



**Planning Committee Meeting
February 1, 2021, 3:00 - 5:00 pm**

Via Zoom

MINUTES

Members Present: Pamela Mery (Chair), Susan Boeckmann, Craig Kleinman, Hanna May Legisniana, Alexis A Litzky, Wendy L. Miller, Alex Ngo, Judy Seto, David Yee;

Alternates Present: Kit Dai, Cherisa Yarkin

Guests Present: Landhi Ehnle, John Halpin, Lancelot Kao, Zach Lam, Kristin Charles

Members Absent: Loren Bell, Carolyn Escalante (excused), Jolene Huey

No.	Item	Discussion/Outcome	Follow Up
1.	Welcome, introductions, and reminder of key references: Description and Purpose and Objectives for 2020-2021	<p>After introductions, the committee reviewed our Description and Purpose statement. We then went through the five Objectives for 2020-2021 in some detail. Timing was discussed vis-à-vis each of the five objectives:</p> <ul style="list-style-type: none"> • Develop and maintain a multi-year master calendar for college-wide planning and evaluation, in collaboration with other committees - <i>Per agenda item #6, the Proposed Timeline for Mission/Vision Review—which is still under discussion—would constitute the high level framework to which detail will be added for collegewide plans and evaluation.</i> • Recalibrate institution-set standards and stretch goals with an equity emphasis and share broadly – <i>This work will begin in earnest starting March 1st. This year’s annual report to ACCJC is due on April 9th.</i> • Review data on College and unit-level effectiveness and share findings – <i>See agenda item #7 regarding Institutional Metrics.</i> • Continue to encourage all college-wide plans to explicate the plans in relation to Education Master Plan goals, including the goal of improving communication –<i>See agenda item #4 as one example. This work is ongoing.</i> 	
2.	Approval of December 7th minutes	Minutes for 12/7 were approved by unanimous consent.	

3.	Updates since last meeting	<ul style="list-style-type: none"> • The Chair reported that departmental/unit submissions for Annual Plans Fall 2020 are due today (2/1) but some needed extensions. • The workgroup is being formed to draft the Bayview/Hunters Point education plan. The official name for the plan is still pending. 	
4.	Strong Workforce Program (SWP) Plan Presentation	<ul style="list-style-type: none"> • John Halpin and Zach Lam presented on the Strong Workforce Program (SWP) Plan Goals and logic model, highlighting connections to the Education Master Plan (EMP) goals. Project examples were provided for each EMP goal. • In response to some questions about implementation, John Halpin briefly described a management tool that he uses as dean to track leads and action items, as well as charting sector strategies and other details. • The discussion included an emphasis on communication. 	
5.	Annual Planning & Budgeting Calendar	<ul style="list-style-type: none"> • The committee enthusiastically agreed to using the side-by-side model for the Annual Planning and Budgeting Calendar (see Potential Model). The model will need local adaptation. • A Working Draft was shared with the intent of fleshing out asynchronously. It will be important to emphasize communication and looping. 	
6.	Accreditation Standard I.A. (Mission) and AP 1.00	<ul style="list-style-type: none"> • Accreditation Liaison Officer (ALO) Kristin Charles attended to discuss and revisit the Proposed Timeline for Mission/Vision Review. She briefly described the desire to maintain a connection between the review cycle and accreditation. In response to concerns about the timing of finalizing and publishing of any changes, it was emphasized that Spring 2023 publication could occur at the outset of the term. • That said, it was acknowledged that this timing will largely depend on the new incoming Chancellor whom we anticipate starting on July 1, 2021. • The committee reviewed together current administrative procedures (AP 1.00), as well as prior Guidelines for Program Review whereby each “Unit Description” is required to contain a description of programs, services, and locations that must remain consistent with the College’s Mission. 	

7.	Institutional Metrics	<ul style="list-style-type: none"> • AVC Charles presented on the Institutional Metrics that were shared with the Board in January. This is ongoing work. The four broad categories of metrics are as follows: <ul style="list-style-type: none"> (1) Student Enrollment, Support, and Success (2) Budget (3) Human Resources (4) Facilities • Some of these metrics will be used during the upcoming conversation about goal-setting for ACCJC. 	
8.	Communications Check-in (Standing Agenda Item)	<ul style="list-style-type: none"> • Discussed as part of agenda item #4 (among others). 	
9.	Future Agenda Topics (Standing Agenda Item)	<ul style="list-style-type: none"> • ACCJC Annual Report and Goal-setting – next meeting. • Update on Multi-Year Budget and Enrollment (MYBE) Strategic Plan next steps – pending. 	

Upcoming Meetings: First Mondays 2020-2021; Next meeting is March 1.