

In attendance: Imane Benjelloun (Director, Student Support Services) Tina Garcia (Dean, Student Development), Tami Selby (Exec Dean, Enrollment), Sue Samuelson (Director of Marketing), Mike Miller (Fiscal), Jennifer Ferguson (TLC), Kaylah Zelig (ALO), Cynthia Phillips (College Planning), Jeffrey Becker (English Faculty), Shannon Webber (Financial Aid), Johnathan McCoy (UMI Retention), Karen Danielson (Visual Arts)

1. Follow up on items:
 - a. Our English faculty representative will create a 365 Office Folder
 - b. Our English faculty representative and our Director of Marketing will update the style book by 12/14
2. Welcome Back Day:
 - a. 15 minutes to discuss HLC
 - b. We need to, “present a visual of how great we did”
 - i. Our Prep Peer Reviewer said we did amazingly well.
 - ii. Somebody standing on the precipice of a mountain arms raised and then another peak behind them!
 1. Table with the 5 criteria and color code that cell.
 2. Ending with quotes on top of the grid that highlight how good we did.
 - a. 4B—orange
 - b. Comments (areas we have to improve)—grey
 - c. Great—purple
 3. Go back to the mountain picture—the work isn’t over!
 4. That day, our report will go live—the web address will be the last to be shown.
3. Key for criteria:
 - a. HLC = yellow
 - b. CCD = green
 - c. Plain = criteria what we wrote
 - d. Italics = comments made back to us by HLC
 - e. Blue = Prep Peer Reviewer
 - f. Red = Met with concerns
4. Criteria 1: Mission
 - a. 1.A.1.—Our mission needs to be changed because they don’t think it is based on our demographics, diversity, or institutional strategies.
 - i. This is not going to be revisited for several years.
 - ii. We will have to demonstrate that we looked at our mission statement, reviewed it in light of this criteria, and change it if needed.
 - iii. Our Prep Peer Reviewer did not like how we explained SBCCOE, CHDE, and CCCS policy. We need to explain this much more, even

though we aren't asked to do this. We need to explain this thoroughly because the make-up of our policies are confusing.

- b. 1.A.2.—
 - i. SV—We don't mention our Online programs. We do know which programs we offer online but this will put a spotlight on CCCS online. This is problematic because we can only offer the degree online because of CCCS.
 - 1. We need to discuss this with the execs.
 - ii. SV—Discuss how we ensure that OL, concurrent, and additional location students are served.
 - 1. We weren't clear about the point person for our additional locations.
- c. 1.A.3.—
 - i. HLC and SV—We need our budget to align clearly with our priorities.
 - 1. We now have a committee that is solely addressing this concern.
- d. 1.B.3.—
 - i. HLC—need to have our mission statement posted throughout the college.
 - 1. We won't do anything about this until we revise the mission statement.
 - ii. CCD—we committed to improve data collection and use of data with our strategic plan.
 - 1. This is going to happen year one.
 - 2. Our strategic plan is not measurable. We acknowledge that it is intentionally not measurable because it was a culture shift. But, we will need to make our next strategic plan more measurable.
- e. 1.C.—
 - i. We need to demonstrate that our affirmative action plan to improve faculty/staff diversity.
 - 1. The director of HR is developing a plan and working with the director of Institutional Effectiveness to align this with our affirmative action plan.
 - 2. We also need to involve our Diversity and Inclusion Council, perhaps there can be a representative from this council on each search committee.
 - a. We need to be more intentional about advertising jobs in more diverse sites.
 - 3. We can't wait until the hiring committee stage to start this process.
 - 4. The rubric for hiring needs to be re-evaluated.

5. This needs to be an institution where people of color want to work.
 6. There is initiative to broaden diversity on the shared governance plan but this should be stated in our document.
 7. We should talk to our CFO and broaden the affirmative action plan and broadening it across and making it more overt across the college.
 - a. Make a recommendation turning these issues over to minority employees on campus.
 - i. Could this be put on the diversity and inclusion council agenda
 - b. Maybe we can look at this with FLASC?
 - c. There is a lot of opportunity to develop this with professional development for instructors.
 - d. Including this in the decision-making model.
 - ii. CCD—We identified that we need to increase our knowledge of global awareness.
 1. It is possible that EAB will help because students will have 1-6 choices for electives within a program. With some intention, we can use some electives to develop this IO.
 2. IO committee needs to focus on developing the Globally Aware Rubric for the college so that we are aware how the college is working to define and assess this IO.
 - f. 1.D—CCD
 - i. We will continue to work on our strategic plan and our current strategic plan co-chairs are working on ensuring the development of our next strategic plan
 - ii. Diverse perspectives in readings—could identify gateway courses that utilize this curriculum.
 1. We have a list of gateway courses where we could do this.
 2. Possible look at grant money for adopting/adapting/authoring OER and the idea of diverse readings.
 3. This is key because we are also designing master courses in ENG.
5. Action Item:
- a. Bullet points for ALO for Welcome Back Day.