

GEMQ

3:00pm – 5:00pm February 22, 2021 via Zoom

	Members	Liaisons/Admin./Staff/Guests
x	Wendy McKeen, Chemistry	X Brandon Owashi, I.E.
x	Kristine Di Memmo, <i>Planning and Development</i>	X Abigail Vaughn, ASRCC
x	Malika Bratton, <i>Nursing</i>	X Ajia Nelson, ASRCC
x	Tristian Morales, ASRCC	
	<i>John Byun, Music</i>	
x	<i>James Cheney, Physics</i>	
x	<i>Bryn Glover, I.E., Grants</i>	
x	Shannon Hammock, Library	
x	Rebecca Kessler, <i>CTE, Cosmetology</i>	
x	Stephanie Lowry, <i>Nursing</i>	
x	Louie McCarthy, <i>I.T. Analyst</i>	
x	Wendy McEwen, <i>Institutional Effectiveness</i>	
	<i>Michael Medina, CTE</i>	
x	Cynthia Morrill, <i>English & Media Studies</i>	
	<i>Linda Sing, Library</i>	
x	<i>Johanna Vargas, Veterans</i>	
x	<i>Sharon Walker, Umoja</i>	
x	<i>Lucretia Wright, Communication Studies</i>	

1. Call to order – 3:03pm
2. Approval of Agenda – M/S/C McEwen/Wright
3. Approval of Minutes (November 30, 2020) – M/S/C McEwen/Bratton
4. Old Business/Action Items
 - a. GEMQ Leadership Council
 - i. Committee Structure Review

Review of the GEMQ strategic responsibilities:

 - Strategic responsibilities for program review with coordination with the IE office.
 - Remove the word template: Coordinate the review and evaluation of the program review and plan process.
 - Remove: facilitate the completion of the program review and plans by providing tech support and training to disciplines.
 - Add guided pathways plan. Review, analyze and communicate strategies for improvement of the strategic planning process, focus on student outcomes, equity, academic quality, IE and continuous improvement.
 - Shorten to review and update the college’s assessment plan or leave as is.
 - Add utilizing the data to improve, take out role delineation, and assess the various processes that go into strategic plan and educational master plan. Review and use assessment results instead of assess.

Operational Responsibilities:

 - Change date to data.
 - Discussion on division/department/discipline/unit. Add ensure... review and ensure the alignment of all programmatic college strategic goals.
 - Ensure progress on assessment goals, remove activities.

- ii. Website Review – GEMQ
 - o Review of the subcommittees. Do we want to include student reps for chairs?
- iii. Microsoft Teams Site – Review and How-To
 - o Wendy went over TEAMS site and showed all the different ways to use TEAMS.
- b. Table of Plans
 - o Plans that need to be assessed and updated.
 - o It is separated out by responsible council.
 - o Paul and Kristi will reach out to the councils; a lot to be assessed and updated.
- c. Guided Pathways (Standing item)
 - o Got feedback from RDAS, asked for additional information. We have the most current plan.
 - o Post the GP plan on GEMQ TEAMS site.
- d. Data Element Dictionary – Finalize?
 - o Integrate into the glossary of the strategic plan.
 - o Living document, email Brandon to add information.
 - o Add to GEMQ TEAMS site.

5. New Business

- a. Strategic Planning Report Card Review
 - o IE key to pulling data and making it happen.
 - o Dr. Isaac asked us to pull data quickly, did a presentation where we are, what we are doing.
 - o Must go through our leadership councils before finalizing.
 - o Wendy went over the structure of the report card.
 - o Add to the GEMQ TEAMS site.
- b. Program Review Timeline
 - i. GEMQ Review (add to timeline – May 15-June 4 – GEMQ Review)
 - 1. Review Checklist
 - o GEMQ was able to review the checklist, will continue to go over it. Suggesting a timeline. Two-week time period for GEMQ to look at plans and provide feedback.
 - o May 26th GEMQ meeting we will go through the executive summaries, break out in teams to review. Will send them out for review around May 15th.
 - o Checklist review and feedback at the next GEMQ meeting.
 - 2. Review Resource Request List
 - o Still waiting for the resource request list from RDAS. It is several years overdue.
- c. Program Review Assessment – Annual Assessment
 - i. GEMQ
 - o Create a survey send out to all LC's, provide suggestions to add to the survey.
 - o Suggestion: Did you feel welcome to speak up?
- d. Accreditation Updates
 - o Annual reports due to ACCJC by April 9th. Will bring forward through the governance processes.
 - o Report due in October with follow up on evaluations and present to the board in June.

6. Committee Reports

- a. Student Equity (Brandon Owashi)
 - Next meeting next Friday
- b. Program Review Committee (Cynthia Morrill)
 - No report
 - Wendy reported she met with 5 departments already.
- c. Assessment Committee (Wendy McEwen)
 - No report
- d. Report from EPOC (Wendy McKeen)
 - Went over the SP report card.
 - Reviewed goals that aligned with each leadership council, modify or update goals in light of COVID and to reflect the social part of what is going on in our lives. Addressing the needs of everyone. Provide feedback.
- e. Methods and Metrics (Brandon Owashi)
 - Small committee met over winter.
 - Triage report, heavily involved with student equity. Will bring it to equity committee before GEMQ.
 - Highlighting which groups are succeeding more than their peers
 - Main goal looking at the SP broad strategies within the plan, how to implement and how it is relevant to the different departments.
- f. Call to Action Taskforce Updates (Malika Bratton)
 - Working on power point presentation to the board. Working on the groups charge, looking for a faculty member from Norco.
 - RCC equity audit with Lasana Hotep.

7. Adjourn – 4:53pm

Minutes submitted by: Melinda Miles