

College Planning Council (CPC) (Monday, May 17, 2021)

Generated by Laurie Nelson-Nusser on Monday, May 17, 2021

1. Welcome/Call to Order

Procedural: 1.01 Call to Order

Procedural: 1.02 CPC Council Member Roll Call: Art Sandford, Oscar Cobian, Chris Renbarger, Amy Edwards, Kevin Corse, Mike Alexander, Keller Magenau, Gabriela Rodriguez, Amparo Medina, Ishita Edwards, Luis Gonzalez, Maria Urenda, Gerald Richardson (ASG), Berenice Rodriguez, Lorena Ortiz, Jonas Crawford, Leo Orange, (AFT), Laurie Nelson-Nusser (Recorder)

Absent: Jonas Crawford, Lorena Ortiz, Maria Urenda

The meeting was called to order at 2:31 p.m. and was determined to be a quorum.

2. Agenda Changes/Additions/Adoption

Procedural, Action: 2.01 Changes/Additions/Adoption

I. Edwards motioned to adopt the CPC agenda of May 17, 2021; A. Edwards seconded the motion, and the agenda was adopted as presented.

3. Public Comments

Accreditation Standard I.B., Procedural, Information: 3.01 Public Comments

There were no public comments.

4. Approval of CPC Minutes from April 19, 2021

Accreditation Standard I.B., Procedural, Action, Minutes: 4.01 Approval of CPC Minutes from April 19, 2021.

B. Rodriguez motioned to approve the CPC Minutes from April 19, 2021; I. Edwards seconded the motion, and the minutes were approved as presented.

5. Survey Results for all PG Committees

Accreditation Standard I.B., Discussion, Report: 5.01 Review the end of the year survey results for all PG Committees.

VP Sandford asked the committee members to provide comments regarding lessons learned and participation in the Participatory Governance Committee surveys. Comments included the following:

- Budget Committee's results showed that members felt like proceedings were more transparent, open and inclusive, which was one of the BC's goals.
- TEC got great feedback about timeliness.
- There was good committee time management by usage of breakout rooms to review forms and issues
- There was good participation in the surveys.
- If a person chooses "disagree" or "strongly disagree," the survey should require them to state why in a text box.
- This provided a bevy of information for committees that can be used for the following year for student success and equity.

Survey instrument issues and suggestions:

- There are multiple committee surveys. They should be committee specific so the person completing the survey can determine which one they are working on and which they have finished.
- There could be one survey that allows members to respond for all committees they participated in at once.

- It could specify the committee in the confirmation email sent to the survey member, but this could create anonymity issues.
- Tie the survey into the agenda item with a specified time for completing during the participatory governance meeting at the second to last meeting of the year.

VP Sandford indicated that VP Renbarger would be taking over CPC in the next academic year and would look very carefully to try to avoid scheduling meetings on Mondays due to holidays. This year, meetings were held on Mondays and there were three Monday holidays. As a result, it created a disjointed experience as the committee only met in September, October, and November and then not again until March of the next year. VP Cobian will take over the year after VP Renbarger as the chair revolves every year to each vice president.

CPC survey results comments included the following:

- Zoom worked well for the meetings
- Identification of goal setting and tracking was well-organized
- It will be helpful to give a refresher on BoardDocs and have all administrative assistants using it consistently to run participatory governance meetings.

6. Review and Assessment of PG Committee Goals

Accreditation Standard I.B., Information, Discussion: 6.01 The CPC will review and assess the completion of all PG Committee Goals.

VP Sandford asked the committee members for an overview of some of the goals from the PG community and about accomplishments this year and things to work on next year, which included the following:

- Technology Effectiveness Committee (TEC) (A. Edwards): TEC completed the preparation of technology for the safe return to campus. They will continue the evaluation of online resources and updating and improving the Technology Master Plan. The TMP draft should be completed by the end of fall.
- Student Equity and Success (SESC) (VP Cobian): The first goal, to support campus wide engagement with major college initiatives for Guided Pathways, is ongoing, as they provided updates on categoricals, developed a calendar to demonstrate all the data elements that they wanted to share with the campus, or specifically with the CPC, and developed a separate group to take a deep dive into the data. The calendar assisted them in aligning with what was needed to provide to the state, such as initiatives that focused on students with 45 units and above who have not completed their graduation petitions. The committee started the year with a presentation to get them aligned with having equity-minded practices. They read the book “Equity Talk to Equity Walk” and the second meeting was a discussion of going over the different elements, specifically, how data is reviewed, ensuring how the campus initiatives are aligning with the vision for success and the calendar team is in the process of developing an equity dashboard. VP Sandford indicated the calendar would provide a good piece of evidence for the 2023 ISER (Institutional Self Evaluation Study).
- Program Review Committee (PRC) (A. Edwards): Updated timelines for writing and review of Strategic Initiatives (program review) were developed. They invited program writers and staff to the meetings during their specific program review. Goal 3 (three) will be carried over to create a process for offering to help struggling programs identified by the committee’s review of programs. For goal 5 (five), PRC did not figure out how to connect to Guided Pathways explicitly but is something needed and kept it as an in-progress goal. VP Sandford explained that we are all getting a little more clarity on the four pillars of the Guided Pathways and should be able to make some modifications to the questions.
- Professional Development Committee (PDC) (A. Medina): They met three or four goals with the first one, which was to develop college activities such as social justice, equity, and/or anti-racist

activities and workshops. They developed activities to address the emotional and mental wellness of employees. Student panels talked about student mental health. They implemented weekly workout sessions for staff. They did Facilitator Fridays with a Clifton Strengths workshop. The application process was streamlined; attachments were an issue in the technology aspect of applying for professional development funds. There was a suggestion for improving the communication with applicants as next year's goal for this committee.

- Curriculum Committee (CC) (VP Sandford): With the exception of one, they met all goals. During the academic year, most issues were mainly technical and reviewing all the courses in the catalog was part of Mission CIMpossible to meet all deadlines for the state. Oxnard College was given a blanket waiver for summer and fall of last year for every single course that was going to be taught online, which was 97% of our courses.
- Campus Use, Development, and Safety (CUDS) (G. Rodriguez): There were seven goals. They were able to accomplish most, if not all of them. They set a goal of 75% participation that was exceeded at 90%. Many issues brought up were handled in a timely fashion. Among some of the accomplishments were that emergency supplies were inventoried and restocked, trainings were held for COVID-19 screeners, and the campus was prepared for staff/students/faculty to return to campus. The one goal that is still in progress is the Facility Master Plan. VP Renbarger thanked G. Rodriguez for being one of the tri-chairs and for helping to bring some new energy and enthusiasm to the CUDS Committee. They will miss her next year.
- Budget Committee (BC) (VP Renbarger): There were four goals for the Budget Committee and are the type of goals that they may choose to bring back next year with slightly different action items like improving understanding of the budget, which was done but will depend on the membership of the committee and if there is additional training needed. They created a fun budget video in the style of Jeopardy. The committee created a flow chart for the resource request process, which significantly helps to clarify how it should work. The chart will be fine-tuned based on updated timelines. Goal 3 (three) was to improve transparency about the budget and tell a better story. They went through an iteration of different types of reports for something that tells the budget story that ties the budget to the Education Master Plan (EMP) and connects activities to funding.
- College Planning Committee (CPC) (VP Sandford): The established and evaluated protocols for communication and hearing challenges, but there weren't any challenges to recommendations that they needed to weigh in on. The appeals form was created. They completed the end-of-year survey development. Goal 3 (three) was completed as no programs were identified as needing improvement. Goal 4 (four) is ongoing as it is a continuous goal to create a seamless learning environment through the pandemic.

7. Fall Flex Week Planning

Accreditation Standard I.B., Accreditation Standard III.D., Information, Discussion: 7.01 The Committee will discuss planning of the Fall Flex Week Schedule to convene all PG Committee Chairs and build an agenda.

The committee brainstormed the key elements for the PG chair workshop:

- Operational aspects
- Invite Admins and identify responsibilities
- Define the roles of admins
- Communication from and to constituents
- Goal Setting template forms
- Agenda setting for the entire year
- Focus on operations elements
- Flow chart of decision-making within each committee
- Best practices for facilitating meetings

- Training for BoardDocs
- PG Manual Review
- Zoom best practices
- HyFlex meeting options
- Review of planning documents relevant to that committee
- Retreat date: Wednesday August 11, 2021
- Agenda Prep procedures

8. Student Equity and Success Committee (SESC) Presentation

VP Cobian presented on data elements and interventions developed by SESC. They defined the calendar for the year of data that they would review at each of their meetings, looking at the equity data to identify trends and ways to address the areas identified. Over the summer, they will decide whether they continue the second meeting that allowed a deeper dive of the data. VP Cobian will send the full year calendar once Sofia sends out the revised version.

9. Centering Anti-Racism Workgroup and Multicultural Week Committee into the Participatory Governance College Culture

Accreditation Standard I.B., Information, Discussion: 9.01 Discussion of Placing the ARW and Multicultural Week Committee into the Participatory Governance Structure.

Amparo started the discussion regarding incorporating the Anti-Racism Workgroup and Multicultural Week as participatory governance committees instead of standing committees. The work level is too much for a small (four member) workgroup to manage, so it could be better suited to a PG Committee or Standing Committee to get campus support. There was a suggestion to incentivize using release time, which is an administration issue. Another suggestion was to have these groups as standing subsets of the committees that report back during PDC was suggested and use as a standing committee that the team plans meetings and reports to PDC, similar to the Graduation Committee (in chat from Amy). VP Cobian expressed concern of organizing these multi-cultural events in one week instead of celebrating throughout the months, such as for Women's History, Black History, and Asian American and Pacific Islander Heritage months. Amparo agreed, emphasizing the need to form a full committee to work on the events throughout the year. Multicultural Week makes sense as a standing committee under PDC, but Amparo recommended putting ARW under SESC. Amy indicated that these groups can be worked out over the summer when they finalize the PG Calendar. Another suggestion was to consider the use of the budget in terms of paying employees for presenting at events or being used as professional experts.

10. Certification Process for Recommendations to the College President

Budget Committee has affirmed the resource request rankings. They will send them to the CPC. If there are any concerns, members will reply all, and then the final report will go to the President.

The PG manual timelines depend on PRC review in the fall. It will come due in Spring of 22 with the final for fall 22 and will report to CPC regularly.

The document was sent at the end of the meeting and will take comments before sending to the college president for recommendations.

11. Future Agenda Items

None.

12. Future Meeting Dates 2021-2022

Accreditation Standard I.B., Procedural, Action, Information: 12.01 Discuss meeting schedule for 2021-2022 Academic Year.

Amparo and Amy are working on a draft of all PG meetings. The 4th Thursday looks good and is at end of month so is timed well for the process of other PG meetings. No PGs will meet until September. The meetings will possibly be HyFlex.

13. For the Good of the Order

Accreditation Standard I.B., Discussion: 13.01 Comments from Committee Members

14. Adjournment