

# Executive Leadership Team

## Meeting Agenda

<b>NAME OF COUNCIL/TEAM:</b> Executive Leadership Team		
<b>OBJECTIVE OF MEETING:</b> 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.		
<b>DATE:</b> 03/02/2020 <b>TIME:</b> 3:00pm-5:00pm	<b>LOCATION/ROOM #:</b> Admin Conference Room <b>CALL-IN NUMBER:</b> <b>CALL-IN CODE:</b>	
<b>FACILITATOR(S):</b> Thomas Greene		
<b>TIMEKEEPER:</b>		
<b>ASSISTANT:</b> Sue McCoy		
<b>ATTENDEES:</b>		
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>		
<b>UPDATES AND BRIEF REPORTS</b>		
<b>Topic</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
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.
<b>ACTION ITEMS:</b>		
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
Approval of 2/3/20 notes	Thomas Greene	5 min.
<b>DISCUSSION ITEMS:</b>		
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
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:		