## Calendar Committee Zoom Meeting

## March 25, 2021, 3:30pm-4:30pm

Members: Pretty Abraham, Ali Ahmadpour, Stacey Allen, Loic Audusseau, Bridget Delahunt,

Chris Gold, Jorge Gutierrez, Chris Jeffries, Lillian Justice, Beverly Knapp,

Lissette Marquez, Alice Martinez, Lucia Ordonez, Dipte Patel,

Lavonné Plum, Jean Shankweiler, Greg Toya

Chair: Ross Miyashiro

Recorder: Lucy Nelson

Attendees: Pretty Abraham, Stacey Allen, Loic Audusseau, Bridget Delahunt, Chris Gold,

Chris Jeffries, Lillian Justice, Lissette Marquez, Alice Martinez, Dipte Patel,

Lavonné Plum

Guest: Viviana Unda

The meeting began at 3:35 p.m.

Review of the November 19, 2020 draft meeting minutes

The minutes were approved with no changes.

2024-2034 Comprehensive Planning and Strategic Planning Processes (Viviana Unda)

1. Comprehensive Planning process is 11 months from August 2021 through June 2022.
2. The next strategic planning process will last 12 months, July 2022 through October 2023.
3. Start of annual planning for 2023-24 starts in October 2022. We will have to extend a year the 2020-23 strategic plan so that we have a reference for our annual planning.
4. The Comprehensive Planning process has an outcome which is the 2024-2034 Comprehensive Master Plan aligning four key College areas: Education, Staffing, Technology, and Facilities for the next 10 years.
5. If the new Superintendent/President decides to continue with the timeline, we will start in August 2021 to get organized, establish and train a task force, determine a calendar of comprehensive planning tasks, deliverables, responsible areas and deadlines, and develop a communication process.
6. Data gathering & engagement with internal and external scans in September/October/November 2021.
7. Creation and development of the Comprehensive Master Plan in December 2021, January, 2022 and February 2022.
8. Collegial Consultation – Comprehensive Master Plan is presented to 6 collegial consultation committees in March/April 2022.
9. Two readings before the Board for approval in May/June 2022.
10. Strategic Plan (2024-2029) – covers the first five years of the 10-year cycle of the CMP. The Strategic Plan is composed of 4 plans: Educational Master Plan, Staffing Plan, Technology Plan and Facilities Plan.
11. Strategic Planning Process Timeline: In July 2022, start getting organized, establish and train a strategic planning task force, determine calendar of strategic planning tasks deliverables, and develop a communication process.
12. Sense Making in August/September/October 2022 – determine Educational Master Plan priorities for the first 5 years to establish 5-year goals and objectives based on the internal and external scan done for the Comprehensive Master Plan. Establish priorities, goals and objectives for the Staffing Plan, Technology Plan and Facilities Plan and determine relationship between strategic plan and institutional focused plans (e.g. Enrollment Management Plan, Distance Education Plan, etc.).
13. Strategic Plan Creation – November-December 2022/January-February 2023.
14. Collegial Consultation – Plan is presented to 6 collegial consultation committees in March-April 2023.
15. Presented to the Board of Trustees for approval in May/June 2023 (2 readings).
16. The Staffing Plan emanates from HR – Viviana will check with Jane Miyashiro to see if plan construct has started. Viviana will meet with Crystle Martin about the Technology Plan.

Institutional Planning Guide (Viviana Unda)

1. Institutional Planning at El Camino College document describes how we plan at El Camino College.
2. Purpose of the document is to provide an overview of the plans and planning processes that take place within the institution; introduce and orient readers to additional resources available online at ECC’s Institutional Research and Planning office.
3. ECC Approach to Planning: Integrated Planning – why, what is integrated planning and why do it.
4. ECC Planning Model diagram: a high-level planning model shown through steps: 1) comprehensive planning, 2) strategic planning, 3) strategic plan implementation, 4) strategic plan monitoring and evaluation, and 5) strategic plan adaptation.
5. Types of Planning: Comprehensive Planning, Strategic Planning, Focused Planning (EEO, Enrollment Management, Student Equity and Distance Education), Program Review, Outcomes Assessment (SLOs, PLO, ILOs), and steps involved in program review processes (training, evaluation and planning, approval and dissemination).
6. Annual priority – college-wide focused area priority established for any given year (e.g. for 2021-22, the focus is on Black or African American students).
7. Annual Planning & Budgeting – evaluation and planning, budget development, prioritization and approval, and approved budgets and implications for annual plans.
8. Planning & Budgeting Calendar – shows how planning and budgeting are interconnected and timeline.
9. Alignment between planning processes: in terms of the timeframe, planning processes go from 10 years (comprehensive) to 5 years (strategic), to 4 years (program review) to annual planning. Planning takes place from the institution-level to the, area level to the/unit/division level up to the office/program level. Monitoring Achievement of ECC Plans – explains lagging and leading indicators.
10. Nuventive: Planning, Monitoring and Reporting Platform that documents and tracks the annual planning process; Nuventive is also used to support learning outcomes assessments and program reviews.
11. List of committees related in some way to planning at ECC.
12. Discussion:
	1. Concern regarding the effort put into the planning process; why bother with this process when the same things are requested year after year and not granted? The faith in this process has waned. We cannot progress if we are not going to put the technology or resources behind what the institution says it wants. Decisions of why things were chosen is not communicated.
	2. IRP is providing executive management some tools they can use to make the prioritization process more transparent which is found in the description or mention of rubrics and how they are being considered as a more objective shared tool. Also asking executive management to use this rubric and be able to develop a rationale behind the scoring for funding requests to provide some transparency.
	3. PBC is working to develop a document that will be published on the College’s website that lists all budget requests for the fiscal year and which requests have been approved or not approved. Concern was made that if this information is posted on our website, 1) vendors will see the information which will make it harder for ITS to negotiate contracts and 2) ITS will be bombarded with solicitation emails. Some of our software vendors raised costs knowing colleges were paying other vendors for certain products/services. Suggested communicating this document through another channel such as Microsoft Teams. Viviana will mention this in PBC.
	4. Processes will be affected by a new president and new vice president of academic affairs – IRP is preparing for these changes.
	5. Trying to improve processes for the campus to trust when asked to do things without resources and continue to plan and prioritize when nothing gets funded.
	6. Need to look more at the evidence when things work better because that’s where resources should be going.

2022-2023 and 2023-2024 Academic Calendars

1. The Calendar Committee already approved the 2022-2023 and 2023-2024 Academic Calendars. They are now asked to review the academic calendar semester dates provided by Lillian Justice in Admissions and Records to discuss at the next meeting.

AP 4010 – Academic Calendar

1. ECC needs a Calendar Committee Administrative Procedure (AP) 4010 to explain the process of how the academic calendar is developed; ECC does not have one. Used the CCLC AP 4010 template as a guide in developing one.
2. Under ‘Other Holidays,’ this AP gives our Board of Trustees the right to add other days off. Suggested leaving this clause in the AP. Motion was made, seconded and approved to leave in the ‘Other Holidays’ clause.
	1. Cesar Chavez Day and Native American Day are local options if collectively bargained. Negotiations is an option if we leave in the language about collective bargaining. The statement says it’s not required, but allows for decisions to be collectively bargained. We should leave this option in for future conversations/decisions about Cesar Chavez Day and Native American Day.
3. We could add information about the Calendar Committee meeting ‘x’ times a year. This process is on page 24 in the faculty contract so we can use the same language.
4. The Committee will review AP 4010 at next meeting. Ross will send an updated version to the Committee for review at next meeting.

BP 4010 – Academic Calendar

1. Our Board Policy (BP) 4010 is better defined than the CCLC template. We add that the Committee ‘develop and submit to the Board for approval an academic calendar with at least 175 days of instruction and /or evaluation in order to qualify for full apportionment from the State School Fund’.
2. The Committee can approve the BP 4010 as is, with an updated Board approval date after it’s reviewed through collegial consultation and by the Board of Trustees. AP 4010 and BP 4010 will be reviewed at next meeting.

The meeting ended at 4:27 p.m.