Executive Leadership Team

Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team	
OBJECTIVE OF MEETING: Receive updates and provide feedback on a number of items. Consider support for Accreditation Project Team Charter and final version of Educational Master Plan	
DATE: 02/03/2020 **TIME:** 3:00pm-5:00pm	**LOCATION/ROOM #:** Admin Conference Room **CALL-IN NUMBER:**N/A **CALL-IN CODE:** N/A
FACILITATOR(S): Thomas Greene	
TIMEKEEPER:	
ASSISTANT: Beth Madigan for Sue McCoy	
MEMBERS PRESENT: Aesha Abduljabbar, BonnyJean Bowman, Pamela Chao, Amy Gaudard, Thomas Greene, Adam Karp, Frank Kobayashi, Olga Prizhbilov, Alisa Shubb, William Simpson, Scott Crow, Kuldeep Kaur	
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	Operations Council - Wellness Center: Grand Opening scheduled for February 24, 2020 - Wayfinding: almost complete; most signage is changed; one banner in each parking lot - New Stop Sign: in PE and Health & Education - IT: computers have been changed out; next step will be to change phones - All on Exchange Guidelines: Operations Council will work together as a group on the guidelines headed by Scott Crow and Regena Tiner Student Success Council - HomeBase Pathway Communities: outreach to campus in December 2019 - Latinx students - AB705 - Health & Wellness Center Institutional Effectiveness Council - HomeBase: December update to software from Integrated Planning Team regarding Unit Planning - "Accreditation Project": Adam will attend a conference around February 20, 2020
Constituency group representatives from the ASB, Classified Senate, Management and Academic Senate will provide brief updates on their current efforts.	Appropriate Leads	Student Body President – Aesha Abdujabber • Met last Friday – will be lobbying (for/against???) SB291 at State Capitol Classified Senate - Elections for officers and senators coming up - Winter Luncheon 2019: best one yet - Classified employee and Student (employee?): certificate will be given out each month - New Communications Officer to replace Lakia DeCosta - Frank Kobayashi reviewed Educational Master Plan with Senate - Kuldeep Kaur attended December 2019 meeting to discuss hire practices - February 2020: temporary classified employee training Academic Senate - Tressa Tabares: past president will be attending ELT for Gary Aguilar who was promoted to Dean of Tech Ed - Syllabus guidance documents: Gary Aguilar - Retreat: will be updating bylaws and connecting with standing committees regarding transparency and that not all have presence on website - New enrollment practices - HomeBase Pathways: what will be the Academic Senate's contribution going forward? - Los Rios Online: Senate and College Presidents have agreed to propose a cooperative way forward with a structure and shared principles of what online space should look like; Thomas added that the Chancellor indicates that the models are based on a set of assumptions that are not working today i.e. that "change is incremental" and that the "future is somewhat predictable." Levels of collaboration are increasing. Course that have the same number online vs on-campus don't have the same requirements…

		Management - President's search is going forward. Alisa Shubb has a proposed hire timeline with impressions set for May 8th; should have a new hire by May 2020 - Vice President, Instruction permanent position going out in Spring
ELT will review calendar of project team deliverables for spring 2020 as well as governance calendar for 2020-21.	Adam Karp	- Disproportionate Impact - Educational Master Plan - Professional Development and Training - Strategic Enrollment Management - Sustainability Improvement - Deliverables to ELT at May 11, 2020 meeting; Adam will update process and slides with correct reading dates and post them to the record
ELT will review and provide feedback on draft approach to disseminating the results of the campus climate survey.	Adam Karp	- Student Survey being processed now - Employee Survey – still out - "Presenting Findings" slide

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Approval of December 2, 2019 notes	Thomas Greene	Approved: thumbs up	Post notes online
Does the ELT support the adoption of the Educational Master Plan (Second Reading)?	Thomas Greene and Project Lead(s)	- Frank described process and feeback loop with Cheri Jones collecting information - Approved: thumbs up	Post report online
Does the ELT support and/or have feedback on the draft Accreditation Project Team Charter?	Adam Karp and Bill Simpson	- Draft Charter for Accreditation Project Team (7 year cycle now) - ACCJC site visit scheduled for October 2022 - Process deadlines outlined by Bill Simpson and Adam Karp - Two deliverables: 1) Complete Institutional Self-Evaluation Report and 2) develop Quality Focus Essay - Thomas requested that the ELT come up with options for the Essay for the new ARC president - ISER Project Timeline: Adam indicates this is not in IGOR yet - Question: Is there a way to approach ISER from equity lens? - Do a pre-assessment of strengths and weaknesses	

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
What are the benefits associated with the Associated Student Body's interest in changing the ELT roster to the following: 1) ASB President and 2) ASB Vice President or ASB President's designee.	Thomas Greene / Aesha Abduljabbar	- Aesha recommends that the President of Campus Activities & Events Board (CAEB) be invited to attend next ELT meeting
What are some of the themes that emerged from the feedback on our HomeBase Pathway Communities implementation, and what are the steps associated with implementation over the next six months?	Frank Kobayashi and Jeff Stephenson	- Implementation Team gathered feedback and now meets weekly - Fall Grand Opening

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person

OTHER INFORMATION: Advisory Committees - New section in IGOR for Advisory Committees - Two types of committees: mandated and advisory (outside of governance to offer advice & subject matter expertise) - Template Form: Honors Committee – Bill Lester