

**District Governance  
Educational Services and Support Committee  
2019-2020 Calendar of Items for Districtwide Discussion**

**“Charge” of ESS Attached**

Meeting Date	Longer Discussion Item	Notes (Shorter Items for Mtg.; Other)	Agenda
September 20, 2019 11:30 a.m.-1:30 p.m. Lunch included	<p style="text-align: center;"><u>Noncredit</u></p> <ol style="list-style-type: none"> <li>1. Reports on college efforts and readiness for offering noncredit instruction; communications</li> <li>2. Alignment between colleges, e.g. Adult Education, Apprenticeship</li> </ol>	10 Min. Bus. Item: Election of Co-Chairs	-Welcome and Introductions 10 min -Election of Co-Chairs 10 min -Noncredit update from the Colleges & Discussion 40 min -Presentation from Mid-Alameda Adult Ed Consortium Chair 20 min -Presentation from Apprenticeship Lead 20 min -Final Comments, Future Agenda Items, Next Meeting 20 min.
October 18, 2019 11:30 a.m.-1:30 p.m. Lunch included	<u>TBD</u>		
November 15, 2019 11:30 a.m.-1:30 p.m. Lunch included	<u>TBD</u>		
December 20, 2019	[No mtg: end of finals]		
February 21, 2020 11:30 a.m.-1:30 p.m. Lunch included	<u>TBD</u>		
March 20, 2020 11:30 a.m.-1:30 p.m. Lunch included	<u>TBD</u>		
April 17, 2020 11:30 a.m.-1:30 p.m. Lunch included	<u>TBD</u>		
May 15, 2020 11:30 a.m.-1:30 p.m. Lunch included	<u>TBD</u>		

<b>IPBM- ESS Committee Format and Meeting Length</b>	
--	--

ESS meeting format

- 60-100 minutes of longer discussion items with subject matter experts from the colleges, for in-depth consideration and for developing recommendations to the colleges and district as appropriate. In addition to specific content, considerations will include:
  - Data/research/outcomes
  - Alignment between the colleges
  - Particular student or other issues
  - Bringing effective practice to scale
- 30-45 minutes for briefer topics and updates and/or 15 minutes for committee business items, as needed

NOTE ON MEETING LENGTH: In 2017-2018, committee members asked to be able to extend meetings from 2 hours to 2.5 hours, as the agenda subjects required it. The purpose for the longer meetings was to ensure thorough and meaningful treatment of the subject areas.

UPDATE: In 2019-2020 meeting start times were moved from 9:30 a.m. to 11:30 a.m. beginning in fall 2019; and, meeting end times may vary, month to month. Monthly meetings are from 11:30 a.m. to 1:30 p.m.

**CLPCCD Educational Support Services (ESS) Committee**

Open meeting and core representatives use a consensus decision-making process informed by the Guiding Principles of the IPBM process. Keeps and posts online the meeting agendas. This committee will meet monthly from September through May, except that there will be no meeting in January.

**Charge:**

1. Reviews and makes recommendations on referrals from and requests to the CLPCCD Planning and Budget Committee for district-wide support for educational initiatives at the colleges, and the allocation of resources beyond those outlined in the Budget Allocation Model (BAM).
  - a. Assures requested educational initiatives are responsive to and aligned with the district and colleges' educational missions, program reviews, strategic priorities, goals, community expectations, and student learning needs.
  - b. Integrates assessment findings, data and trend analysis to evaluate effectiveness of the funded educational initiatives and make recommendations on improvements and resources.
2. Facilitates the coordination, alignment, and integration of college planning with district-wide educational planning and resource allocation, including both instructional and non-instructional needs.
3. Provides a forum for discussion and synthesis of information from the colleges on instructional, learning support, and student services subjects, including the sharing of effective practices and consideration of districtwide impacts, and discussion of impacts from other districtwide committees on these areas of college practice.
  - a. Facilitates communication and cooperation between the colleges so that analysis and subsequent recommendations can be referred back to the colleges and district for possible action.
  - b. Consider and make recommendations on matters within the committee's scope related to compliance with accreditation standards.
4. Regularly assess committee processes and use assessment results for continuous improvement.

**Chairs (3):** The Committee shall be chaired by the Vice Chancellor of Educational Services & Student Success (VCESS) or other Chancellor designee, one Faculty representative and one Classified Professional representative. The Faculty and Classified Professional co-chairs will be elected at the first meeting of the committee each year, with attention given to the equal representation at all sites. The VCESS is a facilitator and a non-voting member, unless there is a tie, and serves as a liaison to other district-wide committees.

**Core Representatives:**

- |                               |   |
|-------------------------------|---|
| Administration (4):           | Vice Presidents of Academic Services (2)<br>Vice Presidents of Student Services (2) |
| Faculty (6):                  | Academic Senate Presidents (2)<br>Appointed by the Academic Senates (2 per college) |
| Faculty Association (1):      | Appointed by the Faculty Association  |
| Classified Professionals (3): | Appointed by the Classified Senates (1 per senate)                                  |

Classified Union (1):	Appointed by the Classified Union, SEIU Local 1021
Students (2):	Appointed by the Student Government (1 per college)

**College data and research, performance indicators, and outcomes:**

As the annual calendar of discussion items is established, and update items are identified for the meeting agenda, the college researchers will be invited to identify and present research data that would be helpful to include in the ESS discussions, including information about performance indicators and outcomes.

**Regularly Reviewed Information Items:**

- Practice changes necessitated by CCCCCO and California legislative actions.
- Enrollments and budgetary developments which impact instruction, learning supports, and student services.

**Reporting/Recommending Responsibilities:**

Primary – CLPCCD Planning and Budget Committee (PBC)

Other – (report-back; recommendations)

- Chancellor
- Chancellor's Council
- Colleges