

**Contra Costa College**

**Research & Planning**

**Thursday, October 30, 2008**

**9:00 a.m., AA-133A**

Present: Richard Akers, Tim Clow (chair), Terence Elliott, Donna Floyd, Melody Hanson, Jennifer Oujian

Absent: Shannon Beckham, Chad Cowings, Kenyetta Tribble

**Strategic Initiatives Cross Walking**

Tim distributed the CCCCD strategic plan for 2007-2010 with the "cross walked" CCC's strategic initiatives. Tim showed the original District's strategic plan that had only four initiatives. They now have six initiatives. Jennifer said they discussed the district's strategic initiatives in the last District wide student services meeting and there was some concern about the district developing their strategic initiatives before the colleges developing their strategic initiatives. Tim explained how the district strategic initiatives were formulated through DGC (District Governance Council). Richard is a member of the DGC. Tim would like someone else from our Research and Planning Committee to attend DGC to ensure that CCC's initiatives are included in the District's initiatives. Jennifer volunteered to attend the DGC meetings on behalf of the group until she goes on leave in February.

The committee went over the cross walked initiatives one-by-one. Tim had concerns that DGC is not part of the budget and planning process. Richard said DGC is currently working on those issues so they can be an integral part of the budget and planning process district-wide. DVC and LMC are working on their strategic initiatives. Tim is waiting for the Enrollment Management minutes to include any strategic initiative action steps that were developed in that meeting on our cross walking list. Tim said we need to be patient as there is a lot of development taking place both at the district and at the colleges with the strategic initiatives. Deborah Blue is hiring a consultant, MIG from Berkeley, to help everyone get on the same page with the strategic initiatives process. MIG is known for large scale planning and specifically centralizing strategic planning. There will be some surveys from MIG using core questions on how we (the district and colleges) are organized. They will also address if the district should do their own environmental scan or should the colleges do an environmental scan. There was some discussion about developing our actions steps now for our initiatives or if we could wait until we receive our final accreditation report. Tim said since we won't get the accreditation report back until January and Tim would like us to pursue developing the actions steps now.

As the committee continued reviewing the draft cross walk list of strategic initiatives, it was decided we need to have our action steps developed first before completing this task for final submission to the district.

In the meantime, the following changes were made the cross walked strategic initiative list:

District Initiative 1.3: there was some discussion to delete our strategic initiative 1.2 as it was felt 1.2 is not applicable to the District's 1.3.

District Initiative 1.4: it was decided to add our strategic initiative 2.3 under this initiative. It was also suggested to reference the "Enrollment Management Plan" in the third column under District Initiative 1.4.

There was some discussion about District Initiatives 2.1 and 2.2. No changes.

There was some discussion about District Initiative 2.3. The committee is disappointed that our strategic initiatives do not reflect all of the work accomplished at CCC nor or collaborative culture so the cross walked strategic initiative list will not reflect our complete breadth of work.

District Initiative 2.4: there was some discussion about the environmental scan. There was also some discussion about the Perkins Plan that has enveloped Priscilla's office. Tim said we are all going to have to help Priscilla implement the Perkins Plan. If the CTE departments don't have the evaluations, they will not have funding. All of the vocational departments need to have advisory committees. Richard said the advisory committees are concerned about the skills of our students gaining employment in the future. There was some discussion about general education and vocational education not being in sync due to conflicts with processes. It was suggested that we should upgrade our certificate programs to have CTE students enroll in basic skills classes as there was some discussion about students who receive certificates need to have basic skills classes before they receive certificates. Richard suggested standards should be developed for issuing certificates. Richard expressed concern about how all of this is going to affect faculty.

District Initiative 2.4: need to add reference to Enrollment Management Plan in third column.

District Initiative 3.2: delete our 1.2 and replace with our 1.4

District Initiative 3.3: delete our 1.4. There was some discussion about referencing the SLO handbook and SLO committee.

District Initiative 4.4: Jennifer will have action steps under Strategic Initiative 1 that will be added the first column.

Tim will send the above changes to Deborah and copy the committee.

### **Survey Says . . .**

Tim said he will use the same survey for faculty, management and staff at All College Day in January. If we use the same survey then we are able to show improvement or dissatisfaction depending on the outcomes. Jennifer will get back to Tim on any changes needed for the student survey. The student survey will be done in the classrooms.

### **ARC Data**

Tim showed the ARC draft data. We have less than 30 days to approve the data. Tim feels the report is mediocre for CCC.

## **Research and Planning Program Review**

Tim said his office is undergoing program review and he is working on a survey prototype, similar to what Mack's office distributed. Tim asked how much of the Program Review Committee should be involved in the Research and Planning Office self study? Tim asked if the committee would support training workshops on learning data. Tim continued and said he is worried about SLO assessment. The Academic Senate is no longer involved in the assessment of SLO's. Terence said he set up a committee for SLO assessment but management changed the process so that it now involves people that do not have assessment training. There was some discussion about the membership of the SLO committee. It was strongly recommended that Richard be a member of the SLO committee. Tim said we need to support faculty that have excellent standards in their assessments.

Tim announced the next time next meeting will be scheduled in December and we will have our photo taken for the website.

The meeting adjourned at 11:10 a.m.

Respectfully submitted,

Melody Hanson

Senior Executive Assistant to the President