate Vice President
Janay Lovering, Academic Senate Secretary
Olga Prizhbilov, Classified Senate President
Mary Goodall, Classified Senate Past President
Nicole Williams, Classified Senate Vice President
Debrah Hernandez, Associated Student Body President
Earl Crouchley, Associated Student Body Vice President
Scott Crow, Public Information Officer

Objective of meeting: To provide an opportunity for each of the four constituency groups to provide a brief oral/informal report about their recent work/efforts. NOTE: This is a new agenda item that we may want to make a "standing" item; To provide an update on progress in establishing and supporting project teams; To discuss the recent work of the three College Councils and their related Project Teams; To present for discussion and action, the formal initiation of several previously discussed project teams for the 2018-19 academic year; And finally, should time allow, to provide an overview of the Governor's 2018-19 budget & legislative proposal.

PREPARATION FOR MEETING: *Briefly review the attached documents related to the Governor's Proposed Budget for 2018-19 and the California Online College.*

Please Read: **Meeting Minutes from March 2018 (Attached); Draft Project Initiation and Support Process Documents (Attached); Project Initiation Recommendations (Attached)**	Please Bring: **N/A**

REPORT ON ACTION ITEMS FROM PREVIOUS MEETING: *Identify items that have been previously discussed and about which a decision was made that require updates as to status.*		
Topic/Question	**Person Responsible and Time Allotted**	**Status/Contextual Notes**
<u>**Constituency Group Reports:**</u> **What are some of the recent discussions, areas of focus and/or efforts of each of our constituency groups?**	Constituency Group Presidents or Designee (5 min. per Group)	Constituency Group Leaders: Please give some thought to what you wish to share as part of an update on some of the current efforts of your rep. bodies.
<u>**Council Chair Reports: (SSC, OCC, IEC)**</u> **What is the status of each Council's efforts since the last report? What is the status of each of the Council's sponsored Project Teams?**	Council Chairs (15 min.)	
What progress has been made in establishing processes for initiating and operating project teams within our new governance structure?	Cheri Jones (guest) (15 min.)	Please review attached documents
DECISION/ACTION ITEMS: List items that have been previously discussed and now require action to be taken / a decision to be made.		
Topic/Question	**Responsible Party and Time Allotted**	
Acceptance of ELT March, 2018 Minutes	Thomas Greene	
Recommend the Initiation of Various Project Teams in preparation for the 2018-19 Academic Year. (30 min.)	Thomas Greene	
DISCUSSION ITEMS: *Items that have not been previously discussed or about which further discussion is required. Discussion of items may relate to information sharing or items upon which action will be taken at a future meeting.*		
Topic/Question	**Responsible Party and Time Allotted**	
What are the potential implications of recent state budget and legislative proposals?	Thomas Greene (10 min.)	
Future agenda items & Meeting Summary	All (5 min.)	

Executive Leadership Team

Date: May 7th, 2018 **Time:** 3:00-5:00pm	Location/Room #: Aquarium CR (The Hub) Call-In Number: None Call-In Code: None

Facilitator(s): Thomas Greene

Timekeeper: TBD

Note Taker: Sue McCoy

Attendees:
Thomas Greene, College President
Lisa Aguilera Lawrenson, Vice President of Instruction
Robin Neal, Vice President of Student Services
Kuldeep Kaur, Vice President, Administration
Adam Karp, Dean, Planning, Research, & Technology
Gary Aguilar, Academic Senate President
Tony Giusti, Academic Senate Past President
Alisa, Shubb, Academic Senate Vice President
Janay Lovering, Academic Senate Secretary
Olga Prizhbilov, Classified Senate President
Tamara Floyd, Classified Senate Past President
Nicole Williams, Classified Senate Vice President
Debrah Hernandez, Associated Student Body President
Earl Crouchley, Associated Student Body Vice President
Scott Crow, Public Information Officer

Objective of meeting: To provide an opportunity for each of the four constituency groups to provide a brief oral/informal report about their recent work/efforts. To receive and discuss the recommendations of the Student Success Council related to the IPass, Start Right and Clarify Program Paths project teams. To receive and discuss the status of the project teams associated with the Institutional Effectiveness and Operations Councils. To present for discussion and action, (1) the REVISED project initiation documents/processes based on the results of the recent Executive Leadership Team study session; and (2) the REVISED list of previously discussed project teams for the 2018-19 academic year. To discuss the focus of the final ELT meeting for this academic year.

PREPARATION FOR MEETING: *Briefly review the attached documents related to the Governor's Proposed Budget for 2018-19 and the California Online College.*

Please Read:	Please Bring: **N/A**
• **Meeting Minutes from April 2018 (Attached);** • **Student Success Council Project Team Reports (Three Reports Attached)** • **Student Success Council-Project Team Recommendations (Forthcoming)** • **Revised DRAFT Project Team Initiation/Process Documents (Attached)** • **Revised DRAFT 2018-19 Project Team List (Attached) – Note "Accessibility Project Team" was removed due to changes in district-led timelines/processes.**	

REPORT ON ACTION ITEMS FROM PREVIOUS MEETING: *Identify items that have been previously discussed and about which a decision was made that require updates as to status.*		
Topic/Question	**Person Responsible and Time Allotted**	**Status/Contextual Notes**
Constituency Group Reports: What is one or two important things that your constituency group has been reflecting on recently?	Constituency Group Presidents or Designee (5 min. per Group)	
Council Chair Reports: (SSC, OCC, IEC) • What are the Student Success Council recommendations as it relates to its Project Teams? • What is the current status of the Institutional Effectiveness Council's Program Review and Integrated Planning efforts? • Operations Council's Update. • Should the charters of the three councils be reviewed and potentially revised based upon an informal assessment of their effectiveness over the last several months? If so, who should conduct this assessment?	Council Chairs (50 min.)	

DECISION/ACTION ITEMS: List items that have been previously discussed and now require action to be taken / a decision to be made.	
Topic/Question	**Responsible Party and Time Allotted**
Acceptance of ELT March, 2018 Minutes	Thomas Greene
Review and recommend the REVISED processes for initiating and operating project teams within our new governance structure.	Adam Karp/Tressa Tabares (Guest) (30 min.)
Review and Recommend the REVISED list of project teams in preparation for the 2018-19 Academic Year.	Thomas Greene (15 min.)

DISCUSSION ITEMS: *Items that have not been previously discussed or about which further discussion is required. Discussion of items may relate to information sharing or items upon which action will be taken at a future meeting.*	
Topic/Question	**Responsible Party and Time Allotted**
Should the Council Charters be reviewed and potentially revised based upon an informal assessment of their effectiveness over the last several months? If so, who should conduct this assessment?	All (5 min.)
What are the most critical elements of the May 14, 2018 meeting of the ELT—the final meeting for this year?	Thomas (5 min.)

Executive Leadership Team – SPECIAL MEETING	
Date: May 14th, 2018 **Time:** 11:00am -1:00pm	Location/Room #: Aquarium CR (The Hub) Call-In Number: None Call-In Code: None

Facilitator(s): Thomas Greene

Timekeeper: TBD

Note Taker: Sue McCoy

Attendees:
Thomas Greene, College President
Lisa Aguilera Lawrenson, Vice President of Instruction
Robin Neal, Vice President of Student Services
Kuldeep Kaur, Vice President, Administration
Adam Karp, Dean, Planning, Research, & Technology
Gary Aguilar, Academic Senate President
Tony Giusti, Academic Senate Past President
Alisa, Shubb, Academic Senate Vice President
Janay Lovering, Academic Senate Secretary
Olga Prizhbilov, Classified Senate President
Tamara Floyd, Classified Senate Past President
Nicole Williams, Classified Senate Vice President
~~Debrah Hernandez, Associated Student Body President~~
~~Earl Crouchley, Associated Student Body Vice President~~
Scott Crow, Public Information Officer

Objective of meeting: To receive and discuss the recommendations of the Institutional Effectiveness Council related to the Integrated Planning Improvement project team. To present for discussion and input the project initiation of four new and three renewed project teams for the 2018-19 academic year. To consider the recommendations of the Student Success Council related to the IPass, Start Right, and Clarify Program Paths project team reports.

PREPARATION FOR MEETING: *Briefly review the attached documents related to the Governor's Proposed Budget for 2018-19 and the California Online College.*

| Please Read:
 • Meeting Minutes from May 7, 2018
 • Student Success Council-Project Team Recommendation
 • Project Initiation Documents for four new and three renewed project teams | Please Bring: **N/A** |

REPORT ON ACTION ITEMS FROM PREVIOUS MEETING: *Identify items that have been previously discussed and about which a decision was made that require updates as to status.*		
N/A – SPECIAL MEETING		

DECISION/ACTION ITEMS: List items that have been previously discussed and now require action to be taken / a decision to be made.	
Topic/Question	**Responsible Party and Time Allotted**
Approval of May 7, 2018 Meeting Notes	Thomas Greene
Student Success Council recommendation related to Clarify Program Paths, IPaSS and Start Right Project Teams	Thomas Greene (60 min)

DISCUSSION ITEMS: *Items that have not been previously discussed or about which further discussion is required. Discussion of items may relate to information sharing or items upon which action will be taken at a future meeting.*	
Topic/Question	**Responsible Party and Time Allotted**
What are the recommendations of the Institutional Effectiveness Council's Integrated Planning Improvement project team?	Kuldeep Kaur and Alisa Shubb (15 min.)
What input does the ELT have in the membership of the four new and three renewed project teams for 2018-19?	Thomas Greene (30 min.)
Should the Council Charters be reviewed and potentially revised based upon an informal assessment of their effectiveness over the last several months? If so, who should conduct this assessment?	Thomas Greene (15 min.)