Executive Leadership Team

Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team	
OBJECTIVE OF MEETING: Annual Retreat	
DATE: 08/05/2019 **TIME:** 9:00am- 4:00pm	**LOCATION/ROOM #:** Student Center Board Room **CALL-IN NUMBER:** **CALL-IN CODE:**
FACILITATOR(S): Thomas Greene	
TIMEKEEPER:	
ASSISTANT: Sue McCoy	
MEMBERS PRESENT: Aesha Abduljabbar, Gary Aguilar, BonnyJean Bowman, Amy Gaudard, Thomas Greene, Adam Karp, Lisa Lawrenson, Sarah Lehmann, Janay Lovering, Juan Melesio, Olga Prizhbilov, Alisa Shubb, William Simpson, Regena Tiner, Alden Crow, Kuldeep Kaur, Susan McCoy, Jeffrey Stephenson,	
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):	

UPDATES AND BRIEF REPORTS:

Topic	Person(s) Responsible	Notes
Coffee & Conversation	All	
Welcome & Intro Activity	Thomas Greene / Alisa Shubb	Three truths and an exaggeration
		Year's Focus/Goal/Hope - One-stop model for student services; consolidate services into one building; exciting but has challenges; - Moves/transitions associated with one-stop model - Improve institutional data usage - Integrate work of program paths and get it marketed to students - Excited about work of wayfinding committee - Professional development - Academic Senate focusing on communication and inclusion; overall improvement in governance on communication - Used new annual unit planning process in library and had good discussion; outreach and services for online students; improved services and physical layout of building - Have student government being more accessible to students and hear their concerns; have flyers translated and posted Concerns - AB705 ESL discussions; implementation of mathematics and English; review outcomes - Layer of complexity with one-stop model involving update of hydronics line - Impact of district's work on college; including governance - Message for assessment and ESL component - Professional development - Hiring process communication/inclusion - Lack of student participation in events Leadership Transition - The chancellor will facilitate a town hall this semester to solicit input from college - Search process to begin in the spring - Strategic plan, mission and vision statement is not person dependent; college made a shared commitment and it will be upheld Updates - Final copy of Institutional Equity Plan (IEP) submitted to ELT - Substance not changed, just now more accessible to reader - Lessons learned about the work of a project team - Documents to point of review sooner would be helpful - Team leaders available to provide progress reports - Communicate to college the process by which project team work is completed - Employed trust to review & update document - Provide one page summary of where project is going or summary of changes - Master calendar – overlapping of meetings, people unable to attend, competing interests - Mary Goodall hired as clerk to support governance and integrated planning

Year-in-Review & Key Updates: 2010-20	Thomas Greene	- Editorial calendar for the fall – having regularly scheduled updates on initiatives, project teams, data, etc. - Made helpful changes to IGOR (integrated Forward Motion); still working on a few additional pieces - Important to note that many governance appointments were made prior to the start of the year - Environment of uncertainty requires trust Office of Equity & Inclusion - Interim dean position moving forward as a recommendation of the IEP - Will serve as a sounding board for students and employees on the college's commitment to social justice - Reports directly to the college president but is not a cabinet level position - Possible training around inclusion perhaps in hiring, etc. Facilities - Governor signed budget that approved Natomas Phase II and III (major focus on wet labs) - Tech Ed Bldg - District considering local bond campaign in March to fund some new facilities; currently using updated facilities master plan to identify projects above and below the line; Science building and Davies Hall above the line; new building added – advanced manufacturing and transportation building (off site); potential impact on what currently goes on in Tech Ed bldg.; provides ability to combine and consolidate current programs in Tech Ed, Mather, and Twin Rivers; not yet Board approved - Moving of different student services programs - Hiring permanent Assistant Dean of Science; existed previously; STEM building will cause department to expand and increase workload DO Coordination - District collaboration with colleges and district like never before - When and how currently being discussed - Growing discussions about how to collaboratively design solutions (group visited center in Houston) - Separate from governance - This year's focus: financial aid processes; dual enrollment; distance education; redesign of front door processes (marketing, communication, transcripts, etc.); - Libraries have been collaborating across the district for years; Sarah volunteered to put together best practices of what was learned from that process - Willingness and desire for colleges to work together; some lack of trust when DO becomes involved - Identify conditions in place which made library collaboration successful - District governance structure may change as well - Opportunity for relationships to be strengthened and trust rebuilt Priorities - Instituting IEP - Professional development - Means and ends need to be more clear - Redesigning student experience: redesigning student services; program paths, etc.

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
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DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
By the Numbers	Adam Karp	- Roughly 3500 new students per academic year - 1084 students in Achieve in 2018-19 had higher numbers in success, earning 15+ units; retention - Approximately 3,000 achieve students in fall 2019 - English and Math passing increased post AB705 changes to placement - Drop rates for English fell slightly; Math increased - Reminder that increases in course success does not necessarily mean any change to the achievement gap (disproportionately impacted students) Data Dates - February 1: Fully onboard (1st term); Success rate; persistence; 15+ units - July 15: Success; persistence; 30+ units, 60+ units, transfer English/math - Oct 1: certificate; degree; ADT, transfer ready, transfer rate, total transfers to CSU Data Bites

		- Sept: strategic goal #1, achieve data - October: strategic goal #2 w/degrees & certificates - Nov/Dec: Strategic goals #3 & 4 w/campus climate
ARC Redesign: Next Steps - Pathway Communities Exercise - Achieve Expansion - Student Services: Service Integration/Changes	Lisa Lawrenson / Jeff Stephenson / Adam Karp	Pathway Communities Exercise - Group activity and reporting out - Group #1: business & stem; liberal arts; public service, health and education; design & manufacturing - Group #2: applied arts and automotive; stem; business & education; health and well being - Group #3: stem & business; workforce development; health and wellness; language, people & culture; arts - Opportunity to collaborate with sister colleges to help avoid confusion for students attending multiple colleges Achieve Expansion - Six teams of 500 students each - each w/counselor, SPA, clerk, financial aid and peer mentors - teams divided by areas of interest to encourage student interactions Student Services: Service Integration / Changes - Welcome Desk now inside Welcome and Support Center; information desk in Admin closed - Connect Center: taken over e-services operations, tours, general support - Achieve Center (former assessment center): Director of FYE & Onboarding, SPAs (coaches); ESL assessments - CLD: Access cards, lost and found; outreach specialists - Hub: TRIO Programs, PRIDE, UNITE, UndocuScholars, international students; beaver food pantry (temporary); learning communities (Umoja, Puente, PRISE, Native) - Health & Wellness Center: will be moving to former e-services, construction to begin soon; mental health services, WEAVE, baseline level of services; hiring director of student health and wellness center; grand opening in spring 2020 - Admissions & Transitions: remodel to include business services; PREP process for guided self placement; completing a business process analysis to help improve and streamline processes - Counseling: Case management model; online scheduling appointments; online advising expansion; Starfish and Connect implementation; degree planner implementation; Interim dean of Counseling - Other: front door redesign; advanced ed workgroup; dual enrollment; Peoplesoft liaison committee; student equity and achievement program (SEAP) formerly SSSP and SEP; Maxient implementation (discipline); Pathways; District CalWORKS Coordinator (housing position at ARC)
Education Master Plan Activity	Frank Kobayashi / Gary Aguilar	- Looking at an overarching umbrella - what the college may expect to see from internal/external influences in the next 20 years - Can’t predict the future but we can prepare for it - Profound changes coming to higher education - Can take advantage of opportunities that come along; i.e., manufacturing and transportation building will include space for virtual reality - What processes at the college can be replaced with technology solutions Reporting out from activity - New fields & irrelevant fields; - Pace/classroom needs - Energy needs - End of traditional semester - Learning management / onboarding systems - Continued need for equity work - What makes community college unique and different - Collaboration: working with others - Soft skills – social - Help find accurate information - Teaching tools how to get information (critical thinking) - Creative thinking - Community / diversity - Ethical / responsible - Need to connect better w/employers - Flexibility – i.e., allow students to zoom into class if child is sick - Untested assumption about who our students are – highest average age of students in the district - Increased student desire for online programs (not specific classes) - Modular learning - Certificate or degree is a proxy for what I know

ITEMS FOR FUTURE CONSIDERATION:	
Topic	**Contact Person**