Executive Leadership Team

Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team	
OBJECTIVE OF MEETING: "The ELT considers recommendations from the councils on draft plans; provides input and final recommendations to the College President in establishing the charters, strategic direction, and accountability of councils and project teams; and ensures transparent communications to and from all governance and constituency groups" (ARC Integrated Planning Guide 2017)	
DATE: 12/01/2025 **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:	
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):	

UPDATES AND BRIEF REPORTS:

Topic	Person(s) Responsible	Notes
Welcome & Call to Order	Lisa Cardoza	
President's Report	Lisa Cardoza	-BSI Application Submitted -SEP Submitted -These were included in the message that was sent out by David/Angela this a.m. -Posted on the website and notified the B/AA Advisory Group -Chancellor Search - Public Forums on Dec. 8th -In-Person is full, please view the livestream
ASB Senate/CAEB	Soraya Amin, Sahar Hafiz	-Club fundraising event on Wed. in Student Center 12-4 p.m. - Selling snacks and drinks to fundraise -CAEB & Senate getting together -Funds passed for general assembly conference -Funds passed for winter coats and hats for students
Academic Senate	Veronica Lopez, Daniel Slutsky, Andrea Pantoja Garvey, Alisa Shubb	-The next meeting, Dec. 11th, is the last meeting of the year. -Faculty prioritization ranking has been completed -Finalizing the Science Success Center liaison position job description, hopefully getting that to a vote -Working on finalizing the job description and the cluster cohort questions for the job applications that are going to be coming out soon. -AI assisted grading tool - they are having discussions about enabling this feature for use -Currently polling faculty at ARC to determine whether the faculty here would like this enabled -Canvas AI grading tool nutrition facts: https://community.canvaslms.com/t5/tkb/articleprintpage/tkb-id/ai_educationtkb-board/article-id/19
Classified Senate	Liz Geisser, Mary Goodall, Carissa Thomas, Kelly Ondricka, Aironna Jai-Johnson	-Classified Hiring Prioritization Process (CHPP) in progress; presentations will be Monday, Dec 8 in the afternoon (exact times to follow) -An email went out to those who submitted for the process with the information regarding a date -Winter Luncheon information -Dec. 19th in the ARC Cafeteria 11:30 a.m. - 1:30 p.m. with prizes/giveaways and Heidi as our presenter -Candy delivery fundraiser (first of the year) -Hoping to have set up before the end of the semester -More info coming soon! -Constituent idea: Secret Beaver Gift exchange (Sam Morrison and Carissa leading) -More info coming soon! -Nametags are coming! -All managers received an email and were given 3 weeks to fill out the list of staff with the correct information -Plan is to have the print shop assist with this to distribute after the first few weeks of the new year.
		-Dual Enrollment Charter -Review the Purpose, gather additional thoughts, and solidify the Committee makeup

Student Success Council	Angela Daroy, Neue Leung, Dianne Cervantes	-Was given a presentation on RAD/WAC and how these are supporting students including study strategies, comprehension, and communication skills. We also talked about some challenges such as low awareness, overlap with other services, loss of dedicated space as homebases move into the LRC, no permanent signage and scheduling difficulties. -Homebase referral form will be soft launching in Spring of 2026 with faculty and Homebases support specialists. -Orientation sessions tailored to include multiple languages have been created to help improve education plans, counseling sessions, etc. -Michael Angelone presented the results of the faculty AI survey and the AI literature review that went over the limitations and capabilities as well as students and faculty use. -Equity considerations for emerging policies and alignment with Vision 2030. -The survey highlights that 93% who believe AI will be unavoidable within 5 years. -92% believe that it will be up to ARC to provide ethical use guidelines. -78% are familiar with generative AI, but faculty are reporting low personal use. -And then the other percentage is mixed views on risks and benefits and concerns about student learning and academic integrity.
Operations Council	Koue Vang, Mary Goodall	-The doors for the administration building were being replaced and the replacement has encountered a delay -The creek is experiencing environmental impact -Approx. 300 yards of soil that was pushed into the creek from a neighboring property and this resulted in various issues that had to be resolved -IT Programming update: -Support navigator program was just launched -EOPS online student application launched which is integrated with peoplesort -Paramedic program online application launched and replaced the paper based process with the guided digital platform that supports secure document uploads -Two plans are due for creation/updates: -ARC Sustainability Plan Project Team -Still need a student for this plan -A charter has been requested for these projects - Koue plans to create this and send it to this group for their review -2019 Project Team Action Charter: https://igor.arc.losrios.edu/ProjectCharter/Details/11 -ARC Technology Plan Project Team -Point of clarification on process for project teams -A general team composition is supposed to be finalized before creating a charter -A charter has been requested for these projects - Koue plans to create this and send it to this group for their review
Institutional Effectiveness Council	Brenda Valles, Jeffrey Sacha	-Distance Education Charter -IEP Project Team Update -Hoping to do sessions on convocation to gather data from the campus on what to include in the new IEP at convocation. -They are also planning to do some town halls AUPs -Under reviews for Deans -(74% submitted/Reviewed) -This is above average for submissions so we are happy to hear this -The non-submitted ones are likely due to capacity issues -Student Services Satisfaction Survey Updates -Now using this data to inform our practices moving forward -The hope is to help understand whether students have awareness of the resources on campus, who is engaged with them and how they experience these services.

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Distance Education, Current Plan Extension of 2019-2025 to 2026 (See attachment)	Cabinet	ELT approved the current plan (originally 2019-2025) as written for an additional year from 2019-2026	
Distance Education Charter (New Group to review and assess the old one) (See attachment)	David Miramontes-Quinones	IEC is providing feedback until the end of next week, then it will be ready to go to the senates for first and second readings so the project team can be formed and provided a full year to move forward with this plan Requested the new project team to review the past DE plan and identify what recommendations that have been implemented as well as those that still seem valid and should be carried forward into the new plan. ELT authorized to move onto the senates once IEC is done reviewing.	
Dual Enrollment Charter (See attachment)	Angela Daroy	Last time, we authorized this project team to come into being. Now we are requesting feedback and approval of team composition ELT authorizes the Dual Enrollment project team composition.	
ARC Sustainability Plan Project Team (See attached)	Koue Vang	Koue to send the charter via email for formal ELT review and approval given the next ELT meeting will not occur until February	

ARC Technology Plan Project Team (See attached)	Koue Vang	Koue to send the charter via email for formal ELT review and approval given the next ELT meeting will not occur until February	
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DISCUSSION ITEMS:

Question	**Person(s) Responsible**	**Notes and Next Steps**
Tri co-chairs for all councils		-Current Model: -SSC currently has a tri-chair model -IEC currently has a faculty co-chair -Ops currently has a classified co-chair -Discussion came from wanting consistency among the councils as well as discussions about the budget committee being folded into operations when we recreated the governance structure -Requested that this be taken back to the constituency groups for further discussion
Council Composition Renewals		-Discussed getting on a cycle for renewal of council composition

ITEMS FOR FUTURE CONSIDERATION:

Topic	**Contact Person**