EPOC RETREAT

Friday, December 4, 2020   9am – 12:00pm via zoom

Participants: Kristine Di Memmo, Paul O'Connell, FeRita Carter, Ramisha Islam, Garth Schultz, Matthew Brashier, Thomas Cruz-Soto, Kristi Woods, Scott Blair, Malika Bratton, Carol Farrar, Eddie Perez, Natalie Halsell, Stephen Ashby, Sydni Marquardt, Tristin Morales, Gregory Anderson, Casandra Greene, Cynthia Morrill, Patricia Avila, Gloria Aguilar, Monique Greene, Karen Esparaza Lopez, John Adkins, Mark Sellick, Wendy McKeen, Shari Yates, Marc Sanchez, Thea Quigley, Wendy McEwen, Hayley Ashby, Star Taylor, Abigail Vaughn, Tucker Amidon, Kristi Woods.

I.   Welcome

Kristi and Paul welcomed everyone and expressed that this is a safe space to speak. This retreat is intended to improve our process and get feedback. Every year we do this it gets better, need to hear your voice. We recognize that everyone has a lot going on and tired of meetings and emails. Appreciate everyone attending on a Friday.

II.   Opening Remarks

President Anderson echoed understanding that everyone has things going on, feel grateful for things people are doing, watch Wednesdays giving week video testimonies of the students they are powerful. Noticed colleges that bring empathy, willingness to change is more likely to deliver for our students. Show up with courage and a critical stance. You are brave and that is what we need. Take a breath, today is critical in our long term goal, closing racial, economic and social justice.

III.   Approval of Agenda – **M/S/C - Sellick/Ashby**
         Approval of November 9, 2020 minutes – **M/S/C Ashby/Avila**

IV.   Old Business

    i.   Guided Pathways Plan
         o   Plan has gone out looking for feedback on the plan, recommendations.

         o   Still working on editing, will be approved at senate meeting in Feb.

         o   Monique has not received any feedback or recommendations. Concerned as this is the work to move the institution forward.

         o   The intent is the GP equity plan. Would like to see edits for IE supporting equity data.

         o   We have been charged by Dr. Isaac to be fully scaled up with GP.

         o   SAS: not discussed indepth. Has not received feedback. Would like access to team site.

             GEMQ: Discussed GP, three new students, wanted our students to be more engaged and give more time to review.

             RDAS: student attended trying to absorb the meeting and their perspective. Provided information and changes to Monique.

         o   Comment from DLC about diaggrating the success data in Spring 20 to see if there is any dispportionate impact in spring due to COVID.

- GP plan is specific action items, lays out pillar by pillar and the action to meet that. Actions will be taken to leadership councils as guide for the work in the spring.

Ongoing discussion that we are still talking about going over the Guided Pathways plan but nothing gets done. Everyone needs to read the plan and provide feedback and concrete action. We will meet again in January to hopefully get it done.

Senate for final approval in February, then it will come back to EPOC. We have to move it forward and everyone will not be happy.

Sellick – the plan is articulating the process we are implementing right now. The work is on going to make reference to work that is connected. Some of the work can't be done because of COVID. We need all leadership councils people engaged. Chairs need to solicit feedback from the councils so that we can finalize this plan.

V.   Prioritization Assessment Overview
- Goal of today is look at our prioritization process, what worked well, what didn't, and what should we get rid of.

- If something is a replacement, why prioritize, if it is safety was is it prioritized.

VI.   Replacement / Life Cycle and Safety Initiatives
- We have a lifecycle replacement database, make sure we provide the information needed and keep it updated.

- There are furniture, equipment, technology replacements.

- Five different databases that we will take off prioritization. Unfunded libability. We have to figure out how to keep that down. How do we tackle the unfunded liability?

- Chip's team has worked on TCO based on each discipline per FTEs. Need to be clear those funds are for a particular initiative.

Ongoing discussion regarding allocation model

VII.   Survey of Prioritization Process – to start discussions
- Sent link to everyone take the survey anomous,
VIII.   Break

IX.   First Steps Process Improvement
- Prior year prioritization assessment (timeline and coordination)
  - Will reach out to you if you had something prioritized. Will collect the information.
- Discipline/Department Checklist
  Resource Request Form/Checklist (draft)
  - GEMQ used a checklist for the VP plans to help structure the plan in a way to have all information needed to evaluate.
  - VP plans need a checklist as well as discipline/department need a checklist.
  - Program review committee created a academic discipline/department created a checklist.

  - Questions are meant to guide to develop the initative.

- Created a communication piece and created initiative content.

- RDAS is working on resource checklist.

- Intent of checklist to provide more structure with training to department chairs or primary writers of the plan as people are working on their plans that are due March 31st.

- Feedback is a direct result from EPOC/GEMQ meetings and Program Review meetings to create this document. Meant to inform the process and improve the process.

- Checklist is items on the VP checklist already. Looking at a bigger process to identify bigger needs. Informed and useful data instead of estimates.

- Checklist out by mid March with explaination to dept chairs to complete one document and send to Elia.

- Resource request form completed by Jan. 31st.

- Plan is to have a PR retreat and the concept to provide an ability to gain feedback from peers. Break into groups share draft PRs, feedback how to better clarify the plan. Will do dropins as well.

➢ Kristi went over the survey results:

How effective was the TEAMs site for Q&A – too many teams sites.

Onboarding for students – little more feedback for students. Make sure we are communicating effectively. Kristi will send out survey results. Asking for additional feedback expand and send out to leadership councils and have them complete the survey. Can include how to reassess, pause with what's happening todays climate.

Paul shared this is the fluidity part, critical to get user feedback, leadership council members have a chance to weigh in, GEMQ oversees, assesses. Important that the timeline needs to be longer to work ongoing process for prioritization and initiatives are at the forefront.

On going discussion on the GEMQs checklist and if all leadership councils can use the checklist.

       Department retreat to review will host trainings/drop in sessions in Feb/March

X.   Plan Coordination and Prioritization Implementation
   - Survey results and how they align with first steps of improvement

(Did not discuss due to time constraints)

- Communication between departments, deans, and VP's
- LC member onboarding
- Earlier LC involvement

XI.   Final Wrap Up/Next Steps   Minutes submitted by: Melinda Miles