Executive Leadership Team

Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team	
OBJECTIVE OF MEETING: In addition to receiving updates on the operational aspects of the councils, project teams and constituency groups, the ELT will have the first reading of the Educational Master Plan and receive an update on spring, 2020 convocation planning. An update on preparations for the implementation of our Pathway Communities Redesign will also be provided.	
DATE: 12/02/2019 **TIME:** 3:00-5:00 pm	**LOCATION/ROOM #:** Admin Conference Room **CALL-IN NUMBER:** **CALL-IN CODE:**
FACILITATOR(S): Thomas Greene	
TIMEKEEPER:	
ASSISTANT: Sue McCoy	
MEMBERS PRESENT: Aesha Abduljabbar, Gary Aguilar, Pamela Chao, Amy Gaudard, Thomas Greene, Adam Karp, Frank Kobayashi, Janay Lovering, 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
Council Chairs and/or Co-Chairs will provide an update on the work of their Councils, including the efforts of their respective project teams.	Chairs and/or Co-Chairs	Student Success Council - presented EMP - discussed dual enrollment and Twin Rivers online dual enrollment Institutional Effectiveness Council - campus climate survey including the process and reporting out of results - employee survey finished and to be distributed this month - program review training completed - SEA report work underway - preparation of college around accreditation self-study report - statement on data use - DI project team update Operations Council: - committee took tour of print shop and received an explanation of current projects and how they'll benefit the college - to begin, signs will be printed for parking lots and work inwards towards center of campus - goal is to have it completed by early January before semester starts
Constituency group representatives from the ASB, Classified Senate, Management and Academic Senate will provide brief updates on their current efforts.	Appropriate Leads	Associated Student Body - passed out 300 toiletry bags last week - last Club Day had DJ with a lot of student participation - EMP presented at last meeting Classified Senate - in preparation stages for spring activities - Jeff Stephenson presented on guided pathways - EMP presentation by Frank and Gary upcoming Management: - ALC identified needs/interested around the next president - planning for pathway communities Academic Senate: - completed faculty hiring prioritization process w/discussion about process

		- EMP presentation - syllabus guidance document on second reading - upcoming preview of PD plan and conversation about convocation - spring retreat focusing on organizing standing committees
The ELT will receive an update on the planning for Convocation - Spring 2020.	Scott Crow and/or Others	- CTL wanted to provide input to Convocation - formed input group for ideas, etc. - identified priorities wanted to include and engage groups on campus (i.e., classified) - also wanted student leadership voice - making sure to constantly have connection to equity plan w/keynote speaker, etc. - recommendation to move awards, celebrations, retirees, years of service awards to a college-wide awards ceremony - concern expressed that years of service piece moved to a time when faculty are teaching - years of service moved back convocation and will also be celebrated at awards presentation - input group provides thoughts and recommendations but ultimately college president makes decision - removing years of service from convocation deprioritizes it - need a sense of community - for classified, need more support from direct manager for classified employees to attend - any communication w/DO about their use of convocation time - need to build in a contingency plan around the possibility of DO taking time from convocation in the future
Last month, the ELT received a presentation on preparation efforts for the implementation of ARC's Pathways Communities. An update to these efforts will be provided.	Various	- planning group has identified physical space for home bases - draft presentation in the works but need to ensure that those directly impacted by changes have been communicated with - presentations will begin in the next few weeks

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Approval of November 4, 2019 ELT Notes	Thomas Greene	Thumbs Up	

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
How will the college approach the development of it's upcoming Institutional Self-Evaluation Report (ISER)? [Attachment].	Thomas Greene	March 17: districtwide accreditation experience March 18: Gohar will be visiting ARC - decided to use our governance process which brings a group of individuals together to process deliverables such as the ISER - mentality change by ACCJC and process changes - ISER will be read and reviewed by entire team of peers - any deficiencies, recommendations for meeting standard, or recommendations for improving will be identified - visiting team will be a subset of the team with very focused areas - recommendation for ISER Project Team sponsored by ELT - lead/co-lead – Adam Karp/Bill Simpson - draft charter to come forward to ELT
		- appreciation to project team leadership, team members and Cheri Jones

What are the key recommendations of the Educational Master Plan Project Team as outlined in the draft EMP report? How will this plan, once adopted, be utilized by the college? FIRST READING [Attachment]	Project Team Leads	- academic senate, student senate, SSC and upcoming classified presentations - not a traditional master plan - serves as a compass for the institution -launched Ideascale to provide feedback - suggestion: add table of contents - language: will, should, may very intentional and purposeful; every imperative has a “will” - suggestion: clarify the use of the language so intent is clear - question: expanding essential skills imperative – seems to focus on degrees and ignores certificates; - - - intent is actually the opposite - what one thing stood out: the ability of AI in the future to replace human jobs; the ability of technology to expand our reach but yet isolate due to a lack of technology - how do we utilize this document - consider the ability to review annually and update the document

ITEMS FOR FUTURE CONSIDERATION:

Topic	**Contact Person**
Pathway Communities Presentation	Thomas Greene