

# GEMQ

3:00pm – 5:00pm April 27, 2020

Via Zoom: <https://cccconfer.zoom.us/j/95152585002>

	Members	Liaisons/Admin./Staff/Guests
x	Debbie Cazares, <i>Early Childhood Studies</i>	Hayley Ashby, Library
x	Kristine Di Memmo, <i>Planning and Development</i>	Brandon Owashi, IE
x	Malika Bratton, <i>Nursing</i>	
	Joel Montes, <i>ASRCC</i>	
	Mike Barnes, <i>Counseling &amp; Guidance</i>	
x	John Byun, <i>Music</i>	
x	Bryn Glover, <i>I.E., Grants</i>	
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>	
x	Cynthia Morrill, <i>English &amp; Media Studies</i>	
	Carla Reible, <i>English &amp; Media Studies</i>	
x	Greg Russell, <i>Chemistry</i>	
	Julie Taylor, <i>STEM</i>	

1. Call to order – 3:02pm
2. Approval of Agenda - Passed by consent
  - o Added Introductions of new and old members
  - o Discuss 5a. at the beginning of the agenda
3. Approval of Minutes (February 24, 2020)
  - o November 21, 2019 approved by email with one abstention. February 24, 2020 minutes approved by email with one abstention.
4. Old Business/Action Items
  - o Discussion on revamping and looking at our mission, strategic responsibilities, membership and how it is changing.
  - o Discussion on why GEMQ does not vote. GEMQ assesses the process that is why we don't vote.

- People expressed opinions GEMQ should not vote except for faculty being able to vote on the faculty process.
- Even though we are not voting we still have an important role in the process.

#### a. GEMQ Leadership Council - Committee Structure Review

##### i. Process Flowchart

- Discussion on the flow chart. Intent is to have the four VP plans in early August, GEMQ will look at the plans for content. Content is being articulated.
- ❖ Motion to approve the flow chart M/S/C – Malika Bratton/Wendy McEwen - passed by consent
  - Program review committee will discuss this Friday. This will help on the back end and make sure the VPs meet the deadline. Aug 21 draft of the VP plans are due.
  - GEMQ should create a checklist. Bring the roles forward to have time before the prioritization. During the review process start developing the checklist.

##### ii. Strategic Responsibilities

- Reviewed responsibilities, are they fitting, any changes need to be made?
- Assessment, program review, methods and metrics, governance subcommittees under GEMQ.
- Looking at restructuring enrollment management should be with GEMQ and/or shared with TL.
- Develop equity review committee.
- Wendy felt that the three committee's: assessment, program review, methods and metrics reflect well with strategic responsibilities.
- Accreditation standard IV needs to be added.
- Create bullet embedded equity minded, work to ensure equity in all aspects of the college, work with equity chairs.

##### iii. Operational Responsibilities

- Wendy would like the 5<sup>th</sup> bullet deleted (assist in the development and ongoing evaluation of criteria to establish the priority of research requests; review and prioritize research requests as appropriate).
- First bullet use of the date should be data.
- 4<sup>th</sup> bullet review progress suggestion to rephrase to say advocate for completion of assessment.
- Ongoing discussion regarding how to encourage faculty to do assessment and program review.
- Keep in mind not every assessment and program review factors with resource requests.
- 4<sup>th</sup> bullet – meet with assessment committee to discuss. Look at subcommittees, come back with a charge and then align our responsibilities.

##### iv. Membership

- We need to make sure we have the different divisions represented. New elections are coming up. Email went out to the Deans; elections should take place by May 15<sup>th</sup>.
- Need 3 from LHSS Cynthia Morrill is our only LHSS rep.
- Stefanie Lowry-Nursing
- John Byun – Performing Arts
- Greg Russell - STEM

v. Committee structure and Strategic Goal Alignment

- Kristi went over the goals, make sure they align appropriately, look at the structure and make sure everything is listed.
- Update equity review committee to include 1.2
- Governance is normally called by President but under GEMQ.

❖ Motion to approve with discussed changes M/S/C - Wendy McEwen/Linda Sing

- Kristi will review icons and update.

b. Fall 2019 Planning and Prioritization – Evaluation and Assessment

i. Process feedback

- Fall 17 GEMQ created program review and plan annual assessment. Wendy reviewed the suggested changes made by program review regarding planning and prioritization and would like to create one for fall 19.

Wendy shared her screen and worked on the program review and plan annual assessment cycle ending fall 2019 incorporating feedback from the committee.

Suggestions:

- Revise timelines to encourage department and division VP plans are completed on time.
- Proposed action: department leadership committee retreat scheduled for March 2020
- Revised timeline for VP's to complete their plans in July, providing increased opportunity for discussion and collaboration before fall prioritization voting.
- Integrate feedback from November minutes and send out for feedback. Wendy will send to Melinda to forward to GEMQ members.

❖ Motion for first read M/S/C - Linda Sing/Cynthia Morrill

ii. Other

5. New Business

- a. Accreditation Assessment Survey (Hayley Ashby)

- Institutional self-study resides with GEMQ
  - Self-study completed, site visit, received preliminary report is finalized and taken to commission for review will get official results in July.
  - Discussed in EPOC general feedback on the process. Wanted more in depth assessment thru a survey.
  - GEMQ leadership met last week on how to best bring forward to leadership councils.
  - Wendy and Hayley worked to develop questions for review and feedback.
  - Hayley went over the post accreditation survey there were a few suggestions, grammatical errors. Send Hayley any suggestions or corrections by Thursday morning.
- ❖ Motion to approve the concept of the survey – M/S/C – Wendy McEwen/ Stephanie Lowry vote to approve with any changes – approved by consent

## 6. Committee Reports

- a. Program Review Committee (Cynthia Morrill)
- b. Assessment Committee (Wendy McEwen)
- c. Report from EPOC (Debbie Cazares)
  - Met to approve the Strategic Plan
- d. Methods and Metrics (Brandon Owashi)
  - Priority is the data element dictionary to finish by June meeting.
- e. Governance Committee (Malika Bratton)
- f. Student Equity (new representative)

## 7. Other

## 8. Adjourn – 4:53pm

Minutes submitted by Melinda Miles