



**Planning Committee Meeting**  
**November 2, 2020, 3:00 - 5:00 pm**  
**Via Zoom**  
**MINUTES**

**Members Present:** Pamela Mery (Chair), Carolyn Escalante, Craig Kleinman, Wendy L. Miller, Alex Ngo, David Yee; **Alternates Present:** Kit Dai, Judy Seto, Cherisa Yarkin

**Members Absent:** Loren Bell, Susan Boeckmann, Jolene Huey, Alexis A Litzky; **Alternates Absent:** None

**Guests Present:** Harry Bernstein, Simon Hanson, Janey Skinner, Jack Sparks

No.	Item	Discussion/Outcome	Follow up
1.	Introductions	Welcome to new member Alex Ngo! We are thrilled to have student representation on the committee. Introductions including a brief discussion of the agenda. Members agreed to defer discussion of Accreditation Standard I.A. (Mission) to encourage time-sensitive input on the draft Multi-year Budget and Enrollment (MYBE) plan. In addition, one public comment was received regarding Evans and Southeast Centers.	
2.	Approval of <a href="#">October 5<sup>th</sup> minutes</a>	Approved by unanimous consent with added welcome text for new member Alexis Litzky and alternate Kit Dai.	
3.	Updates since last meeting	An <a href="#">Update to PGC</a> was presented on 10/15.  The two additional Annual Planning questions discussed on 10/5 were vetted and accepted with minor wording adjustments.	
4.	ILO 3 Report: Social, Cultural & Environmental Awareness - Presentation and Discussion	SLO Coordinator Janey Skinner presented findings for Institutional Learning Outcome (ILO) 3. The summary for assessment of <a href="#">Social, Cultural &amp; Environmental Awareness</a> , along with the <a href="#">full report</a> , illuminate how programs and services contribute to ILO 3. Highlighted improvement opportunities include increasing cultural diversity training for faculty and staff and supporting more applied learning through community or worksite engagement. Findings dovetail with and inform work underway by the Professional Development Committee, Diversity Committee, and Office of Workforce Education. In support of broadly sharing these assessment and evaluation findings—and supporting their use in planning	ILO 3 will be included in the next update to PGC

		and related activities—the ILO 3 report will be highlighted in the next Planning Committee update to PGC. This is a standard part of the committee’s role due to implications for planning, and also because ILOs are referenced in the College’s Mission statement. For new members and guests, the Chair briefly outlined how ILOs are more broadly encompassing than, and provide a complement to, General Education Learning Outcomes (GELOs). Substantial changes to ILOs, such as entirely new ILOs or new ILO components, go through a dual recommendation process involving both collegial and participatory governance.	
5.	Planning Committee Objectives for 2020-2021	Using the <a href="#">Planning Committee Description and Purpose</a> as a key reference, the committee reviewed its draft <a href="#">Objectives for 2020-2021</a> from last meeting, added a fourth bullet, and refined as follows: <ul style="list-style-type: none"> <li>• Develop and maintain a multi-year master calendar for college-wide planning and evaluation, in collaboration with other committees</li> <li>• Recalibrate institution-set standards and stretch goals with an equity emphasis and share broadly</li> <li>• Review data on College and unit-level effectiveness and share findings</li> <li>• Continue to encourage all college-wide plans to explicate the plans in relation to Education Master Plan goals, including the goal of improving communication</li> </ul>	Pam will attend PGC on 11/5 to answer any questions about objectives
6.	Accreditation Standard I.A. - <a href="#">AP 1.00</a> - <a href="#">RRP</a>	For new members and guests, the Chair briefly described the purpose of the Planning Committee agendizing Accreditation Standard I.A. (Mission). Further discussion was deferred to next meeting.	Agendize for 12/7
7.	Communications Discussion	The committee reflected on the fact that each of its objectives for 2020-2021 fundamentally incorporates a focus on communication.	
8.	Long-Range Planning timeline and components, including those related to Multi-year Budget and Enrollment Plan  <i>[Initially listed as a future agenda item.]</i>	The committee collectively discussed the <a href="#">draft Multi-year Budget and Enrollment (MYBE) plan</a> , beginning with a brief look at where it falls in the planning “ <a href="#">wheel</a> ” followed by focused discussion of the multi-year enrollment outlook. These “environmental scan” data were familiar to committee members previously involved in education master planning processes. It was strongly suggested that growing careers by employment sector be highlighted either within or alongside this plan. Some notable trends were called out as possible strategic areas of focus and/or concern. For example, the downward transfer trends, potential implications, efforts underway or in consideration. It was noted that while San Francisco has been aging, data from ILO assessments indicate a need to better support the success of younger students.	Track MYBE progress, agendize follow-up