Executive Leadership Team

Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team	
OBJECTIVE OF MEETING: The ELT will consider a recommendation to establish the Native Nations Advisory Committee; review and discuss findings from the 2nd preliminary campus climate report; and review/discuss progress made in implementing strategies associated with the two Los Rios success goals and ARC professional development.	
DATE: 11/02/2020 **TIME:** 3:00pm-5:00pm	**LOCATION/ROOM #:** Zoom: https://cccconfer.zoom.us/j/92430352656 **CALL-IN NUMBER:**1 253 215 8782 **CALL-IN CODE:** 924 3035 2656
FACILITATOR(S): Thomas Greene	
TIMEKEEPER:	
ASSISTANT: Sue McCoy	
MEMBERS PRESENT: BonnyJean Bowman, Amy Gaudard, Thomas Greene, Adam Karp, Frank Kobayashi, Janay Lovering, Olga Prizhbilov, Mark Sheppard, Alisa Shubb, William Simpson, Tressa Tabares, Regena Tiner, Scott Crow, Susan McCoy, Jeff Stephenson, Koue Vang,	
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 efforts of their respective project Teams.	Council Leads / Co-Leads	Student Success Council - Approved creation of resource panel focusing on retention for employees of color - Math chairs shared math dept concerns regarding test security - Math, science, CIS and foreign language to begin discussing issues facing those departments regarding test security - Question: something new because fully online or already existed? - Some math faculty previously teaching "online" offered proctored tests; not available in remote operations Operations Council - Update from safety – break-ins - Tech Ed – identifying equipment - Natomas – equipment list - A/R safety glass installed - Ranch House being used to handout equipment to students/employees - Tech – document cameras available for faculty; more chromebooks needed; will be getting more chromebooks and hotspots - Budget – no change from anticipation (operating on x budget – 1.4 million deficit for ARC); no carryover - Accreditation Standard III – a week or two behind; involves DO as well - Second discussion re equity decision making tool – no feedback; OK moving forward - Handshake – new job search platform for students across the district; ARC spearheading; requires that all student hiring be advertised on Handshake to make it a more equitable process; hiring paperwork must contain the advertised job and offer Institutional Effectiveness Council - Making progress on acquiring evidence for accreditation - Update on program review; presentations done; next step to formally adopt those program reviews submitted - DI project teams from last year requested research; Yuj delving into research and producing some interesting correlations; students not feeling like they belong correlate to lowered persistence, grades and increased drops; will be connecting with DI teams for follow up - Modifying timeline for annual unit planning - Equitable decision-making tool discussion; Nick presented; continued support - PD collaborating with DI research to develop PD activities for Sp21 - Nick presented on religion
		ASB - Possible conjoining of ASB and CAEB - Working on basic needs, BLM - CAEB joining a new platform for virtual engagement - Student participation in presidential impression panels - Possibly creating a canvas course for training on being involved in the Senate

Constituency group representatives from the ASB, Classified Senate, Academic Senate and Management will provide brief updates on their current efforts.	Constituency Group Leaders	Classified - No major activities happening currently Academic Senate - Credit for prior learning - More we look at equitizing syllabi the more we find to dig in about; not just wording but policies, etc. - Looking at a new way to conceptualize faculty handbook that address the faculty-student components as opposed to just a college orientation - Shared equitable decision-making tool discussed; giving time for constituency group feedback Management - Introduced cranium café to managers; how to utilize for front counter staff - Limited hiring – president, VPI, and some staff positions - Hard time of the year with everyone being depleted (not just managers) - Uptick in student discipline referrals – mainly integrity - Question: Would a best practices workshop for faculty be helpful? - A lot of internet chatter about cheating – seems to be widespread including high school, etc.
The ELT will review the status of implementation strategies associated with the two Los Rios success metrics/goals	All	- Goals/metrics originally presented to ELT in September - Equitable decision-making tool: just starting to utilize and operationalize; let's start to use and be intentional about doing so - Administrators champion: no response from students contacted by the president; limited responses to other managers with varying degrees of success; next steps – collecting information and then what do we do with that info; helped to inform about the urgency of providing space at the college for students to access and engage with online courses; assists w/advocacy - CTL workshops: work is ongoing - Deans supporting faculty - Equity action data sets provided to faculty - Publish final campus climate survey results - Feedback from students: need to follow-up and be more intentional - Office of Equity and Inclusion presence on HomeBase websites has created increased email traffic - HomeBase: success coaches reaching out to at-risk students - Implement technology in learning community courses: no one took advantage - Moving forward with Black Cultural Center (soft launch party by end of semester to get feedback) - Black Parliament: Black / African American Resource Committee - IYT (Improving Your Tomorrow): working w/Art Jenkins, leading activities next semester - Permanently redeploying HR resources with some difficult-to-fill positions now advertised district-wide - Advisory committees moving forward - Syllabi: by end of Spring hope to encourage everyone to take a look at their syllabi with samples and data; faculty will be thinking about their syllabi and as an important element of equity - Question: Any workshop support needed? - CTL is continuing with existing workshops - Any questions about when the student gets to see the syllabus? Possible for students to see one before enrolling? - Discussed outreach piece since we're remote and that includes sending them a copy of their syllabi; not in a systematic way - Some technology challenges – students not enrolled don't have access to Canvas so can't access syllabi - Challenges in compensating employees for the extra work they're doing - Any sharing as each of the four colleges is handling; College Presidents shared at September Exec Staff meeting; possible collaboration on shared strategies in the Spring - There's a piece of culturally responsive teaching that is going on – using examples, images, etc. in the classroom that are culturally responsive; should have images that reflect the populations of our campus Add to document – Alisa to share some possible language - We should work on and track using culturally responsive examples and images
The ELT will review the updated "Redesign Document" (Attachment)	Adam Karp	- Desire to summarize up front - First three pages contain more detail; remaining pages contain more specific details and status - Will be posted and continually updated

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Approval of October 5, 2020 Notes	Thomas Greene	- Thumbs up	

Approval of Adding Interim Dean of Equity & Inclusion to ELT Membership Roster	Thomas Greene	- Discussion in spring but never formally approved - Thumbs up	
Does the ELT support the establishment of the Native Nations Advisory Committee? (Attachment)	Nick Daily / Thomas Greene	- Part of one of three additional committees coming forward as a result of DI project teams - This committee will have three meetings w/PES and one w/ELT - Will allow us to engage and partner with tribal leaders - Thumbs up	

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
What progress has been made relative to institutional professional development, particularly as it relates to the recommendations in the Professional Development Project Team Report?	Nick Daily / Thomas Greene	- Need some work around the manager piece - Creating opportunities for backfill - Encourage employees to participate in PD activities - Part-time and student employees access to PD - Access to funding - Interest in aligning work and not having separate committees for each constituency group - Making progress toward staffing recommendations outlined in council report recommendations - Advisory committee – working on - Currently not looking at physical space - Recommendation to move forward with physical changes; resources are strained; work easier to complete while we're not physically on the campus - College is committed to making the physical change - Sufficient time – onboarding, compensation challenges, constant questions of backfilling for specialized position, one-person office, scaling targeted training - Acknowledgement for the tremendous work involved
What are some of the key findings associated with the 2nd campus climate preliminary report (Attachment)	Adam Karp	- Second preliminary report shared - Suggestion made to change "Example . . " to an actual title of what the question is referencing - Appears to be grouped thematically but can't identify the themes - Page 6: title of page needs to be placed more appropriately w/color bars - So now what . . .? What are doing about . . .? What did we learn . . .? - Acknowledgement that survey conducted prior to pandemic - Is non-teaching faculty the correct term to use: should probably changed to instructional and non-instructional faculty as appropriate - Wish we had an opportunity to ask some follow-up questions . . . i.e., how do faculty know about other faculty's curriculum unless you're on the curriculum committee, how do you receive your communication, what is transparent, how was too much emphasis on equity and inclusion interpreted – all talk and no action? - Perhaps a notation that additional research needs to be conducted because of the data and/or pandemic - Identify active strategies with associated results

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person