**Mission Fulfillment Committee**

Meeting Notes

November 15, 2017

9:00 a.m. – 10:00 a.m.

1. **Check-in and review commitments**

There weren’t any commitments carried over from the last meeting.

1. **Role of Subgroup Leads**

The committee reviewed the subgroup membership. David noted that there was an imbalance with the number of members for some of the subgroups. Adjustments were made. Dustin moved from Accreditation to CTE. Dave moved from Transfer to Essential Skills. Tara will be in Essential Skills and David will be in Strategic Priorities & Planning. Leads for each subgroup were picked. Bill will lead Accreditation, Sue will lead Transfer, Cynthia will lead CTE, Tara will lead Essential Skills, Sunny and Matt will co-lead Lifelong Learning, and David and Lisa Anh will co-lead Strategic Priorities & Planning.

The updated subgroups (with leads noted) are as follows:

|  |  |
| --- | --- |
| **Accreditation**  1. Bill Waters, Lead 2. Teresa Robertson 3. Irene Carrillo 4. Sunny Olsen 5. Sue Goff 6. Cynthia Risan 7. Lisa Anh Wang  **Core Theme: Transfer**  1. Sue Goff, Lead 2. George Burgess 3. Carol Burnell 4. Elizabeth Carney  **Core Theme: CTE**  1. Cynthia Risan, Lead 2. Irene Carrillo 3. Elizabeth Carney 4. Dustin Bates | **Core Theme: Essential Skills**   1. Tara Sprehe, Lead 2. Carol Burnell 3. Irene Carrillo 4. Dave Mount   **Core Theme: Lifelong Learning**   1. Sunny Olsen, Co-lead 2. Matt Goff, Co-lead 3. Teresa Robertson 4. Cynthia Risan   **Strategic Priorities & Planning**   1. Lisa Anh Wang, Co-lead 2. David Plotkin, Co-lead 3. Sue Goff 4. Cynthia Risan 5. Bill Waters 6. Jeff Shaffer |

Next, the role of each subgroup was discussed.

The Accreditation subgroup will be a working group. When we come up to particular milestones where we need to prepare reports, this subgroup will decide who is going to write, review, prepare for visits, gather research, and coordinate the completion of the report. The tasks will defer depending on what the cycle is. A role of this subgroup will be going to each department or area that is responsible and ask them to write to the standards (turtle process), prepare institution for visits (communication role), encouraging participation if students/faculty are asked to participate.

The core theme teams (Transfer, CTE, Essential Skills, and Lifelong Learning) subgroups will look at the goals and set indicators for each, determining met/not met rate and targets for those indicators. The indicators will be tracked and reported to the Board. It was noted that in the past, these core theme teams didn’t work in concert (individual core themes did good, hard work, but once it was all put together, it appeared disjointed). David indicated that these subgroups will pay attention to indicators, interpreting and refining them. They will look at indicators, determining where we are, coming up with questions about why we are where we are. They will work with the Strategic Priorities subgroup to see if there is any disconnect on leading indicators. The subgroup will discuss as a group to come up with actions or recommendations, or will defer to the department responsible for actions.

David shared that, in the past, two core theme teams would present at a Board meeting, and then another two would present at a following Board meeting. He thinks it would be valuable to have core themes come talk, but rather than split it up, provide a holistic report in a Board meeting about mission fulfillment. Lisa Anh shared that IR Is working on looking at how we have presented and provided updates at Board meetings in the past. They are working to revisit our approach, not providing more information than is necessary, focusing on key areas, providing a high level view, drilling in on areas of concern, highlighting areas that have gone well, and thinking about what questions and concerns the Board members may have. In addition to presenting to the Board, core theme subgroups will also present to College Council.

The Strategic Priorities & Planning subgroup is a newer piece of bringing this together with mission fulfillment. They are charged with figuring out and deciding on some indicators for the strategic priorities. As long as we don’t have indicators, we can’t really tell what we’re doing. The goal is to use the time between now and January to work on narrowing down and focusing in on indicators that we are going to use, bringing those back to the committee. The subgroup will look at unit planning, the budget integration process, and will hear from constituents about improvements. They will be supportive of Bill’s role in planning and implementing key planning events (such as the college assessment planning event) and will prepare the institution next year for a new set of strategic priorities. The subgroup will determine how we present the strategic priority indicators and how to show progress. David shared that, for those things where people can make a difference, we should be communicating with everyone (those indicators where if we put in effort, we can see results). It is more important to emphasize those than the lagging indicators that may not mean as much. However, leading up to a visit, we will still want to make those connections. The next visit is in a couple of years. David also emphasized that an important role of this subgroup is to figure out what our targets are.

It was agreed that the Mission Fulfillment Committee meeting scheduled for November 22 should be rescheduled for the week following Thanksgiving – then there will be regular, monthly meetings of the committee as a whole. Subgroups will meet during the off weeks, as needed. Lisa Anh will determine when core theme subgroups need to meet and share this at the next committee meeting. It may be a while before we have the core theme meetings regularly scheduled. Lisa suggested that subgroups do meet sooner rather than later, so that IR can begin looking at data. She also requested that core theme subgroup leads invite her to their first meeting.

**Commitments:**

* David and Bill commit to make sure that that we have that accreditation timeline with all of the visits laid out for the next Mission Fulfillment meeting
* Lisa Anh commits to determining when core theme groups need to meet (at next Mission Fulfillment meeting)
* Sara commits to rescheduling the November 22 meeting for the following week

1. **Academic Transfer Indicators**

Further discussion to occur within core theme subgroup, including the possibility of disaggregating into access and completion.

1. **Commitments and next steps**

David and Bill commit to make sure that that we have that accreditation timeline with all of the visits laid out for the next Mission Fulfillment meeting. Lisa Anh commits to determining when core theme groups need to meet (at next Mission Fulfillment meeting). Sara commits to rescheduling the November 22 meeting for the following week.