Executive Leadership Team

Meeting Agenda

NAME OF COUNCIL/TEAM: Executive Leadership Team		
OBJECTIVE OF MEETING:		
DATE: 11/06/2023 **TIME:** 3:00pm	**LOCATION/ROOM #:** ITC General Area **CALL-IN NUMBER:** **CALL-IN CODE:**	
FACILITATOR(S): Lisa Cardoza		
TIMEKEEPER:		
ASSISTANT:		
ATTENDEES:		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
UPDATES AND BRIEF REPORTS		
Topic	**Person(s) Responsible**	**Time Alloted**
Council / Project Team Highlights from Written Reports	Council Leads / Co-Leads	
Constituency Group Highlights from Written Reports	Constituency Group Leaders	
ACTION ITEMS:		
Question	**Person(s) Responsible**	**Time Allotted**
DISCUSSION ITEMS:		
Question	**Person(s) Responsible**	**Time Allotted**
Item: Administrative Units and Program Review Description: Administrative Units are part of each Program Review Cohort. For example, the 2023-24 cohort includes: Business Services, Printing Services, Health Services, and Research Office. The current Program Review process (template, data sets) is designed for faculty-led instructional units. Additionally, ACCJC requires units at a college to have processes for demonstrating the following: How do we do our work? How do we monitor the effectiveness of our work to support accomplishment of the college mission? While Program Review is one process, it is not the only or required one for Administrative Units according to our ACCJC liaison. The question for discussion at this meeting is how should we determine whether Administrative Units should remain as part of the Program Review process? For those that should, is there support for designing a Program Review process for Administrative Units? Finally, relatedly but on a slightly different topic, should we remove any units from Program Review that are now District units, such as Health Services?	Jen Laflam	

HomeBase Branding	Kaitlyn Collignon	
Committee Meeting Minutes and Agendas	Kaitlyn Collignon	
ITEMS FOR FUTURE CONSIDERATION:		
Topic		Contact Person
OTHER INFORMATION:		