



Planning Committee Meeting
October 5, 2020, 3:00 - 5:00 pm
Via Zoom
MINUTES

Members Present: Pamela Mery (Chair), Loren Bell, Susan Boeckmann, Carolyn Escalante, Craig Kleinman, Alexis A Litzky, Jeevan Rijal; **Alternates Present:** Kit Dai, Cherisa Yarkin

Members Absent: Wendy L. Miller, David Yee; **Alternates Absent:** Judy Seto

Guests Present: Meg Hudson, John Kennedy, Landi Ehnie

No.	Item	Discussion/Outcome	Follow up
1.	Introductions	Welcome to new members Kit Dai and Alexis Litzky! Kit is a Center Dean and Alexis chairs the Academic Senate’s Program Review Committee (PRC). They both bring valuable perspectives from these roles and other roles and positions they have held at the College.	
2.	Approval of May 4th minutes	Approved by unanimous consent.	
3.	Updates since last meeting	Language characterizing the College’s Institution-Set Standards and Stretch Goals was adjusted per Academic Senate input on the Mid-Term Report . The report is due on October 15 th to ACCJC. See Standard I.B.3.	
4.	Planning Committee Objectives for 2020-2021 - Committee Description and Purpose	Objectives drafted: <ul style="list-style-type: none"> • Develop master calendar for planning and evaluation emphasizing communication, particularly with other committees (e.g., Health & Safety, COVID-related implications). • Recalibrate institution-set standards and stretch goals with an equity emphasis • Review data on College and unit-level effectiveness and share findings. 	Planning Committee will revisit and finalize at next meeting

5.	<p>Annual Planning Components and Context</p> <ul style="list-style-type: none"> - Board Goals - Guidelines for Fall 2020 	<p>This year's Annual Plans will be due end of Jan 2021, which has been the due date for several years. The January deadline allows departments to have conversations during their Flex Day meetings.</p> <p>Concurrently, the VC of Academic and Institutional Affairs is working with Department Chairs and Deans on 2021-22 schedule development.</p> <p>The January deadline also allows for consideration of resource requests for categorical funds. While the spring timeline for reviewing resource requests is always tight, it is based not only on the receipt of Annual Plans but also beginning of the following year's budget development which starts in spring.</p> <p>Given impact of pandemic, the Planning Committee recommended augmenting Annual Plan prompts to jump start longer range planning based on program needs and insights including noncredit? Potential prompts to be vetted with Academic Senate:</p> <ul style="list-style-type: none"> - What useful things are you discovering in this remote environment for instruction and services that you would want to maintain post-pandemic? - What kinds of gaps are exacerbated and/or are emerging that are likely to remain (unless addressed) post-pandemic? 	<p>Pam will follow up with DCC, Academic Senate including PRC, and PGC</p>
6.	<p>Long-Range Planning Timeline and Components</p> <ul style="list-style-type: none"> - EMP Progress Report 2019-2020 	<p>Proposed approach affirmed as effective and easier to read than comprehensive version of previous EMP. Suggestion to include an introduction for context and provide additional details regarding responsibilities and timelines as an appendix.</p>	<p>Pam will work with Loren (EMP co-chair) to draft intro and appendix</p>
7.	<p>Communications Discussion and Future Agenda Items:</p> <ul style="list-style-type: none"> • Accreditation Standard 1A - BP/AP 1.00 • Accreditation Standard 1B 	<p>Discussion of BP/AP 1.00 will be agendaized. Fulfilled this year by Board of Trustees looking at mission statement in July 2020 retreat. For discussion: when and with what data should the college look at the mission statement? Note that Academic Senate is also currently having discussions about the mission statement.</p>	<p>Planning Committee will discuss at next meeting</p>

Upcoming Meetings: First Mondays 2020-2021