College Planning Council

Minutes For Friday, April 27, 2018	10 AM - 12 PM	Cravens Multipurpose Room
Members Present:	Joel Kinnamon, Carl Farmer, Darlene Romano, Pablo Romero, Veronica Daut, Sarah Fry, Andrew Johnson, Linda Emerson, David Bashore, Dan Cooper, Keith Prouty, Lily Casas, Diego Valdez, Jeff Larson, Scott Adkins, Sheri Willis, John Ramont, Andrea Staehle, Pamela Ralston, Annebelle Nery, Daniel Martinez, Katie Chartier	
Members not Present:	Carlos Maldonado, Courtney Doussett, Sally Kalpakoff, Anthony Tesch, Maria Herrera, Denise Diamond, Arturo Delgado, Karen Tabor, Amanda Phillips, Pam Hunter,	
Guest(s):		
Parliamentarian:		
Recorder:	Sai Vang	

AGENDA

1. Call to Order: 10:05am		
2. ACTION ITEMS		
2.1 Approval of April 13, 2018 Minutes		
DISCUSSION	Jeff Larson motioned to approve the April 13, 2018 Minutes, seconded. A typo on item 3.8 should be corrected to "FIND Food" Bank.	
CONCLUSION	Minutes approved as amended.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
Revise Minutes and re-upload.	Sai Vang	
2.2 Administrative Procedure 5020 Nonresident Tuition – 2ⁿᵈ Reading		
DISCUSSION	Annebelle Nery motioned to approve Administrative Procedure 5020 Nonresident Tuition – 2ⁿᵈ Reading, seconded. There were no additional feedback from the 1ˢᵗ reading.	
CONCLUSION	Motioned carried unanimously.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
2.3 Administrative Procedure 5040 Student Records, Directory Information, and Privacy – 2ⁿᵈ Reading		
DISCUSSION	Annebelle Nery motioned to approve Administrative Procedure 5040 Student Records, Directory Information, and Privacy – 2ⁿᵈ Reading, seconded. There were no additional feedback from the 1ˢᵗ reading.	
CONCLUSION	Motioned carried unanimously.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE

2.4 Administrative Procedure 5055 Enrollment Priorities – 2nd Reading

DISCUSSION	Jeff Larson motioned to approve Administrative Procedure 5055 Enrollment Priorities – 2nd Reading, seconded. There were no additional feedback from the 1st reading.		
CONCLUSION	Motioned carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE

2.5 Administrative Procedure 4070 Course Auditing and Auditing Fees – 2nd Reading

DISCUSSION	Pamela Ralston motioned to approve Administrative Procedure 4070 Course Auditing and Auditing Fees – 2nd Reading, seconded. There were no additional feedback from the 1st reading.		
CONCLUSION	Motioned carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE

2.6 EOPS/CARE & Foster Youth Services Advisory Committee Description – 2nd Reading

DISCUSSION	Annebelle Nery motioned to approve EOPS/CARE & Youth Services Advisory Committee Description – 2nd Reading, seconded. Dean Amanda Phillips reported no additional feedback from the 1st Reading.		
CONCLUSION	Motioned carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE

2.7 Enrollment Management Workgroup Recommendation – 2nd Reading

DISCUSSION	Annebelle Nery motioned to approve the Enrollment Management Workgroup Recommendation, seconded. An updated version was distributed as a separate handout with minor revisions from the presentation to the Academic Senate on 4-26-18. The title of the document changed from *Enrollment Management Committee Recommendation* to *Enrollment Management Committee Recommendation to CPC for the Enrollment Management Plan (version 3, dated 4-26-18)*. Two additional paragraphs were added under the introduction and background section to provide further background on the committee's approval dates and membership. The recommendations are: **Recommendation #1:** Revise and update the Enrollment Management Plan for fall 2018-2023 to include the following: • Place goals at the beginning of the document • Add college branding to the document • Align goals 7 and 8 with state legislative work (Guided Pathways and AB 705) • Retire completed strategies from the document • Ongoing strategies will remain at the end of the document

	Recommendation #2: EMC re-evaluate goals 6 and 10 for discussion and recommendation • Consider OEI and Guided Pathways dialogue **Recommendation #3:** College Planning Council approve a constituent work group to incorporate the recommendations into a draft of an updated Enrollment Management Plan to be considered in fall 2018 by the Enrollment Management Committee, Academic Senate, and College Planning Council.		
CONCLUSION	Motioned carried unanimously.		

2.8 Assessment of Planning and Outcomes (APO) Recommendation: Institutional Outcomes – 2nd Reading

DISCUSSION	Annebelle Nery motioned to approve Assessment of Planning and Outcomes (APO) Recommendation: Institutional Outcomes – 2nd Reading, seconded. The recommendation for the Institutional Outcomes are: **Recommendation #1:** Continue to use the Community College Survey of Student Engagement (CCSSE) to measure Institutional Outcomes. **Recommendation #2**: Expand the exit survey to include the Institutional Outcomes sub-bullets. **Recommendation #3**: Refer the following question to the Outcomes and Assessment Committee (OAC) and College Planning Council (CPC): *What should students understand/demonstrate when they complete a goal at COD? (Bloom's Taxonomy).* This work will be reviewed by OAC in the fall then proceed to CPC for additional review.		
CONCLUSION	Motioned carried unanimously.		

2.9 Administrative Procedure 3570 Smoking on Campus – 1st Reading

DISCUSSION	Pablo Romero motioned to approve Administrative Procedure 3570 Smoking on Campus – 1st Reading, seconded. Administrative Procedure 3570 was reviewed and drafted by ASCOD with a resolution of support from the Academic Senate to make COD a smoke free campus. ASCOD began their review in the fall of 2017 with a student survey. The result of the survey showed that a majority of the students supported a smoke free campus. The definition of smoking and the use of all tobacco products includes e-cigarettes and cannabis. Concerns raised by CPC:

	• The Social Sciences department discussed the policy/procedure and are concerned about the impact on students who are smokers, especially students in the drug and alcohol program. Students run out of class for their smoke break. The concern is that students will leave campus to smoke and return late for class.
	
	• The confidential staff discussed the policy/procedure. They had questions that were not addressed in the draft procedure:
	  1. Is smoking allowed in private vehicles parked on campus?
	  2. The McCallum Theatre rents land from the district, will the policy/procedure apply to them?
	  3. Will there be an awareness campaign when the policy is implemented? An awareness campaign would be very important. Right now people don't know about the designated smoking areas and smoke outside of those areas, therefore they will not know that COD is smoke free.
	
	• The college should not approve a smoke free campus. The current designated smoking areas are not as advertised as they should be. The designated areas are 150 feet removed from buildings and are always packed with people. Individuals who do not wish to be impacted by smokers should keep away from the designated areas. Smokers, particularly students, should not be punished if that is their only relief. Students should be encouraged to use the designated areas.
	
	• A disproportionate number of the International students are smokers. It is more culturally accepted.
	
	• A smoke-free campus does not support student success. Students will leave campus for a smoke break and may not return. Faculty do not encourage smoking but feel that students who are smokers before attending COD should not be punished.
	
	• Will this policy prohibit the use of medical marijuana in edible and oil forms? Will the college not allow students to take their medication? VP Nery responded that just like any other prescribed medication, if there is an impairment (intoxication) disciplinary action is taken.
	
	• The ASCOD survey results should be reviewed by CPC for the sample size and for any other considerations.
	
	The UC and CSU systems are smoke-free. The Green Council put forth a smoke-free policy two years ago from a statewide legislation to prohibit smoking across the community college system. The governor vetoed the

	legislation stating that local colleges had the ability to determine their own smoking policy.
CONCLUSION	The ASCOD Smoking Survey results are to be distributed to CPC prior to the next meeting. The research office will provide the presentation of the survey results for distribution. Motioned carried unanimously.

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
Email the survey results and presentation to CPC.	Sai Vang	ASAP

3. INFORMATION/DISCUSSION ITEMS

3.1 Board Policy 3570 Smoking on Campus

DISCUSSION	Board Policy 3570 is the policy for Administrative Procedure 3570. This board policy will not be forward for approval without the 2nd reading of the administrative procedure.
CONCLUSION	

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE

3.2 Facilities Advisory Committee Update

DISCUSSION	The consultants are working to finalize consensus from the committee to look at the overall concept for placement of new classroom buildings, possible student union, and university center. They also shared information on new parking structures.
CONCLUSION	

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE

3.3 Bookstore Advisory Committee Update

DISCUSSION	The committee met on 4/26/2018. VP Nery made a presentation on the cost of textbooks as an equity issue for students. The proposal is to offer $250 stipend to faculty to review an open educational resource course and the associated textbook. If a faculty decides to pilot the course, an additional $250 stipend is offered. If a faculty decides to adopt after the pilot, up to $500 will be provided to train-the-trainer, work with other faculty and other adjuncts. A pilot will start with a small group of faculty for the upcoming academic year. The cost of textbooks for students can be reduce dramatically with open educational resources. Instead of purchasing a $200 textbook, a student can access the free PDF copy or print select pages as needed. One of the vendor is OpenStax. This vendor is accepted by the UC and CSU systems. The textbooks articulates and are accessible. The vast majority of the textbooks are in the math, sciences and social sciences. Dr. Hall also shared an online repository called OER (Open Educational Resource) Commons. It is a curated repository and is a larger collection of textbooks.

| | The proposal was presented to the Curriculum Committee. Curriculum will convene a small subgroup to monitor open educational resources. VP Nery also met with the math department and social sciences and arts department. She is scheduled to meet with the sciences department at the end of the month. The librarians offered to provide additional resources for open educational resources over the summer. Gary Ginther will work with the bookstore to make a FLEX presentation with two vendors.

The Bookstore Advisory Committee also discussed the sales growth of the bookstore. The Indio campus bookstore is growing. There was discussion about servicing the other off-site campuses. The bookstore management is open to hosting a mobile bookstore. |
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| CONCLUSION | |

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE

3.4 Chairs Council Update

| DISCUSSION | The Chairs Council chairs, Pamela Ralston and Carl Farmer, sent an email communication to update the college on the council's work. In the email is a goals mapping table that integrated all the college plans. In the near future, new plans (Guided Pathways, OEI, and Adult Education Block Grant) will be added into the mapping table.

The Chairs Council will be working to think through KPIs from the chancellor's office. The work of the Chairs Council supports the work of the advancement model through gaps analysis in community partnerships, workforce development, and resources.

The college has a robust foundation and auxiliary services. The Institutional Advancement Model consolidates those efforts in support of the college goals and puts the college's best face forward. |
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| CONCLUSION | |

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE

3.5 Guided Pathways Update

DISCUSSION	The newly reconfigured Guided Pathways taskforce consist of additional staff member, students, and faculty. The taskforce are reviewing other Guided Pathways plans. Over the summer, a small workgroup will continue to work in preparation for learning opportunities next academic year, including a FLEX presentation.
CONCLUSION	

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE

3.6 University Center Update

DISCUSSION	The University Center workgroup has met twice. The members are Amanda Phillips, Leslie Young, Courtney Doussett, Donna Greene and the

	co-chairs, Kelly Hall and Carl Farmer. There have been requests to consider members from scheduling and outreach.
	The committee discussed and determined criteria for university partners and programs. A formal recommendation of the criteria can be made to CPC.
	The members are taking a field trip to College of the Canyons. They have one of the best centers to model after. Following the field trip, a formal presentation will be made to the Academic Senate.
	Jeff Larson helped established the University Center webpage on the portal. The minutes, agendas, and handouts can be found on the University Center portal page.
	The meeting notices will continue to be sent to the entire college for college-wide participation.
CONCLUSION	

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE

4. Adjournment: 10:52am

Remaining CPC Meetings for 2017-18: • Friday, May 11, 2018 | 10:00 AM-12:00 PM • Friday, May 25, 2018 | 10:00 AM-12:00 PM	**Location:** Cravens MultiPurpose Room