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	Institutional Effectiveness Council - 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 Operations Council - 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 Student Success Council - 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 Special Update(s) - 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	- 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

		conversation relative to timeline to be respectful of workloads	
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	- 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	Facilities Master Plan - 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 Integrated Planning Improvement - Suggested minor changes reviewed - Thumbs up Institutional Equity Plan - Still in process Wellness Center - Still in process Enterprise Level Scheduling Solution - Completed and ready to post online Clarify Program Paths - Completed and ready to post online ARC Online 2.0 - Completed and ready to post online Request made to clarify term designee vs alternate - Designee attends all meetings in lieu of a council/team member - Alternate serves as a substitute on an as-needed basis Calendar issue - 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?		Operations Council - 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 Institutional Effectiveness Council - 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		- 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	

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.	Thomas Greene	of - 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
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	Resource Team and/or Panel Discussion - Document developed to describe a resource panel - Already shared with Academic/Classified Senate Presidents - To be shared with ELT members Strengthen/Refine the New Governance Process - 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 What can be done to assist Council Chairs/Co-Chairs - 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
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