

Executive Leadership Team

Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team		
OBJECTIVE OF MEETING:		
DATE: 04/08/2024 TIME: 3:00pm	LOCATION/ROOM #: ARC Student Center Boardroom CALL-IN NUMBER: CALL-IN CODE:	
FACILITATOR(S): Lisa Cardoza		
TIMEKEEPER:		
ASSISTANT: Amanda Lewis		
MEMBERS PRESENT: Lisa Cardoza, Liz Geisser, Mary Goodall, Marianne Harris, Brian Knirk, Frank Kobayashi, Veronica Lopez, Nicole Porter, Jeffrey Sacha, Alisa Shubb, Caitlyn Spencer, Alicia Szutowicz-Fitzpatrick, Kaitlyn Collignon, BJ Snowden, Koue Vang		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
UPDATES AND BRIEF REPORTS:		
Topic	Person(s) Responsible	Notes
Student Success Council	Frank Kobayashi	<p>Provided an update on the Board Goals Midyear Update Timeline document.</p> <ol style="list-style-type: none">1. Covers goals related to Dual Enrollment, Guided Pathways, Open Educational Resources (OER) and Zero Textbook Costs (ZTC)2. Passed by student success council3. ELT provided the stamp of approval for President Cardoza to submit this document to the LRCCD Board <p>The Student Learning Outcomes (SLO) committee surveys students each semester that the council reviewed. See file attached.</p> <p>Council reviewed enrollment increase data. They looked at reg/apprenticeship/public service population which showed growth in all 3 areas. See file attached.</p> <p>Cheryl from the Child Development Center came and gave an update to the council on what students would need in order to enroll their children.</p> <p>The Bias response team provided an update</p>
Operations Council		<p>Operations</p> <ul style="list-style-type: none">-Natomas phase %, progress slowed due to rain-58% completed with CTE <p>IT</p> <ul style="list-style-type: none">-Need new data storage server <p>Facilities Related Feedback from Faculty (Authentic Assessment Review Record) & Students Grad Survey (annual survey)</p> <ol style="list-style-type: none">1. Asked for additions of questions to pose specific to facilities2. Jeff coming back to ops council to report out after the survey is completed3. Survey launching end of April/beginning of may <p>Space Utilization Study</p> <ol style="list-style-type: none">1. Sessions have begun, faculty and student sessions are coming up2. Sessions have a limited attendance count3. BJ and team coordinating survey efforts and compiling feedback
Institutional Effectiveness Council		<p>Review of CTL 23-24 Annual Report</p> <ol style="list-style-type: none">1. Real STEM centering emphasis, proud of this as this is a better result for those in this area than in years past2. Incorporating counselor into CTL3. Bi-monthly meetings with President Cardoza, thought partner in conversations <p>Communities of practice</p> <ol style="list-style-type: none">1. Plan to incorporate HSI into the theme of fall convocation2. FLEX driven through PD lens <p>Program Review Update</p> <ol style="list-style-type: none">1. Program review happened last week, 92% of programs submitted, got update on accreditation timeline - start in Fall 26

		2. Working to have student services centering in program review Black student success week, webinar and discussion on Thursday, April 25 in Community rooms 1/2
Academic Senate		<p>-Voted to approve guided pathways</p> <p>-Continuing to work on recommendation for gen ed requirements for local students with a lens of removing potential barriers to student success</p> <p>1. Only impacts 20% of students</p> <p>2. Looking to get a student survey out for this</p> <p>3. Recommendations due to DAZ next tues</p> <p>Faculty reassigned time coordinators</p> <p>1. Looking at this model/process and how we could improve our system here</p> <p>Curriculum</p> <p>1. Committee came to senate about reprioritization to fall within legislative guidelines</p>
Classified Senate		<p>Elections</p> <p>1. Running these right now, have 10 new people signed up to be senators</p> <p>PD Day wrap up</p> <p>1. Positive feedback overall</p> <p>Classified PD Funding Committee and Process Update</p> <p>1. Process has been revived, going really smoothly so far, had a couple of technical glitches that programmers have fixed</p>
ASB Senate		<p>Elections</p> <p>1. Formally next week</p> <p>April 23rd</p> <p>1. Carnival day in front of STEM for elections</p> <p>2. 3-4 laptops for people to vote through e-services</p> <p>Resolutions</p> <p>1. Rising Scholars</p> <p>2. ABI705</p> <p>Psi Beta</p> <p>1. 208 students surveyed in 10 days</p> <p>2. End of April - will be able to share out</p>
Student Success Council 1. Board Goals Midyear Update Timeline		
Classified Senate 1.Elections 2. PD Day wrap up 3. Classified PD Funding Process Update		

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
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DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
Space Utilization Timeline	Brian Knirk and Lisa Cardoza	<p>-Anticipate study being done early May</p> <p>-Won't get report back until June/July</p> <p>-Planning to utilize the summer to plan a rollout for fall semester</p>
New Faculty Academy Support	Lisa Cardoza & Brian Knirk	<p>-Recently named Rocio Owens as the new coordinator</p> <p>-Orientation has occurred in the past, tried to incorporate tours, meetings with managers</p> <p>-Discussed creating a welcome for those who aren't faculty as well (classified, temps, student workers, etc.)</p> <p>-Uses reassigned time not a stipend</p>
Catalog Review Process for Non-instructional programs	Brian Knirk	-The info for the catalog is typically pulled from departmental websites
Program Review Feedback	Veronica Lopez	<p>-Successfully completed 2023-2024 Program Reviews</p> <p>-Questions were reworked for this years' reviews</p> <p>-Main success that was noted: community and providing the things that students need to succeed</p>

Pride Prom		-Pride Prom will take place on Friday, April 12, 2024 from 7-10pm in the ARC Cafeteria
Space Utilization	Lisa Cardoza & Brian Knirk	
ITEMS FOR FUTURE CONSIDERATION:		
Topic	Contact Person	