



Butte-Glenn Community College District
3536 Butte Campus Drive
Oroville, CA 95965

COLLEGE COUNCIL

March 12, 2024 | 8:00 a.m.

NOTES

Members Present: Alan Burwell, Irma Gonzalez Cuadros, Virginia Guleff, Tray Robinson, Erik Shearer, Andy Suleski, Jess Vickery, Chris Westbay

Members Absent: Denise Adams, Cole Militano, Brad Zuñiga

Guest: Brian Murphy

1. Strategic Plan Accountability Update

President Guleff reported that she met with Butte College's Institutional Research Department, Vice President Shearer, and Pam Walker and Jim Riggs of PPL last week to start discussing how to track progress and completion of strategic plan action items. Vice President Shearer added that the college needs to have annual reporting of progress made relative to the plan. The tracking mechanism will measure both progress and effectiveness, which will require the college to identify measurements for the action items. Director of Institutional Research Murphy noted that identifying the owner of each item will be a key first step in tracking.

Vice President Shearer presented the tracking spreadsheet used for the Strategic Enrollment Management (SEM) Plan. It identifies the person accountable, stakeholders who are consulted, stakeholders who are informed, timelines for action, and resources needed to do the work.

Director of Institutional Research Murphy presented a software platform called Achieve It, which is a good candidate for a tracking mechanism. It provides structure to link activities, action items, and goals. The software also provides reminders to the accountable party based on established timelines. It would also allow the college to make strategic plan monitoring public-facing on the college web site, which is beneficial for accreditation.

To prepare for the April 9 College Council meeting, members will look at the first two strategic initiatives and consider which position(s) is accountable, responsible, a consultant, and to be informed for the action items as a first step in building a tracking document. President Guleff suggested discussing the resulting document with committee chairs as part of August Flex activities.

2. Institutional Effectiveness Manual

No discussion.