

**Meeting Minutes****November 10, 2021****3:00 PM – 5:00 PM**

https://cccconfer.zoom.us/j/95443792972

**MEMBERS:**

<b>VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)</b>			
	Lilia Chavez (A)	X	Nathan Pellegrin (A) *Co-Chair
	Mary Ciddio (F)	X	Tom Renbarger (F)
	Susana de la Torre (C)	X	Denise Richardson (A)
X	Jason Holloway (A)	X	Jamila Saleh (C)
X	Feather Ives (F)	X	Rebecca Uhlman *Co-Chair
X	Carmen Johnson (C)		
<b>NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)</b>			

**GUESTS:**

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW-UP ACTION</b>
I. Call to Order	Meeting called to order at 3:06 p.m.	
II. Adoption of Agenda	Agenda was adopted without objection. (TR/JH/U)	Chair – Email to <a href="mailto:merrittgovdocs@peralta.edu">merrittgovdocs@peralta.edu</a>
III. Approval of Minutes	Meeting minutes to be approved at the next meeting	Meeting minutes to be reviewed and approved at the December IEC meeting
IV. Public Comment	<b>Identify Topic of Discussion</b> <ul style="list-style-type: none"> <li>Question about SEMC</li> <li>the tasks have been absorbed into IEC</li> </ul>	
V. Standing Items	<b>EMP Update</b> <ul style="list-style-type: none"> <li>Should set up an EMP task force. Can reference the relevant AP for membership recommendations</li> </ul> <b>SEM Plan Update</b> <ul style="list-style-type: none"> <li>SEM meeting held 11/1</li> <li>Meetings to be held weekly</li> <li>Will be working on the SEM Plan Mission, Broad Goals, MC Guiding Principles, and SEM Committee Charge</li> <li>Sections have been assigned to various SEM committee members</li> <li>Working on marketing efforts</li> </ul>	<ul style="list-style-type: none"> <li>Nathan to check the relevant AP to determine the recommended membership of the EMP task force</li> <li>To finish validating Program Review Goals by Monday, 11/15</li> </ul>

	<p><b>Validation of Program Review Reports</b></p> <ul style="list-style-type: none"> <li>• SLOAC and MCC have access to the share point folder with the Program Reviews</li> <li>• Should upload the completed rubrics into the appropriate folder on share point</li> <li>• Most Program Reviews still need to have their goals validated</li> <li>• Re-assigned some of the Program Reviews to different teams to balance workload</li> <li>• Each Program Review only needs to be validated by one person.</li> </ul>	
VI. Action Items/Presentations	<p><b>Setting of ISS and Aspirational Goals</b></p> <ul style="list-style-type: none"> <li>• ISS a lower bound to what is acceptable for Course Success, Program completion, Transfer, Job Placement Rate, Licensure Exam</li> <li>• Aspirational Goals (AG) an achievable goal to reach</li> <li>• Reviewed the report with ISS and AG as submitted to ACCJC in April 21</li> <li>• Possible methods for setting ISS presented: A=prior year actual, B=1% decrease from prior year actual, C=1 percentage point decrease from prior year actual</li> <li>• Possible methods for setting AG presented: A=1% increase from prior year actual, B=1 percentage point increase from prior year actual, C=GHI=add the largest increase in actuals from the past 5 years to the prior year actual</li> </ul> <p><b>Development of Key Performance Indicators for Guided Pathways</b></p> <ul style="list-style-type: none"> <li>• Possible ideas to be found at <a href="https://www.calpassplus.org/LaunchBoard/GuidedPathways.aspx">https://www.calpassplus.org/LaunchBoard/GuidedPathways.aspx</a> but the data is a couple years old</li> <li>• Additional possible ideas: percentage of students with ed plans, percentage of students by major</li> <li>• Should focus on the 4 pillars and key processes/operations</li> <li>• Should choose metrics that do not take 12-18 months</li> </ul>	<ul style="list-style-type: none"> <li>- Chair - report the passed motion to College Council</li> <li>- Motion: Use option A for setting both ISS and AG (DR/CJ/U)</li> </ul> <p>GP KPI Taskforce: RU, JH, NP, FI, DR</p>
VII. Adjournment	Meeting adjourned at 4:48 p.m.	