Executive Leadership Team

Meeting Agenda

NAME OF COUNCIL/TEAM: Executive Leadership Team		
OBJECTIVE OF MEETING: To update the ELT on preparations for the accreditation self-study; review the 2019-20 ELT calendar of project team deliverables; and discuss myriad aspects of the current COVID-19 situation.		
DATE: 03/02/2020 **TIME:** 3:00pm-5:00pm	**LOCATION/ROOM #:** Admin Conference Room **CALL-IN NUMBER:** **CALL-IN CODE:**	
FACILITATOR(S): Thomas Greene		
TIMEKEEPER:		
ASSISTANT: Sue McCoy		
ATTENDEES:		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
UPDATES AND BRIEF REPORTS		
Topic	**Person(s) Responsible**	**Time Alloted**
Council Chairs and/or Co-Chairs will provide an update on the work of their Councils, including efforts of their respective project Teams	Chairs and/or Co-Chairs	15 min.
Constituency group representatives from the ASB, Classified Senate, Management and Academic Senate will provide brief updates on their current efforts	Appropriate Leads	15 min.
A brief update will be provided on upcoming accreditation training for the ELT scheduled for March 18th 9-10am. The role of the ELT in the Accreditation process will be highlighted. Additionally, the updated Accreditation Self-Study Project Team Charter will be reviewed and the annual ACCJC report will be discussed. (attachments forthcoming)	Adam Karp	15 min.
A brief update will be provided on the schedule of deliverables/action items for the remainder of the 2019-20 academic year. (attachment)	Adam Karp	5 min.
ACTION ITEMS:		
Question	**Person(s) Responsible**	**Time Allotted**
Approval of 2/3/20 notes	Thomas Greene	5 min.
DISCUSSION ITEMS:		
Question	**Person(s) Responsible**	**Time Allotted**
What steps have been taken over the last week in responding to and preparing for the impact of the COVID-19 situation? What other steps should the college and/or district consider from the	Thomas Greene and Project Lead(s)	60 min.

perspective of ELT members and/or their constituents?		

ITEMS FOR FUTURE CONSIDERATION:	
Topic	Contact Person

OTHER INFORMATION: