Executive Leadership Team

Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team	
OBJECTIVE OF MEETING: The ELT will consider proposed changes to the ARC Program Pathways - Areas of Interest and the adoption of several advisory committees. The ELT will also receive a variety of updates, including progress on the Accreditation Self-Study. Finally, the ELT will have an open conversation with the incoming ARC President, Melanie Dixon.	
DATE: 12/03/2020 **TIME:** 3:00pm-5:00pm	**LOCATION/ROOM #:** https://cccconfer.zoom.us/j/92430352656 **CALL-IN NUMBER:**+1 253 215 8782 (US Toll) **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, Sarah Lehmann, Janay Lovering, Olga Prizhbilov, Mark Sheppard, Alisa Shubb, William Simpson, Tressa Tabares, Regena Tiner, Scott Crow, Nick Daily, Susan McCoy, 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 Chairs / Co-Chairs	Operations Council * Update on operations, safety, etc. * Update on distribution of food and toiletries * Presentation on STEM Bldg. * IT: VPN districtwide change in February (possibly) * Reminder that minimum wage will be increasing as soon as BOT approves * Actionable Equity series presentation Student Success Council * Melanie attended last meeting * Guests from Actionable Equity Series presented on faculty using data * Update on test security in remote environment; will be generating a resource document and Academic Senate will be developing a statement; will be meeting w/ASB President to discuss Institutional Effectiveness Council * Update on Actionable Equity series * Updates on second edition of Campus Climate Survey * Exploratory analysis of DI project team data * Update on accreditation * Formally adopted program reviews submitted * Discussion around ARC Governance Organizational Guide * Some discussions with other colleges regarding our new governance structure
		ASB: * Still planning on joint collaboration of ASB and CAEB * Possible app for students to reach student leaders * Serving as student panelist on basic needs Classified: * Winter luncheon in a week; not a lot of attendees * Thank you for donation of gift cards * Statewide classified sent request to chancellor's office to request seat on Consultation Council; ARC supporting request

Constituency group representatives from the ASB, Classified Senate, Academic Senate and Management will provide brief updates on their current efforts.	Constituency Group Leaders	Academic Senate: * Saw 5 critical Nursing hiring requests * Resolution at second reading regarding class size impact on ability to equitable engage * Resource packet for faculty for at least one more round of remote instruction * Continuing conversation on antiracism curriculum and how to address CSU area F (ethnic studies requirement) * Working to develop faculty survey instrument re equitable practices and being equitable practitioners * Also equitable practices for non-instructional faculty Management: * nothing reported
Does the ELT support the proposed changes to various programs within the "Areas of Interest" as presented by the Program Pathway Committee? (First Reading-Attachment).	Bill Simpson	* Some changes made to Areas of Interest * Changes coming to ELT for approval because of the intersection with HomeBases * Clarifying: areas of interest no longer on website, responsibility of website content and maintenance * Clerical support for maintaining program maps * Some alignment with CCCApply and program maps * Question: Any talk of creating an area of interest for transfer and/or undecided majors * Forced choice and Achieve program designed to assist in decision * Second reading in February
What is the progress of the ISER project team's work in gathering evidence? How will the team approach writing the ISER next semester? (Attached is a template of the ISER document provided by ACCJC.)	Adam Karp and Bill Simpson	* This semester about gathering evidence in support of standards * Bill and Adam have mapped out cadence of review by respective councils and ELT * ISER: quality focus essay topic likely finalized in January; something related to HomeBase most likely * A-F: Information about the college; research team collecting info * Components drafted by May with review by senates, etc.
The ELT will discuss rationale for, review and provide input on draft materials that attempt to describe from a high-level narrative perspective, the college's strategic planning/redesign efforts over the last several years. (Attachment)	Thomas Greene and others	* PP presentation developed to capture what the college has accomplished with its redesign and refocus * Serves to capture chapter 1 to move forward with chapter 2 * Question: Add equity to guiding principles? * Kudos to the great work accomplished

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Approval of the November 2, 2020 Notes	Thomas Greene	Thumbs up	
Does the ELT support the creation of the "Black Faculty Staff Collective" advisory committee? (Attachment).	Nick Daily	* Came from DI project team recommendation * Tera Reynolds and Art Jenkins serving as chairs * Requesting committee appointments from constituency group leaders * Possible formal connection to Academic Senate * Thumbs up	
Does the ELT support the creation of the "Equity" advisory committee? (Attachment).	Nick Daily	* Ears on the ground of what's happening on campus * Serve as a brain trust * Recommendation from Equity Institute Plan * Thumbs up	

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
What would be helpful and important for the incoming ARC President to know about the ELT and it's role?	All	

ITEMS FOR FUTURE CONSIDERATION:		
Topic		**Contact Person**
Spring 2021 ELT Action Schedule		Adam Karp and Bill Simpson
OTHER INFORMATION: Say Goodbye to 2020!		