Planning Committee Meeting

April 4, 2022, 3:00 - 5:00 pm

Via Zoom

MINUTES

Members Present: Pamela Mery (Chair), Susan Boeckmann, Craig Kleinman, Judy Seto, David Yee; **Alternates Present:** Kristin Charles, Cherisa Yarkin

Members/Alternates Absent: Kit Dai, Lauren Murphy, Mitra Sapienza, Michael Snider

Guests Present: None

No.	Item	Discussion/Outcome	Follow Up
1.	Welcome and Introductions	All welcomed!	
2.	Approval of Minutes for 3/7/2022	Approval of March minutes was moved by Susan, seconded by Craig, and approved by consent.	
3.	Updates on Planning Committee action items and recommendations since last meeting	- The committee chair shared the Planning Committee Update to PGC on March 16th - Constituent review is proceeding for AP 1.00 - Recommended Revision, including concurrence on removing extraneous "review" header and sentence. The committee provided input to simplify the presentation of BP 1.00: - BP 1.00 - Last Sentence (initial version) - BP 1.00 - Last Sentence (simplified version)	

4.	ACCJC Annual Report including Institution-Set Standards and Stretch Goals for the following metrics: ● Transfer ● Associate Degrees ● Certificates of Achievement ● Course Completion ● Licensure and Job Placement (CTE only)	The committee engaged in robust discussion regarding current data (submitted to ACCJC by 4/8). The discussion focused on the increasing numbers for achievement in many areas, despite decreasing enrollment. ● For credit certificates: ○ There are more certificates to earn, including many certificates of accomplishment that were converted to certificates of achievement. ○ Total units in many certificates were lowered in recent modifications. ○ Completion Center efforts have continued. ○ Some students coming back to get certificates during pandemic, potentially related to awareness of certificates highlighted during the pandemic, i.e., encouraging messaging for students to "finish." ● For degrees and transfer: ○ Are more students transferring without degrees? Maybe, although degree and transfer trends track. ● Only licensure and job placement are currently expressed as percentages. For other metrics, the committee may wish to revisit the question of counts versus percentages now that ACCJC reporting allows percentages as an option.	
5.	Accreditation Standard IA - Overview of Draft Responses	1A1 and 1A4 are pretty straightforward. 1.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. ● 1.A.1 – Evidence is Mission statement (BP 1.00, web) which meets all aspects of 1.A.1 1.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. ● 1.A.4 – Evidence includes BP 1.00, catalog, website, and various institutional plans which address "widely published' and "approved by governing board." Board documents show periodic review and update in 2014. The Planning Committee work on addressing the specifics of the mission review and update process via revisions to AP 1.00 provides critical evidence for meeting this sub-element.	

		1.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. ● For 1.A.2, the following serve as evidence for using data to determine how effectively the College is accomplishing its mission, and whether the mission directs institutional priorities: ○ Student Success and Achievement (SEA) metrics ○ ILO and GELO assessment reports ○ RRP section D1 on Program Review ○ Education Master Plan (EMP) and Board Goals implementation table demonstrating review of data and mapping to EMP 1.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. ● For 1.A.3, the writing group wrestled with identifying appropriate evidence that the Mission guides decision-making, and that the mission informs institutional goals for learning and achievement.	
6.	Accreditation Standard IB - Overview of Draft Responses	Deferred to the next meeting.	
7.	Review Administrative Procedure for Institutional Planning -- along with Board Policy for Institutional Planning	Reviewed the Community College League of California (CCLC/"League") versions for context. It's possible that BP 2.18 does not need any changes since there don't appear to be relevant Title 5 changes. ● BP 2.18 Institutional Planning ● Comparison to League Bringing AP 2.18 back to the next meeting for group discussion and edits, including a review of League suggestions to see if they're already addressed or inclusion is desired within CCSF procedure for Institutional Planning. ● AP 2.18 Institutional Planning ● Planning Committee thoughts on 2.18 (with notes about League suggestions)	

8.	Communications Check-in (Standing Agenda Item)	● Comprehensive Program Review (CPR) - announced addition of SLO data to [Program Review Data Dashboard](). CPR model development has begun, with emphasis on equity and expanded understanding of currency, clarification of resource request processes and types, augmented communication efforts. ● [SF Adult Education Consortium report]() - Academic Senate officially accepted as presented on 3/9/22, on agenda for PGC on 4/7/22.	
9.	Future Agenda Items	● Student Services Outcomes (SSO) Workgroup Report ● Resource Request guidance for Fall 2022	