

*MCC serves our communities, empowering students to succeed through innovative pathways and quality education.*

**Date: Wednesday, October 7, 2020**

**Time: 1:00 p.m.**

**Location: Virtual Zoom Meeting**

**<https://mohave.zoom.us/j/96373176184>**

Committee Member Attendance:

Present: Jason Gee, Stephanie Dieringer, Bhaskar Singh, Lucinda Leugers, Erik Wilber, Heather Pyeatt, Mitzi Esgro, Richie Mitten, Danette Bristle, Lauren Peterson

Absent: Maria Ayon, Michelle Diaz

1. Important Dates

- a. Oct. 15, 2020 - Quarterly report due
- b. Nov. 4, 2020 - 1:00 pm – 2:30 pm - Next monthly meeting

2. Strategic Plan Updates

- a. Budget requests
  - i. **The action item task force leads (Danette/Maria, Erik, Lucinda) are asked to submit new budget requests to Jason ASAP.** Jason will then submit formally. Budget needs may include professional development, equipment, instructional materials, salary, etc.
- b. Quarterly reports
  - i. Chairs will highlight when their Strategy II Quarterly Report is due to the Strategic Planning Team so that task force reporting can take place prior to quarterly report due date.
- c. Accessing Strategic Plan minutes
  - i. There is cross-over between strategy II and the other strategy teams. It will be beneficial for us to be aware of and discuss overlaps. Co-chairs will bring know overlaps to Strategy II committee, but it would be good for task forces to identify the overlaps for their action item(s). To do so, it is suggested to review other strategies minutes.
  - ii. **Jason Gee will investigate how to access the minutes for the other strategy teams.**
- d. Agenda setting

- i. Committee monthly meetings are a place for us to work out the challenges we meet with action items we are working on. Plan is to make this time problem-solving time rather than reporting time. Reporting can be done via email.

### 3. Items for Attention

#### a. Task Force membership

##### i. List/groupings (from Workforce Partnership Committee Roster)

##### 1. Current task force lists

- a. 2.4.1 & 2.4.2- Lucinda Leugers (Lead), Richie Mitten, Ann King, Matt Weinke, Tricia Hanks, Lisa Downey.
  - b. 2.1.2- Danette Bristle (Lead), Maria Ayon (Co-Lead), Mitzi Esgro, Lauren Peterson.
  - c. 2.2.1- Erik Wilbur (Lead), Bhaskar Singh, Mitzi Esgro, Tonya Wade, Scott Sweet, Peter Burgess
2. Co-chairs are behind the scenes for all action items.
  3. If you feel you need additional task force members, please invite them, chair permission is not required. Please do let chairs know if additional members have been added.
  4. Meet as often as needed. Some groups meet weekly and may only need 2-3 meetings, but the pace is determined by what you are doing as some tasks are much more elaborate than others. Implementation is the point, so goal is to get to operational stage. Required expectation is to show progress/movement.

##### ii. Additional needs

##### 1. Current task force needs:

- a. Need collaboration and active engagement from all task force members.
- b. Need understanding of who is doing what, roles and responsibilities
- c. Need knowledge around what is in place already (such as PP manual, faculty handbook, and departments' knowledge such as Registrar's office)

#### b. Task Force parameters

##### i. Establish task force meeting schedule by next month (who/when)

- 1. Please send task force schedule to co-chairs so that they can attend.**

##### ii. Establish task force next steps

1. The smaller steps that are needed to get to implementation need to be established by task force

#### c. Review SharePoint/OneNote

##### i. SharePoint /OneDrive-

1. SharePoint site includes document library which houses meeting agenda, minutes, and has folders for each objective and action items.

2. OneDrive Notebook has a section for each Objective. Each section has a page for each action item listed. This is the spot to capture notes for your action item. Please date and initial your OneNote entries.

d. Proposed symposiums-

- i. Proposed idea for a Fall and Spring Symposiums for Strategy II overarching goals. These would provide a structure within a structure as a platform to engage, discuss and get buy-in from faculty, staff, community partners, etc. Strategy II task forces would research items for informative presentations and discussions. The Fall symposium could look at experiential learning to discuss roles and responsibilities, get faculty involved in discussions, and promote integration into curriculum. The Spring Symposium could focus on external constituencies/stakeholders bringing in and furthering work from the Fall Symposium and extending into other Strategy 2 objectives and action items focused on e.g., strengthened partnerships, advisory councils, K-14 pipeline development, etc.

4. Task Force Standing Reports

a. 2.1.2- Danette/Jason

- i. Status- working to get budgetary numbers
- ii. Next Steps- mapping out plan of what to do next, including 2.1.1 connections

b. 2.2.1- Erik/Stephanie

- i. Status- 1) reviewing outside source Experiential Education handbooks from community colleges; 2) combining definitions and list of sources; and, 3) investigating the establishment of a Career Services Office and will look for overlap with Strategy III.
- ii. Next Steps- 1) find regular meeting times for task force 2) establish the real needs and 3) conduct internal interviews to decide who to bring into the conversation.

c. 2.4.1 & 2.4.2- Lucinda/Stephanie

- i. Status- 1) conducting research of academic journals and what other community colleges in AZ are doing. 2) reviewing MCC success rate data comparing length of terms specifically 8 week and 16 week terms
- ii. Next Steps- scheduling task force group meeting

5. Round Table/Questions

- Suggested additional task force members for 2.1.2

6. Adjournment- 2:19pm