

Planning Summit Planning Meeting Notes

May 6, 2021

**Spring 2021 Planning Summit Agenda**

<b>Time</b>	<b>Item</b>	<b>Presenter</b>
8:30	Opening Remarks	David Johnson
8:40	Equity	Denise Richardson & Lisa Webb
9:25	Mission	Nathan Pellegrin & Stefanie Harding
9:45	Vision & Symbolizing Merritt	David Johnson & Maria Spencer
10:15	Break	
10:25	EMP Goals Discussion	Denise Richardson, Tom Renbarger, Nathan Pellegrin, Maria Spencer, Stefanie Harding
11:45	Lunch	
12:15	EMP Overview	Nathan Pellegrin & Focus Area Teams
12:45	Integrated Planning Assessment	Denise Richardson, Tom Renbarger, Nathan Pellegrin, Stefanie Harding
2:05	Break	
2:15	Governance Survey Results	Nathan Pellegrin +
3:15	Guided Pathways	Feather Ives & Jason Holloway
3:35	Closing Remarks	David Johnson

**Detailed Agenda**

<b>Time</b>	<b>Item</b>	<b>Presenter</b>
8:30	<b>Opening Remarks</b>	David Johnson
8:40	<b>Equity</b> <ul style="list-style-type: none"> <li>• Show video clips</li> <li>• Lisa's slide</li> <li>• Poll</li> </ul>	Denise Richardson & Lisa Webb
9:25	<b>Mission Statement</b> <ul style="list-style-type: none"> <li>• Stefanie slides</li> <li>• Poll</li> </ul>	Nathan Pellegrin & Stefanie Harding
9:45	<b>Vision &amp; Symbolizing Merritt</b> <ul style="list-style-type: none"> <li>• Maria presents</li> </ul>	David Johnson

	<ul style="list-style-type: none"> <li>Show submissions</li> </ul>	n & Maria Spencer
10:15	Break	
10:25	<b>EMP Goals Discussion</b> <ul style="list-style-type: none"> <li>Nathan Slides <ol style="list-style-type: none"> <li>Completion – Stefanie <a href="https://docs.google.com/presentation/d/1yXnbOHiiarGEiLv1wP1qfMoQSnG63ik_gP-zvhsM38U/edit?usp=sharing">https://docs.google.com/presentation/d/1yXnbOHiiarGEiLv1wP1qfMoQSnG63ik_gP-zvhsM38U/edit?usp=sharing</a></li> <li>Time to completion -- Jason <a href="https://docs.google.com/presentation/d/1CKZvDvBwnBqzcl03NxDurkxVRQOWkhjZYXGQpHALaD8/edit?usp=sharing">https://docs.google.com/presentation/d/1CKZvDvBwnBqzcl03NxDurkxVRQOWkhjZYXGQpHALaD8/edit?usp=sharing</a></li> <li>Transfer -- Tom <a href="https://docs.google.com/presentation/d/1fM2TxN_AVJxGt-ThWosyJhl0yXZ-YhI38p9tcBhvDGc/edit?usp=sharing">https://docs.google.com/presentation/d/1fM2TxN_AVJxGt-ThWosyJhl0yXZ-YhI38p9tcBhvDGc/edit?usp=sharing</a></li> <li>Employment – Maria <a href="https://docs.google.com/presentation/d/1SjEGUEWv8rgVnsC_AQZYHCup88yldhMllcuAWQLdKFY/edit?usp=sharing">https://docs.google.com/presentation/d/1SjEGUEWv8rgVnsC_AQZYHCup88yldhMllcuAWQLdKFY/edit?usp=sharing</a></li> <li>Equity – Denise, Lisa <a href="https://docs.google.com/presentation/d/1_D_EtRnp-AwHI7As4m1kL-IfJlLoBGIfs45h5Na41P4/edit?usp=sharing">https://docs.google.com/presentation/d/1_D_EtRnp-AwHI7As4m1kL-IfJlLoBGIfs45h5Na41P4/edit?usp=sharing</a></li> </ol> </li> </ul>	Denise Richardson, Tom Renbarger, Nathan Pellegrin, Maria Spencer, Stefanie Hardin g
11:45	Lunch	
12:15	<b>EMP Overview</b> <ul style="list-style-type: none"> <li>Nathan/Stefanie slides</li> <li>Focus area teams <ol style="list-style-type: none"> <li>AB 705</li> <li>Career Education</li> <li>Distance Education</li> <li>Equity</li> <li>Facilities</li> <li>Guided Pathways</li> <li>Technology</li> </ol> </li> </ul>	Nathan Pellegrin & Focus Area Teams
12:45	<b>Integrated Planning Assessment</b> <ul style="list-style-type: none"> <li>PG Timeline</li> <li>PG Handbook</li> <li>IPB Timeline</li> <li>Reflect on APU process</li> <li>Program Review Template</li> <li>Faculty Prioritization Process</li> </ul>	Denise Richardson, Tom Renbarger, Nathan Pellegrin, Stefanie

		Hardin g
2:0 5	Break	
2:1 5	<p><b>Governance Survey Results</b></p> <ul style="list-style-type: none"> <li>• Slides</li> </ul> <p><u>Breakouts</u></p> <ol style="list-style-type: none"> <li>1. Assessment – Stefanie, Jason <a href="https://docs.google.com/presentation/d/1yXnbOHiaRGEiLv1wP1qfMoQSnG63ik_gP-zvhsM38U/edit?usp=sharing">https://docs.google.com/presentation/d/1yXnbOHiaRGEiLv1wP1qfMoQSnG63ik_gP-zvhsM38U/edit?usp=sharing</a></li> <li>2. PR/APU – Nathan, Maria <a href="https://docs.google.com/presentation/d/1CKZvDvBwnBqzcl03NxDurkxVRQOWkhjZYXGQpHALaD8/edit?usp=sharing">https://docs.google.com/presentation/d/1CKZvDvBwnBqzcl03NxDurkxVRQOWkhjZYXGQpHALaD8/edit?usp=sharing</a></li> <li>3. Budget – Denise, Jamila <a href="https://docs.google.com/presentation/d/1fM2TxN_AVJxGt-ThWosyJhl0yXZ-Yhl38p9tcBhvDGc/edit?usp=sharing">https://docs.google.com/presentation/d/1fM2TxN_AVJxGt-ThWosyJhl0yXZ-Yhl38p9tcBhvDGc/edit?usp=sharing</a></li> <li>4. Governance 1 –Tom, David <a href="https://docs.google.com/presentation/d/1SjEGUEWv8rgVnsC_AQZYHCup88yldhMllcuAWQLdKFY/edit?usp=sharing">https://docs.google.com/presentation/d/1SjEGUEWv8rgVnsC_AQZYHCup88yldhMllcuAWQLdKFY/edit?usp=sharing</a></li> </ol>	Nathan Pellegrin +
3:1 5	<p><b>Guided Pathways</b></p> <ul style="list-style-type: none"> <li>• Feather and Jason slides</li> </ul>	Feather Ives & Jason Holloway
3:3 5	<p><b>Closing Remarks</b></p> <ul style="list-style-type: none"> <li>• Marie slides</li> </ul>	David Johnson

1. Opening remarks (10 min) [David]
2. Equity – (45 min.) [Denise]:
  - a. preamble
  - b. Show the equity voices clip collected from constituencies. Lisa and Denise will present on models of equity, what the experts say, and basic ideas about what equity means at Merritt. Share some ideas that were raised during the CBC on 4/21, as an example of what can happen in our PG meetings. There was also a discussion around equity in the GP meeting on 4/22, including the idea that GP would be included as part of the agendas in other PG committees.  
Review of feedback from CUE. Being unapologetic about the groups we are targeting for equity efforts. Providing the data is an important context for our equity work. Link to this report,
3. Break (10 min)
4. Mission and Values (1 hour, 40 min)
  - a. Mission Statement (20 min.) (NP/SH)- NP: Review the cycle. Describe how we implemented. IEC task force. SH: Now time to close the loop on the mission statement.- Show the summary of feedback from flex day and revised proposals. present the finalists and take a poll (pick one).
  - b. Goals (2018 EMP) (15 min, NP.). Review the college goals. Present metrics on each goal. Review progress toward goals set out in 2018 EMP supp.
  - c. Dialogue (1 hour) –: Do the goals reflect our priorities. They must be relevant and achievable (SMART). Break out room for each goal. How do we modify these goals to be applicable now? This is in preparation for adoption of new district new, to be revisited in the fall. This moves us forward to a place where we are not playing

catchup! Facilitators: Nathan, Denise, Tom, Maria, Stefanie. Develop the script for facilitating each breakout. Use jamboard or other application which will allow participants to type in comments. Each facilitator will open/run a shared doc or jamboard. Scripted facilitation guiding participants to reflect and contribute.

d.

e. ... Notetaker using google slides. **Use the google notetaker during April 30 meeting.**

f. **Dialogue prompts:**

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- i. Is the language for each goal clear?
  - ii. Are the goals complete? Do we need any additional ones?
  - iii. What annual benchmarks do we need to set in order to achieve our goals
  - iv. What are goals we can set for next year?
  - v. Desired outcomes for each year subsequent to 2018.
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#### 2018 EMP GOALS

1. Completion Increase number of degrees and certificates by 20% over the next 5 years. *Breakout questions (Hosted by Lilia Chavez): We have met the target? Do we need to increase the target?*

2. Transfer Increase transfers to CSU and UC by 6% annually. (Reach approx. 35% in 5 years). *Breakout questions (hosted by Angela Khoo?): What more can we do as an institution to make progress toward achieving this goal.*

3. Time to Completion Reduce the number of excess units earned by students. *Breakout questions (hosted by Jason Holloway, Nghiem Thai): What more can we do as an institution to make progress toward achieving this goal. Are students aware of how long it takes? Do counselors know?*

4. Employment Maintain at least 82% of students attaining employment in the field of study. *Breakout questions (led by Marie Amboy and/or Sara Alturk?): How can we stay connected to students who interact with our programs?*

5. Equity Reduce the achievement gaps for African-American, multiethnic, and male students. *Breakout questions (led by Denise and Lisa?): What more can we do, what action steps can we take, to achieve our Equity goals? Does this goal need to be expanded on or redefined?*

\*\*\*Prepare PPT slides for each breakout room. Sent to the hosts ahead of time. Slide to include statement of EMP goal, the prompt question, and description of what they are trying to accomplish for the breakout.. their task at hand.

#### STEPS FOR FACILITATORS AFTER BREAKOUT ROOMS ARE FORMED

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1. Click on
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5. Lunch (30 min).

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6. Outlines of EMP areas of focus (30 min ) [NP].- Overview. Description of process, district planning process. EMP development to be taken up in the fall. Representatives from each focus area will comment/summarize their content.
7. Integrated Planning Assessment (1 hour 10 min)
  - a. PG timeline (SH, 10 min max) – this is part of the handbook that is under revision. Including a PG code of conduct.
  - b. PG Handbook - Review changes in development to PG handbook (10 min), with definition of code of conduct. Legalities of PG meetings. Have participants contribute thoughts on what is important to include in the PG code of conduct. Should anything be retracted? Per our discussion, at the
  - c. IPB Timeline (SH, 10 min max) – noting accomplishments this year on keeping on track . Your admin team is committed to further refining the IPB processes/cycles. SH has the slides from Flex-day showing the cycle and timeline. 2/24 academic senate meeting, we are modeling doing what we said we will do!
  - d. Reflect on APU process followed this last year (NP, 20 min.). Where were the challenges? Where can improvements be made? For example, what kind of resources are we asking for. **Provide results from gov survey on APU process**
  - ~~e. Review tools and training (have reference ready if asked)~~
  - f. Program Review Template (DR, NP 20 min.)
  - g. Faculty prioritization process (TR, 10 min.) – to be integrated with the PR cycle (the classified hiring prioritization process is already
8. Break (10 min)
9. Review of governance survey results (15 min.) [NP]. Report distributed before summit.
  - i. Dialogue (45 min.)–Small overview of each area: Assessment, Budgeting. Breakouts randomly assigned. Group returns and report-outs on the top 3 or the best/worst. Include in instructions to select a person to report back, if wanted, and give each group a few minutes. Each group has a different part of the survey (minus the APU items).  
Facilitators: Nathan,  
Rooms: IPB, Assessment, PG Effectiveness (2)  
Structure/Scaffold for room:
    - Pick a burning issue that will negatively impact.
    - How do equity issues intersect the PG processes?
    - Identify top issues from gov survey and use/present these as the focus topic for rooms. (e.g. how to increase participation in PG, to contribute among faculty and staff).
    - What are the specific improvements we can make to [Assessment, IPB] to achieve an effective cycle?
    - Question for PG

The point is to engage in reflection and dialogue and capture what works well and what needs to change. Identify the pivot points. Articulating what is working and what can be improved upon in the cycle or practice of... and identifying what practices work. Show a diagram. Where did things/people

get stuck? Where is the bottleneck? How do we fix/improve it? The cycle of Assessment. The cycle of IPB. A diagram which shows how the committees move. From the example of the flow (flow diagrams in PG handbook), how do these drive the decisions of the college? Is there anywhere they are out-of-synch or where the flow breaks down? Have you seen this diagram before? How many have used or referred to this diagram before? Do you think it is accurate? Where do you see yourself in this process. How are all these parts connected? We are building the full circle. Where is the weak link? People's involvement is what animates the process, where do you see yourself being involved in this. Show a blank slide and ask them to fill it in. At the end of the day we are hoping they will be tied to a committee. How do we reach out to those who have not/ are not involved in PG? We need to create a structure that invites people to engage in. Acknowledge faculty's, people's expertise and their contributions to the committee. Celebrate their contribution.

10. Guided Pathways (20 min.) - Overview. [Jamila and Feather] Denise mentioned a summary of where we are with GP. SOAA. Adding GP to PG agendas. MyPath. Areas of Interest. Peralta Equity Rubric and faculty participation, and opportunity to engage in college-wide discussion.
11. Closing remarks (10 min). [David]

- a. Break out rooms (1 hour) – with Maria's structure for guiding/collecting feedback.
- b. dialogue around where we can make improvement.

(includes Maria Spencer)..to be approved by the board). What are the equity considerations in return to campus? Equity in the classroom – how to design online classes for equity.

**Nathan** – Reach out to Lisa Webb to discuss involvement of SEA in summit, clarification of what we wish to accomplish as far as equity goes, during the summit.

#### General Survey Model/Framing Statement

- What is being requested?
- How will it be used?
- What is the expected outcome?
- How does it pertain to our mission statement?

An icon or visual which represents the process of improvement through collective effort.

Possibly and ice-breaker or interactive session for coming up with a symbol/logo etc, which represents our institutional values, processes of improvement. (example of a logo: the Oakland oak tree). Ideas can be

For its own day

1. Guided Pathways – update on pathway maps. SOAA summary provided by Feather. (10 to 20 minutes), with an additional date set for a more extensive conversation/engagement of GP, to take on such as: Call for completing pathway maps with Irving Chin. How do we utilize the HUB? Counselors are using it how? How do students use it? Show usage statistics from the HUB.

### **Other summit mechanics**

Survey the participants. Identify the outcomes for each session/presentation and ask participants if each session achieved its goals.

Provide a host with a template for which points need to be covered in the break-outs. Talking points, capture responses, and bring it back to the main group. Design the questions for the hosts, prompts to use for facilitating/guiding the discussion.

**Maria** – develop a template for presenters to use in designing their presentation and running discussion/break-outs.

Use of whiteboard in breakouts?

Dry run/testing of the agenda with breakouts with use of whiteboard or other tech for collecting responses.

Need timekeepers for the breakout room sessions.