Present: Eloy Oakley, Karen Kane, Eva Bagg, Terri Long, Lou Anne Bynum, Rose DelGaudio, Ann-Marie Gabel, Greg Peterson, Jorge Ochoa, John Downey, Kenna Hillman, Christina Moorhead, Shauna Hagemann, Jeri Florence, Otto Figueroa, Corinne Magdaleno, Colin Williams, Suzanne Engelhardt, John Pope, Mike Biggs, Jennifer Holmgren

Absent: Dina Humble, Cheyenne Phoenix, Wayne Bergman, Suzanna Scholz, Thomas Hamilton

Guests: Miles Nevin, Brent Gilmore, Hussam Kashou, Lauren Sosenko

1. The summary notes from October 6th were accepted with corrections.

2. R. DelGaudio announced that Long Beach City College has been awarded the Institutional Effectiveness Partnership Initiative (IEPI) Leadership Development Grant.

3. Student Equity Projects Review

    - T. Long shared a spreadsheet of the 2016-17 student equity projects with the members. She noted that this was an informational item and that the student equity subcommittee was providing this documentation to give the committee an idea of what projects will be occurring this coming year to address student equity. She also noted that if any member has specific questions or concerns about any of the projects on the spreadsheet they should contact K. Rothstein or S. Hagemann directly.

    - E. Oakley thanked the student equity subcommittee for the work they are doing. He noted that it is important to be discussing these program funds and ensuring that the projects being funded are supporting the strategic plan goals. He also stressed the importance of assessing these projects to ensure that they are working to close equity gaps on the campus. T. Long noted that all the student equity projects for the coming year have been aligned directly to the Strategic Plan goals and that assessment have been created for these projects.

    - K. Kane suggested that at future meetings the committee invite the co-chairs of the other College plans that are tied to funds to provide updates to the committee. Committee members agreed with the suggestion. G. Peterson said that the SSSP co-chairs could provide an update at the December College Planning Committee meeting. The committee also agreed to invite co-chairs from the following plans to the spring meetings: Basic Skills Initiative and Facilities Master Plan at the February meeting, Strong Workforce and Adult Education Block Grant at the March meeting, and Promise Pathways at the April meeting.

4. Committees and Subcommittees

    - Adult Education (Non-Credit) Subcommittee Charge and Membership

        i. T. Long presented the charge and membership. She noted that the Executive Committee had expressed concern about the number of committees and the number of members that sit on committees at the college. The Executive Committee had recommended that this committee's membership be reduced. She said that the strike-throughs on the draft charge and membership represent who the co-chairs removed from the committee membership.

        ii. Members suggested the following changes: The counselor should be added to the list of specified faculty members; the membership should specify that faculty are appointed by the Academic Senate; the classified member should be added back to the membership. The committee unanimously approved the revised charge and membership.

    - Data Use and Governance Committee Charge and Membership

        i. E. Bagg and L. Sosenko presented the charge and membership. E. Bagg noted that this committee existed before as the Institutional Research Advisory Committee, but for a variety of reasons the committee was not very active. L. Sosenko explained the reasoning behind the revisions to the committee charge and membership.

ii. A. Gabel suggested that the Committee could be operational instead of falling under the College Planning Committee. E. Oakley said that if this committee will support aspects of the strategic planning process it should fall under the College Planning Committee. E. Bagg agreed and said that the thinking behind the committee was that it would be a planning committee. K. Hillman noted that one function of the committee is to set parameters for the committee. She suggested that this should be moved to the purpose of the committee instead. K. Kane and E. Bagg said that this should remain in the functions since the use of data is constantly changing and parameters of the committee may need to change too.

iii. T. Long asked why the word "governance" was included in the title of the committee. E. Bagg responded that the case could be made to plan and evolve how the college utilizes data. L. Sosenko said that data governance is an important thing for the college to consider. There are decisions that need to be made on who owns data, who is a steward of the data, who views the data, etc. E. Oakley said that the use of the word governance should be reserved for situations where everyone understands the use of the word. The committee agreed to remove the word governance from the title and instead include governance as a function within the committee. S. Engelhardt suggested that the ASLO Coordinator member be modified to "ASLO Coordinator or ASLO designee." The committee unanimously approved the revised charge and membership.

- Annual Evaluation of Governance Structure and Processes

i. E. Bagg said that as a part of Accreditation we are always engaging in a cycle of continuous improvement. While we have always assessed our processes, practices, and structures at the College, the College needs to be more deliberate in assessing the structure of committees. Both the committee functions and purposes should be assessed to determine whether committees are still functioning the way they were intended to. She suggested that the chairs and co-chairs of all the planning committees attend the College Planning Committee's April meeting to discuss their outputs, functions, etc. T. Long suggested that the College Planning Committee create a form that the co-chairs could fill out as a way to review the committees. K. Kane said that there would still need to be some kind of reporting out from the co-chairs in addition to a written report. K. Kane said that this item should be tabled because the agenda item on college plans alignment may help to inform this discussion.

5. Strategic Plan

- Extended Strategic Plan Oversight Taskforce (SPOT) Update

i. K. Kane noted that invitations had been sent to the extended SPOT members to attend SPOT meetings once a month. The extended SPOT members have been asked to link the work their areas are currently doing to the strategies in the Strategic Plan. This work is meant to align efforts at the college to move the Strategic Plan goals forward. K. Kane said that the extended SPOT will meet for the second time on Monday and will continue to align their work to more areas of the Strategic Plan.

ii. E. Bagg noted that another area the Taskforce is currently working on is the Strategic Plan metrics. L. Sosenko has been meeting with groups across the college to help them understand the Strategic Plan metrics and baseline data for each metric. L. Sosenko said that these conversations have been rich, but have also highlighted the necessity to have further discussions about the baseline data and how the college can move these numbers through practice and policy. She noted that it has been difficult to start setting targets because the college has integrated new and unfamiliar metrics so it is taking more time for others to familiarize themselves with what the data represent and mean.

iii. K. Kane noted that the first four dialogue sessions have occurred. The topic covered at these sessions was the completion agenda. All four sessions had in depth discussion about aspects of the completion agenda and those that attended asked important questions. She said that the Taskforce is requesting input on topics to cover at future dialogue sessions.

- College Plans Alignment Meeting Update

i. K. Kane said that all the co-chairs of the major college plans met yesterday for an hour and a half to talk about how to align the college plans with the Strategic Plan. The group decided that they are going to use a version of the student success plans alignment chart created by G. Peterson and T. Long to align the college-wide plans to the Strategic Plan goals and strategies. They have been asked to align their plans on this document by the end of the term. The group has also decided to meet again in spring to define what level of engagement each plan will have for each of the Strategic Plan strategies. K. Kane noted that in relation to the discussion earlier in the meeting, the alignment of the strategic plan with committee work should flow naturally from these meetings with the co-chairs of the plans.

ii. K. Kane noted that the fall "Friday Nighters'" event will be held on November 4th from 4 to 8 pm. The location and details of the event are still in the works and will be communicated shortly.

6. California Guided Pathways Project

- G. Peterson said that the CA Guided Pathways Project is an outgrowth of the AACC Guided Pathways Project that was launched a few years ago. Since that time there has been an effort to bring the project to California. This spring there will be 25 colleges selected to participate. The application will be due in March. G. Peterson suggested that the College Planning Committee form a workgroup to complete sections 1, 2 and 4 of the application. Sections 3 and 5 will need to be sent to constituent groups to weigh in. Progress on the application should be discussed at the next Collect Planning Committee meeting.

- The workgroup for the California Guided Pathways Project application will consist of: Greg Peterson, Eva Bagg, Jennifer Holmgren, Shauna Hagemann, Karen Kane, Kenna Hillman, Suzanne Engelhardt and others identified as necessary to provide input outside of the College Planning Committee.

7. College Facts – Cambodian Disaggregation

- L. Sosenko said that the Office of Institutional Effectiveness had received a research request for enrollment numbers for the College's Cambodian student population. She noted that Cambodian students currently make up 25% of the College's Asian student population. The College knows that in Long Beach there is a very large Cambodian population and the Office of Institutional Effectiveness would like to include this student population separately from the higher-level Asian population enrollment numbers in our College Facts.

8. 25Live – Class and Event Scheduling System

- B. Gilmore gave a presentation on 25Live, the College's new class and event scheduling software. He said that implementation of the software would begin in January or February, but it is expected that the entire College will not be using the system until Spring 2018.

- J. Florence noted that there are not many large conference rooms on campus and wondered if reservations of these rooms would be "first come, first serve" in 25Live. B. Gilmore said this would depend on how the software is rolled out to the College. A. Gabel agreed that there needs to be a business process developed to address the issue of reserving rooms. If the College moves away from a first come, first serve practice, this will be a culture change at the college so the process should be developed before 25Live is implemented.

CPC Next Meeting: December 1, 2016