Planning Committee Meeting
December 7, 2020, 3:00 - 5:00 pm
Via Zoom
MINUTES

Members Present: Pamela Mery (Chair), Loren Bell, Susan Boeckmann, Carolyn Escalante, Craig Kleinman, Hanna May Legisniana, Alexis A Litzky, Wendy L. Miller, Alex Ngo, Judy Seto, David Yee;
Alternates Present: Kit Dai, Cherisa Yarkin

Members Absent: Jolene Huey; **Alternates Absent:** None
Guests Present: Tom Boegel, Torrance Bynum, Shawn Clifton

No.	Item	Discussion/Outcome	Follow up
1.	Introductions	Welcome to new member Hanna May Legisniana!	
2.	Approval of November 2nd minutes	Minutes for 11/2 approved by unanimous consent with two corrections regarding member attendance at that meeting.	
3.	Updates since last meeting	• Multi-year Budget and Enrollment Strategic Plan approved by Board in November. Next steps will emphasize enrollment and program aspects. • Guidelines for Annual Planning Fall 2020 are posted, including the two "Fall 2020 only" questions. The submission deadline is February 1, as announced at Deans and Chairs on 11/5 and reiterated on 12/3.	
4.	Accreditation Standard I.A. (Mission) and Administrative Procedure 1.00 (AP 1.00)	• The committee discussed process, timeline for and meaning of "review" vis-à-vis AP 1.00. • The committee began this initial conversation by walking through all four sub-elements within Standard I.A.: - *I.A.1. The mission describes the institution's broad educational purposes, its intended student population, the types of degrees and other credentials it offers, and its commitment to student learning and student achievement.* - *I.A.2. The institution uses data to determine how effectively it is accomplishing its mission, and whether the mission directs institutional priorities in meeting the educational needs of students.*	Revisit in Spring 2021

		I.A.3. The institution's programs and services are aligned with its mission. The mission guides institutional decision-making, planning, and resource allocation and informs institutional goals for student learning and achievement. *I.A.4. The institution articulates its mission in a widely published statement approved by the governing board. The mission statement is **periodically reviewed** and updated as necessary. [emphasis added]* • Regarding process, AP 1.00 was adopted in 2014. [RRP Handbook](#) (codifying Roles, Responsibilities, and Processes) was published in 2016. - The language within AP 1.00 may no longer be needed due to RRP section D4: *Development of Collegewide Initiatives, Board Policies, Administrative Procedures*. • Regarding timeline for and meaning of "review," AP 1.00 references **annual review**. - AP 1.00 does not clearly distinguish regular reflection, i.e. using data to determine how well CCSF accomplishes its mission (I.A.2.), from periodic review of mission statement language (I.A.4.). - Review if the mission statement indicates the potential for deep changes to the mission itself. Consideration of the need for and frequency of such changes should contemplate that the mission must guide long-term planning (I.A.3.). - Due to its connection with BP 1.00, the Board-approved mission statement, AP 1.00 most closely relates to I.A.4., with timing implications for I.A.3. - It was noted that AP 1.00 could be unique among California Community Colleges (CCC). An extensive search, albeit not exhaustive, found no other CCC examples. • During discussion of the proposed [Mission/Vision Review in Context](#), committee members asked: - Is Spring 2023 too close to the Fall 2023 site visit? - How can Comprehensive Program Review timing align so programs and services can promptly respond to mission statement changes (see I.A.3.)? - BPs and APs are typically reviewed together, but BP/AP 1.00 may always need sequenced review? - The current iteration is somewhat Board-focused and only includes mission/vision, accreditation ISER, EMP, board goals and program review. - Suggest including timelines for major college-wide plans (e.g., Adult Education, Student Equity, Strong Workforce Programs) which also require extensive planning processes.	

| 5. | Development of Plan for Bayview/Hunters Point | • The committee reviewed and discussed the draft [Overview, Framework, Process, and Timeline for development a Bayview/Hunters Point plan](#) focused on the College's commitment for programs and services at the Evans (1400 Evans) and Southeast (1800 Oakdale) Centers for academic years 2021-22 through 2023-24.

• Overall comments included:
  - Agreement that Center planning has needed more focused attention with the overarching system.
  - Suggestion that the plan focus on community needs and utilize partnerships where possible.

• Regarding the Overview and Framework portion of the draft, committee members discussed how this plan would relate to other College plans:
  - The term "Education Master Plan" is reserved for the college-wide EMP. Having other plans with the same nomenclature would be confusing.
  - To accurately situate this new plan for Evans and Southeast, committee members offered as alternatives "community educational service plan," "community education opportunity plan," or simply "community education plan."
  - Committee members requested time to consider these names and possibly add more options. The workgroup (see below) might assist as well.
  - Connections to facilities and equity were both noted, as well as connections to the Strong Workforce Program (SWP) and EASE which oversees the evaluation of equitable services at Centers.

• Regarding the Process and Timeline portion of the draft, the committee discussed forming a workgroup:
  - The Planning Committee agreed to formation of new workgroup situated within its purview.
  - It was noted that the next Planning Committee meeting is scheduled for February 1. Workgroup formation can proceed in advance of that.
  - Parameters should be guided by [RRP Handbook](#) section D3. *Development of Collegewide Plans without Attached Funding*.
  - For consistency with typical participatory governance formation, workgroup composition could be 3-3-3-3 for the four constituent groups (administrators, classified staff, faculty, students).
  - While community members are not officially appointed within participatory governance, the workgroup will utilize community input.
  - Input is currently being gathered and the workgroup will solicit further input throughout the development process. | |

| 6. | Communications Discussion | Communication to and inclusion of community input was discussed as part of agenda item #5. | |
| 7. | Future Agenda Items | Along with regular agenda topics related to Standards I.A. and I.B., requests from committee members included bringing forward Noncredit topics/concerns and scheduling time for the Strong Workforce Program (SWP) Plan. | |

Upcoming Meetings: First Mondays 2020-2021. Next meeting is February 1, 2021.