

Planning Committee Meeting

April 5, 2021, 3:00 - 5:00 pm

Via Zoom

MINUTES

Members Present: Pamela Mery (Chair), Susan Boeckmann, Craig Kleinman, Wendy L. Miller, Judy Seto, David Yee; **Alternates Present:** Kit Dai, Michael Snider, Cherisa Yarkin

Guests Present: Tom Boegel, Stephen Brady, Carlos Gaytan, Mitra Sapienza

Members Absent: Carolyn Escalante, Jolene Huey, Hanna May Legisniana, Alexis A Litzky, Alex Ngo

No.	Item	Discussion/Outcome	Follow Up
1	Welcome and Introductions	New alternate Michael Snider and several guests were welcomed.	
2	Approval of Minutes - February 1 st and March 1 st	<ul style="list-style-type: none">• Minutes for 2/1 were approved, with Susan Boeckmann abstaining.• Minutes for 3/1 were approved, with one adjustment. The committee recognized that longtime member Loren Bell officially retired effective 2/28; therefore, minutes for 3/1 will be adjusted accordingly. We wish Loren well in his retirement.	
3.	Updates since last meeting	<ul style="list-style-type: none">• Annual Planning Fall 2020 resource requests have been prepared for Fan5 and categorical review, as well as facilities and technology. Equipment still TBD.• The new integrated format for the Annual Planning & Budgeting Calendar is slated to be applied to the development of 2022-2023 which begins in August/September 2021.	
4.	ACCJC Annual Report and Goal-setting	As a follow up to the March meeting, recently released Transfer figures were shared. Figures through 2019-2020 are now available at www.calpassplus.org/LaunchBoard/Student-Success-Metrics.aspx	

<p>5.</p>	<p>EMP Implementation</p>	<ul style="list-style-type: none"> ● Director Cherisa Yarkin provided an overview Status Report on various resource and support plans. ● Regarding primarily U-funded plans: <ul style="list-style-type: none"> - The annual update for Professional Development is in progress, building on last year's alignment between Flex and EMP goals. - The Institutional Assessment Plan has been updated to align with current practices, with a few remaining ambiguities and gaps still to be addressed before going through formal approval for the changes. - Technology Planning is actively in progress. We'll invite the College's new CTO to visit the Planning Committee at an upcoming meeting. There was some discussion about the number of physical labs the College maintains, and the associated challenges and complexities. The Teaching and Learning Technology Roundtable (TLTR) and Distance Learning Advisory Committee (DLAC) were both noted as areas for communication, with questions about possible connections and overlaps. ● Regarding college-wide categoricals: <ul style="list-style-type: none"> - The process for updating the Adult Education Plan (AEP) kicks off in a few weeks. - Student Equity & Achievement (SEA) is current. - As we heard in March, the Strong Workforce Program (SWP)/Perkins has recently been refreshed and includes active EMP connections. 	<p>Invite CTO Ellen Rayz to our next meeting.</p>
<p>6.</p>	<p>Bayview/Hunters Point Community Education Plan</p>	<ul style="list-style-type: none"> ● Vice Chancellor Tom Boegel provided an update on the CCSF Community Education Plan for Bayview/Hunters Point (BPH). ● Note the new nomenclature for the plan, distinguishing it from EMP. ● The workgroup continues to meet and collaborate on fleshing out a plan that reflects a two-to-three year commitment of instructional programming and student services, designed to provide a balance of general education and specific programs. ● Several thoughts were shared by committee members and others in attendance, such as concerns about transportation and if the College might be able to advocate for improvements; ensuring spaces for students to study and interact; possible child observation classes to address childcare needs (while recognizing costs concerns); and considering programming that increases community engagement, e.g., basic technology, health & wellness. ● It was noted that other Centers would benefit from similar discussions and focused programming. Perhaps the next Centers to receive focus should be Chinatown and Downtown, discussed together due to proximity. 	

7.	Communications Check-in (Standing Agenda Item)	<ul style="list-style-type: none"> ● Draft Budget Assumptions and Priorities for 2021-22 were shared for potential discussion and input. These are shared with and will be discussed by the Budget Committee. Planning Committee members expressed discomfort with engaging beyond the basic statement to “use program review as part of resource allocation.” Many areas fall under Enrollment Management (EMC). It was noted that the Budget Committee and EMC have met jointly several times. Previous Vice Chancellors of Finance & Administration have visited with the Planning Committee. We’ll extend an invitation for a future meeting. ● The Annual PGC Evaluation is scheduled to deploy in April and relates to Accreditation Standard I.B.7. ● Comprehensive Program Review preparations for Fall 2021 are beginning, both in terms of format (PRC) and data availability (ORP). 	Invite VCFA John al-Amin to a future meeting.
8.	Future Agenda Topics (Standing Agenda Item)	Not discussed due to time.	

Key Planning Committee Reference Documents: [Description and Purpose](#) and [Objectives for 2020-2021](#)

Upcoming Meetings: First Mondays 2020-2021; Next meeting is May 3.