

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
I. Recommendation for an improved and clearer Mission Statement review process	The group agreed to propose as a recommendation a following process:	Chris to work on a flowchart of proposed
	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)	Tom to get copies of the minutes of the last 2 CEMPC meetings as well as the draft revised
	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). As program reviews are due in early October, CEMPC begins this work	Lilia to get the minutes for the Campus Strategic Planning meetings that occurred July 18 & August 12 2014, in which the mission statement was reviewed and revised
	shortly after, and upon receipt of the summaries. 2. CEMPC sends the findings generated in #1 above to the following constituent groups for discussion and review: • The Faculty Senate • The Classified Senate • The major shared governance committees (Technology, Budget, Facilities)	(the "Global Community addition). 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meeting (showing inclusion of the mission statement) and will also take photos of the posted mission signs (current and outdated, if occurring) on classrooms and building walls.
	 The Working Committees (is this the correct name?): Professional Development, CIC, and others to be named. The ASMC governance groups 	Steve and Anthony to work on the draft



Inspect what you expect!				
	The college managers (Deans, VPs, President)	response.		
	Each constituent group reports back to CEMPC within one month with its feedback on the mission statement.			
	3. At the beginning of the Spring semester, CEMPC undertakes two tasks: a). sends out a Survey Monkey to all staff, faculty, students and managers regarding the mission statement effectiveness b) leads a flex day session (full campus participation) to discuss the mission statement effectiveness			
	4. CEMPC collects information from survey and flex day findings, and in conjunction with feedback from constituent groups formulates a new mission statement or revises the existing one.			
	5. CEMPC sends the latest mission statement to the College Council for discussion.			
	6. The President approves the mission statement and sends it to the Peralta Board. To the best of our knowledge, the Board accepts the statement, but is not authorized to deny it or request changes.			
	The proposed process will be send to Recommendation 2 Sub-committee for their feedback. The post step is to take it to CEMPS meeting on New Committee.			
	 The next step is to take it to CEMPC meeting on Nov 20 for their approval. 	Put it as an agenda item for CEMPC meeting on Nov 20.		
2. Calendar.	The group recommends a development of a calendar: November 2015: CEMPC will review the detailed proposal described above and make adjustments as necessary.			
	December 2015: CEMPC will review all Program Review summaries and propose mission statement revisions according to how departments			



Accreditation Follow-Up Report		
	describe their needs and goals.	
	January 2016: 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.	
	February 2016: CEMPC will develop a new mission statement (or make minor revisions to the existing one as needed).	
	March 2016: CEMPC will present the new mission statement to the College Council, along with the evidence used to prepare it, for approval or revisions.	
	Upon approval the College Council will forward the statement to the college president.	
	OR	
	The College Council will send the statement back to CEMPC for revisions.	
	April 2016: The President will approve the statement and send it to the PCCD board.	
	OR	
	May 2016: the President will approve the CEMPC revised/College Council approved mission statement, and send it to the PCCD board.	
3. Appointing a person for track keeping.	The group recommends appointing a person to keep track of the whole process and evidence (should it	

be also in charge of CEMPC?)