



Chairs Council

Agenda for Wednesday, October 19, 2016

12:30 p.m. – 1:50 p.m.

Room 4 – Business Building

Members (8): Amanda Phillips, Annebelle Nery (co-chair), Bert Bitanga, Christen Smith (co-chair), Gary Bergstrom, Katie Chartier, Maria Jasso, Pamela Ralston

Guests: Carlos Maldonado, Carol Scobie, Cathy Levitt, Courtney Doussett, Daniel Martinez, Kim Dozier, Lauro Jimenez, Linda Emerson, Sai Vang, Tony Clerc

Recorder: Jeff Larson

Quorum: [5] Subject to the Brown Act

1. Call to Order/Roll Call

2. Action Items

2.1 Approval of Agenda

3. Information/Discussion Item(s)

3.1 Integrated Plans

3.2 Map Plan Objectives to Strategic Master Plan Goals

3.3 SSSP-SEP-BSI Integration

3.4 IEPI Goals

3.5 Strategic Master Plan Goals Quick-Reference Guide

4. Adjournment

Next Meeting:

To be determined

MISSION

College of the Desert provides excellent educational programs in basic skills, career and technical education, certificate, transfer preparation, associate degrees, noncredit and distance education, which are continuously evaluated and improved. Our programs and services contribute to the success, learning and achievement of our diverse students and the vitality of the Desert Community College District, surrounding areas and beyond.



Chairs Council		
MINUTES FOR Wednesday, October 19, 2016	12:30 p.m. to 1:50 p.m.	Room 4 – Business Building
Members Present:	Amanda Phillips, Annebelle Nery, Christen Smith, Gary Bergstrom, Katie Chartier, Maria Jasso, Pamela Ralston	
Members not Present:	Bert Bitanga	
Guest(s):	Carlos Maldonado, Cathy Levitt, Daniel Martinez, Kim Dozier, Sai Vang, Tony Clerc	
Recorder:	Jeff Larson	

AGENDA

1. Call to Order/Roll Call		
The meeting was called to order at 12:30 p.m. Quorum was present. Members of the Assessment of Planning & Outcomes Subcommittee joined the meeting as guests.		
2. Action Item(s)		
2.1 Approval of Agenda		
DISCUSSION	None	
CONCLUSION	The agenda was amended to denote Christen Smith as co-chair.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
None		
3. Information/Discussion Item(s)		
3.1 Integrated Plans		
DISCUSSION	Annebelle Nery walked the group through the materials included in the committee binders regarding Basic Skills Initiative, Student Equity, SSSP – Credit, SSSP – Non-credit, and Enrollment Management.	
CONCLUSION		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
None		
3.2 Map Objectives to Strategic Master Plan Goals		
DISCUSSION	<p>The mapping chart to link the items in the Strategic Master Plan to the five integrated plans was discussed. Members and guests were assigned to small groups to review specific plans and map where the goals in the five integrated plans correspond to the goals in the Strategic Master Plan. The assignments were:</p> <ul style="list-style-type: none"> • Enrollment Management – Christen Smith, Pamela Ralston, Kim Dozier • SSSP – Credit & SSSP – Non-credit – Tony Clerc, Amanda Phillips, Maria Jasso, Annebelle Nery • BSI & Student Equity – Katie Chartier, Daniel Martinez, Cathy Levitt, Carlos Maldonado, Gary Bergstrom, Sai Vang 	
CONCLUSION	The SSSP and Enrollment Management groups joined together to share their work while the BSI/Student Equity group continued its work.	

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
The Enrollment Management Committee will conduct its committee assessment and review APO's recommendation to update the college's Enrollment Management Plan.	Enrollment Management Committee	Next meeting(s)
The BSI/Student Equity group will meet separately to finish mapping	Katie Chartier, Daniel Martinez, Cathy Levitt, Carlos Maldonado, Gary Bergstrom, Sai Vang	Before the next Chairs Council meeting

3.3 SSSP-SEP-BSI Integration

DISCUSSION	Annebelle Nery distributed a memo from Interim Chancellor Erik Skinner regarding integration and alignment of SSSP, Student Equity, and BSI. An aspect of this is to suspend the requirement for colleges to submit 2016-17 action and expenditure plans.	
CONCLUSION	There is an effort to consolidate the three plans into one coordinated plan.	

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

3.4 IEPI Goals

DISCUSSION	Information about the Institutional Effectiveness Partnership Initiative (IEPI) was distributed.	
CONCLUSION	A goal of IEPI is to help colleges develop internal mechanisms to identify areas where they need to focus efforts to improve their effectiveness and, ultimately, help them with reaffirmation of accreditation.	

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

3.5 Strategic Master Plan Goals Quick-Reference Guide

DISCUSSION	This item was not discussed due to time constraints.	
CONCLUSION		

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

4. Adjournment:

The meeting adjourned at 1:56 p.m.

NEXT MEETING:

Thursday, November 17, 2016 – 12:30 p.m. to 2:00 p.m.

Business Building – Room 2 (B2)



Chairs Council

Agenda for Thursday, November 17, 2016

12:30 p.m. to 2:00 p.m.

Room 2 – Business Building (B2)

Members (8): Amanda Phillips, Annebelle Nery (co-chair), Bert Bitanga, Christen Smith (co-chair), Gary Bergstrom, Katie Chartier, Maria Jasso, Pamela Ralston

Guests: Carlos Maldonado, Carol Scobie, Cathy Levitt, Courtney Doussett, Daniel Martinez, Kim Dozier, Lauro Jimenez, Linda Emerson, Sai Vang, Tony Clerc

Recorder: Jeff Larson

Quorum: [5] Subject to the Brown Act

1. Call to Order/Roll Call

2. Action Items

2.1 Approval of Agenda

2.2 Approval of October 19, 2016, Minutes

3. Information/Discussion Item(s)

3.1 Review Sub-groups Mapping Work

3.2 Next Steps – Identification of Duplicative Efforts

4. Adjournment

Next Meeting:

To be determined

MISSION

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Chairs Council

MINUTES FOR Thursday, November 17, 2016		12:30 p.m. to 2:00 p.m.	Room 2 – Business Building (B2)
Members Present:	Amanda Phillips, Annebelle Nery, Bert Bitanga, Christen Smith, Gary Bergstrom, Katie Chartier		
Members not Present:	Maria Jasso, Pamela Ralston		
Guest(s):	Carlos Maldonado, Carol Scobie, Cathy Levitt, Courtney Doussett, Daniel Martinez, Kim Dozier		
Recorder:	Jeff Larson		

AGENDA

1. Call to Order/Roll Call The meeting was called to order at 12:38 p.m. Quorum was met.			
2. Action Item(s)			
2.1 Approval of Agenda			
DISCUSSION	None		
CONCLUSION	The agenda was approved as presented.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None			
2.2 Approval of October 19, 2016, Minutes			
DISCUSSION	Annebelle Nery reviewed the follow-up items noted on the minutes of the October 19, 2016, meeting to report on progress.		
CONCLUSION	The minutes of October 19, 2016, were accepted as presented.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None			
2.3 Recommend that the Basic Skills Committee be folded into Diversity & Equity Council			
DISCUSSION	Duplicate efforts were identified between the BSI and Student Equity plans. BSI is an identified goal of Student Equity.		
CONCLUSION	Moved by Gary Bergstrom and seconded. The recommendation passed unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Basic Skills chairs will take to next meeting.		Annebelle Nery, Gary Bergstrom, Katie Chartier	Spring semester

2.4 Recommend that Diversity & Equity Council and Matriculation/SSSP Advisory Committee meet to discuss how they will create a consolidated plan		
DISCUSSION	The Chancellor's Office has announced that SSSP, SEP, and BSI will be integrated into one template to be released in spring.	
CONCLUSION	Moved by Amanda Phillips and seconded. The recommendation passed unanimously.	
FOLLOW-UP ITEMS		PERSON RESPONSIBLE
Chairs of Diversity & Equity and Matriculation/SSSP will meet to discuss.		Amanda Phillips, Annebelle Nery, Gary Bergstrom, Jose Simo
DEADLINE		
Spring semester		
3. Information/Discussion Item(s)		
3.1 Review Sub-groups' Mapping Work		
DISCUSSION	The draft of the goal mapping work was distributed and discussed.	
CONCLUSION	<ul style="list-style-type: none"> Participants expressed concern that some strategic master plan goals, namely 2.4, 2.5, 2.6, 3.5, 3.8, 3.9, 4.1, and 4.3, don't map to any goals found in the five plans examined. If the Educational Master Plan or other plans had been included, it is likely some of their goals would map to Strategic Master Plan goals. 	
FOLLOW-UP ITEMS		PERSON RESPONSIBLE
Office of Institutional Effectiveness will include ACCJC, APO, and constituent groups from committees' plans and reporting structure.		Annebelle Nery, Jeff Larson
DEADLINE		
By next meeting		
3.2 Next Steps – Identification of Duplicative Efforts		
DISCUSSION	The group discussed what the next steps should be for Chairs Council.	
CONCLUSION	<ul style="list-style-type: none"> By identifying duplicative efforts across plans, this committee can make recommendations that certain committees focus on certain goals when drafting updated plans – thus relieving other committees from duplicating those goals in their updated plans. The work of IEPI was to move to Chairs Council on recommendation by APO in spring 2016. 	
FOLLOW-UP ITEMS		PERSON RESPONSIBLE
Participants will review the goal mapping spreadsheet to identify duplicative efforts.		Chairs Council members, APO guests
Participants will review the IEPI documents to determine where its goals fit.		Chairs Council members, APO guests
Participants will review goals with multiple gaps and bring back suggestions on where to refer the work.		Chairs Council members, APO guests
Review IEPI documents distributed at October meeting (and posted on portal) and be prepared to make recommendations on how to incorporate.		Chairs Council members, APO guests
DEADLINE		
By next meeting		
4. Adjournment: The meeting adjourned at 1:25 p.m.		

NEXT MEETING:
To be determined



Chairs Council

Agenda for Wednesday, March 15, 2017

1 p.m. – 2 p.m.

Cravens Student Services Center – 2nd Floor Conference Room

Members (8): Amanda Phillips, Annebelle Nery (co-chair), Bert Bitanga, Christen Smith (co-chair), Gary Bergstrom, Katie Chartier, Maria Jasso, Pamela Ralston

Guests: Daniel Martinez, Sai Vang

Recorder: Jeff Larson

Quorum: [5] Subject to the Brown Act

1. Call to Order/Roll Call

2. Action Items

2.1 Approval of Agenda

2.2 Approval of November 17, 2016, Minutes

2.3 Revise Committee Description to Include IEPI Chairs (End-User Group)

2.4. Revise Committee Description to Include Strong Workforce Chairs

3. Information/Discussion Item(s)

3.1 Review Gaps and Make Recommendations to Existing Committees to Address

- Goals with Four or More Gaps and May Not Have Existing CPC Committee to Support
- Goals with Three Gaps

3.2 Strategic Master Plan Goal 3.7 Accomplished: Review & Confirm

3.3 Update from Basic Skills Committee/Diversity & Equity Council

4. Adjournment

Next Meeting:

Wednesday, April 19, 2017 – 1 p.m. to 2 p.m.

Cravens Center – 2nd Floor Conference Room

MISSION

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Chairs Council		
MINUTES FOR Wednesday, March 15, 2017	1 p.m. – 2 p.m.	Cravens Student Services Center – 2nd Floor Conference Room
Members Present:	Amanda Phillips, Annebelle Nery, Christen Smith, Gary Bergstrom, Katie Chartier, Maria Jasso, Pamela Ralston	
Members not Present:	Bert Bitanga	
Guest(s):	None	
Recorder:	Jeff Larson	

AGENDA

1. Call to Order/Roll Call The meeting was called to order at 1:03 p.m. Quorum was present.		
2. Action Item(s)		
2.1 Approval of Agenda		
DISCUSSION	Agenda items 2.3 and 2.4 were combined and revised to read “Revise Committee Description.”	
CONCLUSION	The agenda was approved as amended.	
FOLLOW-UP ITEMS		PERSON RESPONSIBLE
None		
2.2 Approval of November 17, 2016, Minutes		DEADLINE
DISCUSSION	None	
CONCLUSION	The minutes of November 17, 2016, were approved as presented.	
FOLLOW-UP ITEMS		PERSON RESPONSIBLE
None		
2.3 Revise Committee Description		
DISCUSSION	<ul style="list-style-type: none"> • Christen Smith moved (seconded by Amanda Phillips) to revise the committee description as follows: <ul style="list-style-type: none"> ○ Add the IEPI chairs (the chairs of the End-User Data Subcommittee) and Strong Workforce Steering Committee chairs to the membership. ○ Role will be to support integrated planning through the coordination of the Strategic Master Plan, Educational Master Plan, and other institutional and operational plans to identify synergistic opportunities and avoid duplicative efforts. ○ Meeting schedule will be once per semester, or as needed. ○ Reporting relationship is to College Planning Council ○ Co-chairs are Faculty Chair: Senate President (or designee) and Leadership Chair. • The revised committee description was approved unanimously. 	
CONCLUSION		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE
Revised committee description to next CPC meeting as an action item for a first reading		Annebelle Nery
		DEADLINE
		3/24/17

3. Information/Discussion Item(s)			
3.1 Review Gaps and Make Recommendations to Existing Committees to Address			
DISCUSSION	<ul style="list-style-type: none"> • Annebelle Nery reviewed the goals mapping table with the members. • Operationalizing strategic master plan goals can often be challenging. • Annebelle Nery reviewed the analysis of coordinated plans which show the goals completed and the ones where three or more gaps appear. 		
CONCLUSION	It is not the role of Chairs Council to make recommendations. Annebelle Nery will report on Chairs Council's work at the next Executive Cabinet meeting and, as a follow-up, report back to Chairs Council at the April 19 th meeting.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Updated version of the goals mapping table sent to members electronically		Jeff Larson	3/15/17
Updated version of the goals mapping table posted on Chairs Council portal page		Jeff Larson	3/15/17
Report on Chairs Council work at next Executive Cabinet meeting		Annebelle Nery	3/21/17
3.2 Strategic Master Plan Goal 3.7 Accomplished: Review & Confirm			
DISCUSSION	Dr. Kinnamon is reviewing and completing this item.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None			
3.3 Update from Basic Skills Committee/Diversity & Equity Council			
DISCUSSION	<ul style="list-style-type: none"> • Basic Skills Committee voted to merge with Diversity & Equity Council. • Diversity & Equity Council will discuss the merger suggestion at its next meeting. Annebelle Nery expects the merger to be approved. 		
CONCLUSION	By the time of the next Chairs Council meeting, the merger should have been approved by both groups.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None			
4. Adjournment: The meeting adjourned at 1:25 p.m.			

NEXT MEETING:

Wednesday, April 19, 2017 – 1 p.m. to 2 p.m.

Cravens Student Services Center – 2nd Floor Conference Room