



**College Recommendation 1 Sub-Committee  
 Meeting Minute  
 November 5, 2015**

**Present:** Steve Pantell, Juana Martinez-Rodriguez, Kinga Sidzinska, Chris Grampp, Tom Renbarger, Lawrence Lee, Elaine Wallace, Anthony Powell, Lilia Chavez

**Absent:**

**Guests:** Maril Bull

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
<p><b>I. Recommendation for an improved and clearer Mission Statement review process</b></p>	<ul style="list-style-type: none"> <li>• The group agreed to propose as a recommendation a following process:</li> </ul> <ol style="list-style-type: none"> <li>1. CEMPC initiates the review of the mission statement every 3 years. The date of review corresponds to the submittal of Program Reviews, which are also on a 3 year cycle. (evidence: approved recently CEMPC by-laws)</li> </ol> <p>The review process includes the Program Review summarization, and establishing a preliminary summary of key points relevant to the college mission (the east bay community, transfer students, CTE students, basic skills students, and so forth).</p> <p>As program reviews are due in early October, CEMPC begins this work shortly after, and upon receipt of the summaries.</p> <ol style="list-style-type: none"> <li>2. CEMPC sends the findings generated in #1 above to the following constituent groups for discussion and review:           <ul style="list-style-type: none"> <li>• The Faculty Senate</li> <li>• The Classified Senate</li> <li>• The major shared governance committees (Technology, Budget, Facilities)</li> <li>• The Working Committees (is this the correct name?): Professional Development, CIC, and others to be named.</li> <li>• The ASMC governance groups</li> </ul> </li> </ol>	<p>Chris to work on a flowchart of proposed process.</p> <p>Tom to get copies of the minutes of the last 2 CEMPC meetings as well as the draft revised bylaws.</p> <p>Lilia to get the minutes for the Campus Strategic Planning meetings that occurred July 18 &amp; August 12 2014, in which the mission statement was reviewed and revised (the "Global Community addition).</p> <p>Juana to get minutes and an agenda of a CIC meeting (showing inclusion of the mission statement) and will also take photos of the posted mission signs (current and outdated, if occurring) on classrooms and building walls.</p> <p>Steve and Anthony to work on the draft</p>





## Accreditation Follow-Up Report

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	<p>describe their needs and goals.</p> <p><b>January 2016:</b> CEMPC will lead a Professional Day Workshop (with full college attendance, as part of the initial morning session) to collect feedback on the mission statement. CEMPC will also develop, distribute, collect, and summarize a mission statement Survey Monkey to the entire college: students, staff, faculty, managers.</p> <p><b>February 2016:</b> CEMPC will develop a new mission statement (or make minor revisions to the existing one as needed).</p> <p><b>March 2016:</b> CEMPC will present the new mission statement to the College Council, along with the evidence used to prepare it, for approval or revisions.</p> <p style="padding-left: 40px;">Upon approval the College Council will forward the statement to the college president.</p> <p style="text-align: center;">OR</p> <p style="padding-left: 40px;">The College Council will send the statement back to CEMPC for revisions.</p> <p><b>April 2016:</b> The President will approve the statement and send it to the PCCD board.</p> <p style="text-align: center;">OR</p> <p><b>May 2016:</b> the President will approve the CEMPC revised/College Council approved mission statement, and send it to the PCCD board.</p>	
<p><b>3. Appointing a person for track keeping.</b></p>	<ul style="list-style-type: none"> <li>• The group recommends appointing a person to keep track of the whole process and evidence (should it be also in charge of CEMPC?)</li> </ul>	