College Planning Council

Minutes For Friday, October 13, 2017	10 AM - 12 PM	Cravens Multi-Purpose Room
Members Present:	Joel Kinnamon, Carl Farmer, Darlene Romano, Pablo Romero, Angel Meraz, Andrew Johnson, Sally Kalpakoff, Anthony Tesch, Linda Emerson, Maria Herrera, David Bashore, Robert Holmes, Lauro Jimenez, Lily Casas, Isiah Estrada, Arturo Delgado, John Ramont, Mary Lou Marrujo, Amanda Phillips, Jessica Enders, Sheri Willis, Mary Anne Gularte, Pamela Ralston, Annebelle Nery, Daniel Martinez, Joseph Aguirre, Katie Chartier	
Members not Present:	Rick Rawnsley, Sarah Fry, Courtney Doussett, Denise Diamond, Karen Tabor, Lisa Howell, Pam Hunter	
Guest(s):	Diego Valdez, Andie Aldana, Liz Barnwell	
Parliamentarian:	Carlos Maldonado	
Recorder:	Sai Vang	

AGENDA

1. **Call to Order:** 10:04am		
2. **ACTION ITEMS**		

2.1 Approval of September 22, 2017 Minutes

DISCUSSION	None.		
CONCLUSION	Approved as presented.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE

2.2 Administrative Procedure 2340: Agendas – 2nd Reading (J. Kinnamon)

DISCUSSION	Motioned by Annebelle Nery to approve Administrative Procedure 2340: Agendas – 2nd Reading, seconded. This is the second reading of AP 2340.		
CONCLUSION	Motion carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE

2.3 Administrative Procedure 2345: Public Participation at Board Meetings – 2nd Reading (J. Kinnamon)

DISCUSSION	Motioned by Arturo Delgado to approve Administrative Procedure 2345: Public Participation at Board Meetings – 2nd Reading, seconded. This is the second reading of AP 2345. Amanda Phillip discussed a follow-up from the 1st reading regarding additional time for persons with disabilities. The recommendation from Dean Phillips and Paul McKinley, Interim DSPS Director is to defer to the Board of Trustees' judgement in applying extra time instead of specifying additional time for people with disabilities. In the existing process, special accommodation requests can be made for any persons who wish to participate at the board meetings. President Kinnamon will convey the discussion and recommendation to the Board of Trustees.

CONCLUSION	Motion carried unanimously.		

2.4 APO Recommendation: Faculty Prioritization – 1st Reading (A. Nery)

DISCUSSION	Pamela Ralston motioned to approve APO Recommendation: Faculty Prioritization – 1st Reading, seconded.
	The recommendation is a result of evaluation of the faculty prioritization process that was implemented in fall 2016. The evaluation is a combination of feedback from the Faculty Prioritization Committee (the group that implemented the process) and the Faculty Prioritization Workgroup (the group appointed to improve the process).
	Recommendation 1:
	Equal representatives from leadership and faculty on the faculty prioritization committee to continue but increase membership from 14 to 16 and add 1 non-voting:
	• 8 leadership members appointed by the superintendent/president
	• 8 faculty members appointed by the Academic Senate (with desired membership from OAC) – appointments are one instructional faculty from each of the five schools, one student services faculty, one library or distance education faculty, one Academic Senate President (continue to serve as co-chair)
	• The non-voting member is the OAC chair or designee
	Recommendation 2
	Add additional block in the rubric for school rankings to have a weigh.
	Recommendation 3
	Pre-populate an initial data with corresponding scale that already exist in the current rubric.
	Discussion regarding setting a limit for faculty requests are being have at the Academic Senate. CPC is approving the recommendation in parallel with the Academic Senate. The recommendation was approved as a first reading at the 10/12/2017 Academic Senate meeting.
	The desired membership from OAC for faculty membership is the recommendation because OAC is the Academic Senate group that evaluates and makes recommendations for improvements. There were concerns regarding the specific recommendation for faculty from OAC be on the prioritization committee. Additional discussion should be have because there are adjunct faculty representatives on OAC and additionally, some OAC represents multiple disciplines. It is unrealistic to expect them to be knowledgeable about all the disciplines they represent. It is also unrealistic to expect committee members to be objective and answer questions about the challenges in the various disciplines. Each school should have a representative to provide additional information.

	A student is not a member on the committee because there are two clear purviews regarding faculty hiring. AB1725 is a legislation that provides faculty the right in the decision-making process. The right of hiring is a management purview but requires multiple layers of transparency and dialogue between management and faculty. It is not the purview of students to provide a direct input into faculty hiring. The role of students are to advocate for their academic needs to faculty, classified staff, confidential, and management. There is a student representative on the Academic Senate to provide input in this process. Students can attend any open meeting including the faculty prioritization committee meeting.		
CONCLUSION	Motion carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Add date and version of recommendation on document		Annebelle Nery	

3. INFORMATION/DISCUSSION ITEMS

3.1 Academic Calendar Committee: Academic Calendar 2018 – 2019

DISCUSSION	The Academic Calendar Committee developed and approved the 2018-2019 Academic Calendar. The Academic Senate also approved the 2018-2019 Academic Calendar. The approved calendar is presented to CPC as an information item.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE

3.2 Educational Master Plan Update

DISCUSSION	VP Ralston provided an update on the Educational Master Plan. Last year was volume 1: setting goals and objectives. This year is year 2 or volume 2 to work with executive cabinet, managers, committees, and faculty to create an implementation timeline. The next step is for executive cabinet and managers to meet with the consultants to work through the goals and objectives. The handout is a list of the goals and objectives and the individuals responsible and accountable for moving the work forward. The handout will be posted on the webpage and an email to be sent to the college. In December, the consultants will return to campus to work in educational units to develop a draft of the implementation process.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Upload handout on the Ed Master Plan webpage.		VP Ralston	ASAP

3.3 End-User Data Subcommittee Update

DISCUSSION	The End-User Data Subcommittee has met twice this semester. Last year, the subcommittee worked with faculty to establish the Institutional Set Standards and IEPI goals. This year, the subcommittee will work on new goals. The Institutional Set Standards (ACCJC) and IEPI goals are not the same. There are some overlap but they are distinct. The college goals the subcommittee will engage this year are: 1. Medium time to degree

	2. Transfer information (new for IEPI) 3. A) Complete transfer math in the first or second year or, B) complete transfer English in the first or second year The subcommittee will discuss the new goals in conjunction with the Academic Senate.
CONCLUSION	

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE

3.4 Budget Subcommittee

DISCUSSION	The Budget Subcommittee held its second meeting this year after the adopted budget was approved by the Board of Trustees. The subcommittee is working on a few projects: 1. Provision in the budget for the Technology Refresh Plan 2. Building an informative/user-friendly budget book 3. Assumptions for the 2018-2019 budget Since the Budget Subcommittee has reported to CPC in the last three years, John Ramont shared his appreciation regarding the level of discussion around the budget development and structure of the budget. The college is more informed about the budget because the discussions have become more meaningful and productive. He also shares his appreciation for the members of the subcommittee.
CONCLUSION	

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE

4. Adjournment

President Kinnamon applauded CPC for their participation in the self-study and accreditation process. He expects to receive the draft report next Friday, October 20th. He anticipates the report to be relatively positive with some opportunities for improvements.

President Kinnamon also appreciated everyone's work and effort to position the college to apply for the Aspen Award. It is an honor and it is reflection on the work we do to impact student success.

Meeting adjourned: 10:29am.

Next Meeting: Friday, October 27, 2017 | 10:00-12:00 PM	**Location:** Cravens Multi-Purpose Room