



COLLEGE OF THE DESERT
COLLEGE PLANNING COUNCIL MEETING

Friday, September 26, 2014
10:00 a.m. to 12:00 p.m. CSSC MP Room

Minutes

Members: A. Bynum, A. Davies, A. Nery, A. Sawa, ASCOD President J. Zepeda, L. Emerson, L. Young, ASCOD VP P. Lacey, D. Berz, B. Bitanga, B. Isaac, D. Martinez, C. Doussett, C. Lasquade, C. Levitt, C. Phillips, G. Durand, D. Bashore, D. Diamond, D. George, D. O'Loghlin, D. Redman, J. Jaramillo, M. Jesso, J. Kinnamon, K. Tabor, A. Reber-Frantz, L. Howell, L. Jimenez, M. Harlow, R. Rawnsley, S. Rodriguez, W. Ansley, Z. Becker

Ex Officio: C. Farmer, C. Maldonado, P. Hunter

Guests: M. Hernandez, J. Johnson

Recorder: A. Walton

Approval of Minutes of April 25, 2014 - approval of minutes were postponed.

Dr. Kinnamon asked for everyone to introduce themselves.

ASCOD Report

J. Zepeda

September report – ASCOD is in the process of forming their goals for the year: they have created a smoking policy committee, developed a new task force on research for an Honors Program, the Welcome Week event was first event of year, their Club Rush is being held next week, they currently have a full executive board, and there is an upcoming California Community College Student Affairs Association (CCCSAA) conference and are looking into taking students to, and they welcome suggestions for potential candidates to attend the conference.

Budget Update

L. Howell

Lisa Howell provided a presentation on adopted budget for 2014-2015 as recently adopted by Board of Trustees on September 19. Dr. Kinnamon briefly discussed strategies for enrollment growth, and shared statistics on students who have 30 credits

or more and the difficulty they are experiencing gaining entry into their necessary classes. Budget information and growth strategies will be posted on the COD website.

Assessment of Planning & Outcomes Update

A. Nery

Dr. Nery reported that the Senate is working on appointing a new co-chair. The Senate has reviewed several items and have made recommendations. They are also reviewing college mission and accreditation standards. The role of APO is to access these items, not to recreate them. Dr. Nery asked the CPC to create a work group to work on developing a PI handbook, and she distributed a draft of the integrated planning calendar. She is working on an assessment tool of planning, and she reported they have gone through several cycles. She stated she hopes to be done with review process by November. They will be assessing institutional program outcomes and standards next. Several members volunteered for the new workgroup.

Dr. Nery also discussed instructional and non-instructional program reviews, and stated that all are due October 15, and she is working with the Senate on timelines. Reminders of these reviews were sent out yesterday.

Data of Educational Sites

D. Martinez

Dr. Martinez provided a presentation on data of local area population and occupation projections. His office is starting this process, and described the sources they use to accumulate the data. Details included the percent change in population for state, county and valley, for all residents as well as for residents ages 15-19 between the years of 2012-2013. 12th grade enrollment data was also shared from 2010-2014 for the public high schools from our feeder high school districts. Information was shared regarding percentage changes in largest occupations from 2012-2023 vs. fastest growing occupations for the same period. Disparities between the numbers of graduates throughout Coachella Valley and the numbers enrolling in COD were discussed, as well as possible causes. More information on the breakdowns of each city and the age groups that come from each area will be obtained. The council provided direction regarding how the Coachella Valley should be divided in terms of "West Valley," "East Valley," and "Central Valley."

Professional Development Task Force

J. Berg

Dr. Berg announced the task force will meet next week to discuss some of the recommendations that came from this committee. He distributed the recommendations for discussion, and asked for feedback for the next CPC meeting. A committee will be formed with staff members, along with a committee structure and possible charter.

Enrollment Management Committee

A. Davies

Anna Davies will bring this request to the next CPC meeting to form this committee. It will be requested that this is a standing committee made up of staff and administrators

to develop and make recommendations to improve enrollment rates. Ms. Davies stated she will be sending a draft charter for the CPC to consider.

Food Services & Vending

L. Howell

Lisa Howell terming these two contracts in June, and recommending termination for both, which means an opportunity for campus-wide input for new services. Ms. Howell reported that more information will be coming to the CPC committee from the food advisory committee once information on new services is received.

Parking Fees

L. Howell

Ms. Howell stated that she has been reviewing data from other colleges on their parking rates and will ask for input on possible fee increases for COD. The actual rate currently charged is \$20 dollars and the actual rate that could be charged is \$51. Ms. Howell stated that this should be considered as this revenue stream that could support the college. She will also receive input from students and staff. Karen Tabor recommended possibly raising staff parking fees instead of student parking.

To form a Facilities Advisory Committee

L. Howell

Lisa Howell reported that a new committee is being proposed that would be responsible for the development and implementation of the college's overall bond program. She also reported that there is information available on which community colleges allow smoking and their current smoking areas as well as colleges that do not allow smoking.

Administrative Procedures – 1st Reading

C. Maldonado

Standards of Student Conduct – 5500
Student Discipline Procedures – 5520
Student Rights and Grievances - 5530

Carlos Maldonado addressed the administrative policies that student discipline and practices, stating that these policies have been vetted through the Academic Senate and given in draft form for CPC committee to review and send back to their departments. He asked that any feedback is provided before for next CPC meeting.

Other

Douglas Redmond reported that the Academic Senate will work towards a new solution for the lost nursing faculty situation as the original solution did not materialize. They hope to have full time tenure track positions posted soon.

Discussion on meeting frequency - calendar will be reviewed and updated as necessary.

Vision statement - Dr. Kinnamon will make sure the mission and vision statements are correct.

Fall CPC meetings:

Friday, October 24, 2014, CSSC MP Room

Friday, November 21, 2014, CSSC MP Room