



“Making Decisions Document” Development Timeline

Due Date	Task	Responsible Party	Outcome
November 21, 2018	Review El Camino College Making Decisions Document and provide feedback	Consultative Council committee members	Review current El Camino College Making Decisions Document and provide feedback/ recommendations
December 10, 2018	<p>Conduct research about what other institutions are utilizing for “Making Decisions” documents or Decision Making at their institutions.</p> <p>Seek ideas and information from various constituent groups and share at the Consultative Council meeting.</p>	Consultative Council committee members	Forward best practices from other colleges that are considered noteworthy by Consultative Council committee members, based on constituent groups recommendations.
January 2019(Dates TBD)	<p>Discuss research findings.</p> <p>Draft the Table of Contents for the Making Decisions Document.</p>	Consultative Council committee members	Narrow scope of the Making Decisions Document to begin narrative sections.
February 2019 (Dates TBD)	<p>Finalize the Table of Contents for the Making Decisions Document.</p> <p>Assign sections to appropriate Consultative Council members.</p>	Consultative Council committee members	Finalize scope of the Making Decisions Document

<p>February 7, 2019 (Professional Development Day)</p>	<p>CCLC and ASCCC to provide presentations and workshops at Flex Day.</p> <p>Announce Making Decisions Document meetings dates/times and recruit participants. The meeting days will be held on Friday, March 8, March 22, and April 5, 2019</p>	<p>Dr. Keith Curry, Amber Gillis, Dr. Stephanie Atkinson-Alston</p> <p>Consultative Council committee members</p>	<p>Provide constituent groups on campus with definitions and best practices for collegial consultation.</p> <p>Identify campus community members to assist with the development of the Making Decisions Document.</p>
<p>February 14, 2019</p>	<p>Last day to sign up to assist with the development of the Making Decisions Document.</p>	<p>Consultative Council committee members</p>	<p>Recruit and identify campus community members to assist with the development of the Making Decisions Document.</p>
<p>February 20, 2019</p>	<p>Establish workgroup for the Making Decisions Document</p> <p>Develop agenda for Making Decisions Document Workgroup Meeting # 1</p>	<p>Consultative Council committee members</p>	<p>Ensure that workgroup members are robust and contain subject matter experts.</p>
<p>February 25, 2019</p>	<p>Finalize workgroup for the Making Decisions Document</p>	<p>Consultative Council committee members</p>	<p>Documentation for accreditation and planning.</p>
<p>March 8, 2019 (9:00 a.m.-12:00 p.m.)</p>	<p>Making Decisions Document Workgroup meeting # 1</p>	<p>Consultative Council committee members, Making Decisions Document Workgroup members</p>	<p>Begin drafting process and preliminary evidence gathering.</p>
<p>March 11, 2019</p>	<p>Making Decisions Document Workgroup meeting debriefing and establish next steps.</p>	<p>Consultative Council committee members</p>	<p>Identify best practices, review tentative drafts, and provide feedback ahead of the next Making Decisions Document</p>

	Develop agenda for Making Decisions Document Workgroup Meeting #2		Workgroup Meeting #2
March 22, 2019 (9:00 a.m.-12:00 p.m.)	Making Decisions Document Workgroup meeting #2	Consultative Council committee members, Making Decisions Document Workgroup members	Continue drafting process and evidence gathering.
March 25, 2019	Making Decisions Document Workgroup meeting debriefing and establish next steps. Develop agenda for Making Decisions Document Workgroup Meeting # 3	Consultative Council committee members.	Identify best practices, review draft, and provide feedback ahead of the next Making Decisions Document Workgroup Meeting #3
April 5, 2019 (9:00 a.m.-12:00 p.m.)	Making Decisions Document Workgroup Meeting #3	Consultative Council committee members, Making Decisions Document Workgroup members	Finalize drafting process and evidence gathering.
April 15, 2019	Making Decisions Document Workgroup Members Meeting #3 debriefing and next steps.	Consultative Council committee members	Identify areas that still need additional work.
April 29, 2019	Send the first draft of Making Decisions Document to the campus community.	Consultative Council committee members	Allow the campus community to review the first draft and provide feedback.
April 29-May 21, 2019	Campus committees to place the draft of Making Decisions Document on their agendas as an “actionable item.”	Institutional Standing Committee co-chairs and Consultative Council committee members.	Allow the campus community to review the draft, engage in meaningful discussion, and to provide feedback.
May 21, 2019 (1:00 p.m.)	Campus Forum	Consultative Council committee members	Answer questions and receive final feedback on the draft document.

May 27, 2019	Final Draft Review	Consultative Council committee members, Heather Parnock.	Integrate final feedback from constituent groups and complete edits and formatting.
May 30, 2019	Academic Senate second reading and adoption of Making Decisions Document	Amber Gillis, Academic Senate	Adoption of Making Decisions Document
June 3, 2019	Final Review of Making Decisions Document in Consultative Council meeting.	Consultative Council committee members	Adoption of Making Decisions Document
June 2019 (Date TBD)	CCCD Board of Trustees review and approval of Compton College Making Decisions Document	Dr. Keith Curry	Adoption of Making Decisions Document