

Campus Collaboration Team

March 7, 2023

Meeting Notes

Co-Chairs of the Campus Collaboration Team, Daniel Berumen and Jennifer Combs, welcomed the team to the first meeting of the Campus Collaboration Team (CCT).

Matt Taylor shared that the purpose of the CCT is to break down the silos that dominate our efforts to educate and support students. The CCT is not meant to be a policy making group. Instead, the CCT should provide a structure to ensure that we are braiding our efforts on campus to reduce disproportional impact.

CCT members introduced themselves and the committee and/or program they were representing. The team discussed the fluid nature of the membership of this committee. The CCT believes that the campus approved structure includes adding cohorts not explicitly listed on the campus approved committee structure. A roster of those in attendance on March 7 can be found at the bottom of this document.

The CCT agreed to reach out Associated Students and Classified Senate to invite them to our meetings. We also discussed increasing the distribution list (campus and district faculty collectives, for example) for the CCT agendas and scheduled meetings so that people interested in the topics being discussed are given easy access to the discussion. Options included creating a listserv and/or adding more resource members that are included on all emails to the team.

Lisa McPheron reviewed the campus guidelines for committees related to rosters, meeting schedules, agendas, and minutes/meeting notes. All committees were encouraged to email Campus Communications with these documents so that we meet accreditation requirements. Campus Communication will post all rosters, meeting schedules, agendas, and minutes/notes on a public facing web page so that Committees don't need to maintain for themselves.

CCT members requested professional learning related to being a Committee Chair, Co-Chair, etc. Specifically, members of the CCT requested help answering the following questions:

1. What does it mean to chair a committee?
 - Reassign Time vs. No Reassign Time
2. What does it mean to co-chair a committee?
 - Reassign Time vs. No Reassign Time
3. When is the best time to send an agenda (timing, cadence, ahead of meeting)
4. What is the difference between a committee vs. task force vs. workgroup vs. advisory group, etc.
 - Title V
 - Robert's Rules/Parliamentary Procedure
 - Brown Act

CCT members suggested some resources that would help us collaborate including:

1. A Shared Governance Calendar of meetings, events
2. Shared Governance group organizational chart
3. Up-to-Date Rosters and Descriptions for all Committees and Programs
4. Templates for notetaking

Members began to discuss the best way to integrate our campus efforts. The conversation included:

1. Creating space where leaders can share information about their programs. Information sharing is one way to raise awareness of possible intersections.
2. If we create a crosswalk to look for intersections between our work, what metrics should we use as our core? Vision for Success (Guided Pathways) Goals? College Goals? SEA 2.0 Goals, or?
3. What is the best environment to house this work? Is it TEAMS, an o365 Organizing App, Canvas, or?

Pathways Steering Committee	Co-Chairs	Jennifer Merchant and Matt Taylor
Program Review and Planning Committee	Co-Chair	Mary Bogan
Student Equity and Achievement Committee	Co-Chairs	Cynthia Guardado and Jorge Gamboa
Enrollment Management Committee	Chair	Jennifer LaBounty
Planning Budget Steering Committee	Co-Chair	Daniel Berumen
Distance Education Advisory Committee	Chair	Darnell Kemp
Accreditation Steering Committee	Co-Chairs	Danielle Fouquette and Jose Ramon Nunez
Professional Learning Committee	Chair	Jeanne Costello
Diversity Committee	Chair	Cecilia Arriaza
Sustainability Committee	Co-Chairs	Roman DeJesus and Megan Moscol
Curriculum Committee	Chair	John Ison
Faculty Senate President		Jennifer Combs
Director of CTE		Kelly Jones-Horwood
Director of the Transfer Center		Cecilia Arriaza
Director of EPP: Dual Enrollment & Title 5		Ericka Adakai
Director of Student Development and Engagement		Connie Moreno Yamashiro
Director of EPP: Promise/FYE/Outreach		Jennifer LaBounty
Director of EPP: Guided Pathways		Jennifer Merchant
Director of Academic Computing Technology		Khaoi Mady
Student Service Leadership Team Representative		Elaine Lipiz Gonzales and Nick Arman
Director of the Office of Institutional Effectiveness		Daniel Berumen