

# Executive Leadership Team

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Executive Leadership Team		
<b>OBJECTIVE OF MEETING:</b> To continue to build a shared foundation of knowledge concerning the "Pathway Communities" elements of the ARC Redesign and to learn more about efforts to strengthen and refine the College's new governance system. Review/support revised various Council and Project Team Charters		
<b>DATE:</b> 10/01/2018 <b>TIME:</b> 3:00pm	<b>LOCATION/ROOM #:</b> Administration Conference Room <b>CALL-IN NUMBER:</b> N/A <b>CALL-IN CODE:</b> N/A	
<b>FACILITATOR(S):</b> Thomas Greene		
<b>TIMEKEEPER:</b>		
<b>ASSISTANT:</b> Sue McCoy		
<b>MEMBERS PRESENT:</b> Gary Aguilar, Thomas Greene, Adam Karp, Kuldeep Kaur, Lisa Lawrenson, Olga Prizhbilov, William Simpson, Tressa Tabares, Nicole Williams, Alden Crow, Susan McCoy <b>Absent:</b> Robin Neal, Tamara Floyd, Janay Lovering; Alisa Shubb		
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>		
<b>UPDATES AND BRIEF REPORTS:</b>		
Topic	Person(s) Responsible	Notes
Welcome & Creating Connections	Thomas Greene	<p>Institutional Effectiveness Council</p> <ul style="list-style-type: none"> <li>- Two major issues: reviewing progress on program review portal and data on demand system</li> <li>- Final draft of IEP project team charter reviewed</li> <li>- Council's own charter reviewed and finalized</li> <li>- Accreditation mid-term report: colleges to report on status of items self-reported in the self study as needing to be worked on and/or recommendations for improvement (not meeting standards)</li> <li>- Timeline distributed</li> </ul> <p>Operations Council</p> <ul style="list-style-type: none"> <li>- Not met since last ELT meeting</li> <li>- Facilities Master Plan PT: reviewed charter; design guidelines discussed; reviewing plans in current master plan and constituency members asked to provide list of desired long-term projects at the next meeting; Davies Hall and Tech Ed already on the list; is Admin Building being represented on the project team; instructional needs are a priority</li> </ul> <p>Student Success Council</p> <ul style="list-style-type: none"> <li>- Council received update from Clarify Program Paths, SEA, ELSS &amp; Achieve</li> <li>- Reviewed recommendation brought to ELT in September regarding first year experience; Tressa and Lisa to develop deliverables for research group/panel</li> <li>- Kale Braden made presentation on ELSS and Ad Astra made on-campus presentation last Friday</li> <li>- Tressa provided an overview of Basecamp</li> </ul> <p>Special Update(s)</p> <ul style="list-style-type: none"> <li>- Thomas indicated that a decision regarding student experience lifecycle project is expected in the near future; may be structured similar to ELSS; council may need to initiate project team; strong interest in early alert process; Chancellor's Exec Staff likely to make the decision</li> <li>- Another round of IEPI funds coming out soon with focus on this implementation; question regarding SEL coming from State Chancellor's Office; no statewide SEL likely being created</li> </ul>
Council Chairs and/or Co-Chairs will provide a brief update on the work of the Council, including any recommendations as well as the progress of their respective project teams.	Councils Chairs/Co-Chairs	
An initial draft of the ELT 2018-19 Calendar will be presented for review and input. (See Attached).	Thomas Greene	<ul style="list-style-type: none"> <li>- Incorporated deliverables from council calendars</li> <li>- Facilities Master Plan add to February/March</li> <li>- Council chairs to provide updates as available so document is current</li> <li>- Goal is to have charters finalized and appointments made before the end of the spring semester</li> <li>- Future project teams already identified; can have</li> </ul>

**ACTION ITEMS:**

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Draft Notes: Does the ELT agree to adopt the draft notes from the September 10, 2018 meeting?	Thomas Greene	<ul style="list-style-type: none"> <li>- Suggested edits from Gary to be incorporated</li> <li>- Thumbs up</li> </ul>	
Project Team Charters: What are any final suggested changes/edits to the Project Team Charters, and does the ELT support these changes? Note: Once finalized, the ELT will be asked to take action in support of finalizing these charters.	Council Chairs/Co-Chairs	<p>Facilities Master Plan</p> <ul style="list-style-type: none"> <li>- Suggested minor changes: remove one SS faculty member (intent to have one counselor and one student services faculty rep); remove Career Education and Workforce Development</li> <li>- Thumbs up</li> </ul> <p>Integrated Planning Improvement</p> <ul style="list-style-type: none"> <li>- Suggested minor changes reviewed</li> <li>- Thumbs up</li> </ul> <p>Institutional Equity Plan</p> <ul style="list-style-type: none"> <li>- Still in process</li> </ul> <p>Wellness Center</p> <ul style="list-style-type: none"> <li>- Still in process</li> </ul> <p>Enterprise Level Scheduling Solution</p> <ul style="list-style-type: none"> <li>- Completed and ready to post online</li> </ul> <p>Clarify Program Paths</p> <ul style="list-style-type: none"> <li>- Completed and ready to post online</li> </ul> <p>ARC Online 2.0</p> <ul style="list-style-type: none"> <li>- Completed and ready to post online</li> </ul> <p>Request made to clarify term designee vs alternate</p> <ul style="list-style-type: none"> <li>- Designee attends all meetings in lieu of a council/team member</li> <li>- Alternate serves as a substitute on an as-needed basis</li> </ul> <p>Calendar issue</p> <ul style="list-style-type: none"> <li>- Still have project team meetings which conflict with each other and council meetings</li> <li>- Need to provide blackout dates to leads/co-leads when scheduling meetings</li> </ul>	
Institutional Effectiveness and Operations Charters: What are any final suggested changes/edits to the Institutional Effectiveness and Operations Charter, and does the ELT support these changes?		<p>Operations Council</p> <ul style="list-style-type: none"> <li>- Recommend use of alternate as opposed to designee for council charters</li> <li>- Representatives chosen with intent</li> <li>- Notation to be made in handbook and council charge to request use of alternate</li> <li>- Can also use "invited" guest</li> <li>- Thumbs up</li> </ul> <p>Institutional Effectiveness Council</p> <ul style="list-style-type: none"> <li>- Would like to take back to council for one additional review w/track changes</li> </ul>	<p>Institutional Effectiveness Council charter approval to return to ELT on November agenda</p>

**DISCUSSION ITEMS:**

Question	Person(s) Responsible	Notes and Next Steps
What is the intended purpose of the "Pathway"		<ul style="list-style-type: none"> <li>- Redesigning the Student Experience document will be presented to Board of Trustees at Board Retreat on Saturday</li> <li>- Used Course Schedule Choices as revised language</li> <li>- Inertia to go to default course schedule which student can then opt out</li> </ul>

Communities" component of the ARC Redesign, and what are the critical tasks and timeframe for its implementation? See Supporting Documents "ARC Redesign Timeline" - Version 9, Page 12.

	Thomas Greene	<p>of</p> <ul style="list-style-type: none"> <li>- Possible language options discussed: term schedule options; course schedule options; first term schedule and first term schedule options</li> <li>- Needs to be clear and simple</li> <li>- Recommendation to move forward with first term schedule options</li> <li>- Need to communicate clearly and widely</li> </ul>
What are the highest priority items being worked on to strengthen and refine the new governance process, and what guidance, if any, can be provided to the Council Chairs/Co-Chairs regarding the process for establishing a "resource team and/or panel?"	Tressa Tabares and Adam Karp	<p>Resource Team and/or Panel Discussion</p> <ul style="list-style-type: none"> <li>- Document developed to describe a resource panel</li> <li>- Already shared with Academic/Classified Senate Presidents</li> <li>- To be shared with ELT members</li> </ul> <p>Strengthen/Refine the New Governance Process</p> <ul style="list-style-type: none"> <li>- Continue to make refinements to IGOR</li> <li>- Priority to make certain that those who need to create/edit agendas can do so</li> <li>- In the process of institutionalizing processes/documents already established</li> </ul> <p>What can be done to assist Council Chairs/Co-Chairs</p> <ul style="list-style-type: none"> <li>- Expand permissions to update roster – right now Council Chairs/Co-Chairs have ability to create/update rosters</li> <li>- What is process for reporting an issue</li> <li>- Why can't note takers publish agendas</li> <li>- Not all chairs/leads or co-chairs/co-leads have assistants who serve as note takers; could create challenge with someone other than note taker's direct supervisor directing work</li> <li>- Recommendation made to add button to notify chair/co-chair and lead/co-lead of draft agenda ready to review</li> <li>- Decision made to give most permissions to council note takers but not to publish agendas – can review in the future</li> </ul>
Reflection: What insights did you gain or what pique your interest for further exploration? or What could we have done to enrich the dialogue and better inform our decisions?	All	

#### **ITEMS FOR FUTURE CONSIDERATION:**

Topic	Contact Person
The ELT will receive a progress update on the efforts of the ELSS Project Team.	Kale Braden
The ELT will receive/review the Mid-Term Accreditation Report	Adam Karp

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