

Executive Leadership Team

Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team

OBJECTIVE OF MEETING: 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

DATE: 10/01/2018
TIME: 3:00pm

LOCATION/ROOM #: Administration Conference Room
CALL-IN NUMBER:N/A
CALL-IN CODE: N/A

FACILITATOR(S): Thomas Greene

TIMEKEEPER:

ASSISTANT: Sue McCoy

MEMBERS PRESENT: Gary Aguilar, Thomas Greene, Adam Karp, Kuldeep Kaur, Lisa Lawrenson, Olga Prizhbilov, William Simpson, Tressa Tabares, Nicole Williams, Alden Crow, Susan McCoy
Absent: Robin Neal, Tamara Floyd, Janay Lovering; Alisa Shubb

SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):

UPDATES AND BRIEF REPORTS:

Topic	Person(s) Responsible	Notes
Welcome & Creating Connections	Thomas Greene	
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	<p>Institutional Effectiveness Council</p> <ul style="list-style-type: none"> - Two major issues: reviewing progress on program review portal and data on demand system - Tinal draft of IEP project team charter reviewed - Council's own charter reviewed and finalized - 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) - Timeline distributed <p>Operations Council</p> <ul style="list-style-type: none"> - Not met since last ELT meeting - 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 <p>Student Success Council</p> <ul style="list-style-type: none"> - Council received update from Clarify Program Paths, SEA, ELSS & Achieve - Reviewed recommendation brought to ELT in September regarding first year experience; Tressa and Lisa to develop deliverables for research group/panel - Kale Braden made presentation on ELSS and Ad Astra made on-campus presentation last Friday - Tressa provided an overview of Basecamp <p>Special Update(s)</p> <ul style="list-style-type: none"> - 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 - 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
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"> - Incorporated deliverables from council calendars - Facilities Master Plan add to February/March - Council chairs to provide updates as available so document is current - Goal is to have charters finalized and appointments made before the end of the spring semester - Future project teams already identified; can have

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"> - Suggested edits from Gary to be incorporated - Thumbs up 	
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"> - 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 - Thumbs up <p>Integrated Planning Improvement</p> <ul style="list-style-type: none"> - Suggested minor changes reviewed - Thumbs up <p>Institutional Equity Plan</p> <ul style="list-style-type: none"> - Still in process <p>Wellness Center</p> <ul style="list-style-type: none"> - Still in process <p>Enterprise Level Scheduling Solution</p> <ul style="list-style-type: none"> - Completed and ready to post online <p>Clarify Program Paths</p> <ul style="list-style-type: none"> - Completed and ready to post online <p>ARC Online 2.0</p> <ul style="list-style-type: none"> - Completed and ready to post online <p>Request made to clarify term designee vs alternate</p> <ul style="list-style-type: none"> - Designee attends all meetings in lieu of a council/team member - Alternate serves as a substitute on an as-needed basis <p>Calendar issue</p> <ul style="list-style-type: none"> - Still have project team meetings which conflict with each other and council meetings - Need to provide blackout dates to leads/co-leads when scheduling meetings 	
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"> - Recommend use of alternate as opposed to designee for council charters - Representatives chosen with intent - Notation to be made in handbook and council charge to request use of alternate - Can also use "invited" guest - Thumbs up <p>Institutional Effectiveness Council</p> <ul style="list-style-type: none"> - Would like to take back to council for one additional review w/track changes 	Institutional Effectiveness Council charter approval to return to ELT on November agenda

DISCUSSION ITEMS:

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

<p>Communities" component of the ARC Redesign, and what are the critical tasks and timeframe for it's implementation? See Supporting Documents "ARC Redesign Timeline" - Version 9, Page 12.</p>	<p>Thomas Greene</p>	<p>of</p> <ul style="list-style-type: none"> - Possible language options discussed: term schedule options; course schedule options; first term schedule and first term schedule options - Needs to be clear and simple - Recommendation to move forward with first term schedule options - Need to communicate clearly and widely
<p>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?"</p>	<p>Tressa Tabares and Adam Karp</p>	<p>Resource Team and/or Panel Discussion</p> <ul style="list-style-type: none"> - Document developed to describe a resource panel - Already shared with Academic/Classified Senate Presidents - To be shared with ELT members <p>Strengthen/Refine the New Governance Process</p> <ul style="list-style-type: none"> - Continue to make refinements to IGOR - Priority to make certain that those who need to create/edit agendas can do so - In the process of institutionalizing processes/documents already established <p>What can be done to assist Council Chairs/Co-Chairs</p> <ul style="list-style-type: none"> - Expand permissions to update roster – right now Council Chairs/Co-Chairs have ability to create/update rosters - What is process for reporting an issue - Why can't note takers publish agendas - 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 - Recommendation made to add button to notify chair/co-chair and lead/co-lead of draft agenda ready to review - Decision made to give most permissions to council note takers but not to publish agendas – can review in the future
<p>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?</p>	<p>All</p>	
<p>ITEMS FOR FUTURE CONSIDERATION:</p>		
<p>Topic</p>	<p>Contact Person</p>	
<p>The ELT will receive a progress update on the efforts of the ELSS Project Team.</p>	<p>Kale Braden</p>	
<p>The ELT will receive/review the Mid-Term Accreditation Report</p>	<p>Adam Karp</p>	