



College Planning Council

MINUTES for Friday, October 14, 2016		10am-11:30am	Cravens Multipurpose Room
Members Present:	Joel Kinnamon, Christen Smith, Lisa Soccio, David George, Rick Rawnsley, Sarah Fry, Courtney Doussett, Andrew Johnson, Carl Farmer, Linda Emerson, Denise Diamond, David Bashore, Lauro Jimenez, Mary Lisi, Luis Castellanos, Nick Meade, John Ramont, Mary Lou Marrujo, Karen Tabor, Jessica Enders, Lisa Howell, Mary Anne Gularte, Pamela Ralston, Annebelle Nery, Pam Hunter,		
Members not Present:	Sheri Willis, Daniel Martinez, Carlos Maldonado, Katie Chartier, Catherine Levitt, Amanda Phillips		
Guest(s):	Jeff Larson, Brian Koenig and Kelly Hall		
Recorder:	Sai Vang / Julia Breyer		

AGENDA

Call to Order/Roll Call: 10:03 AM			
1. Approval of September 30, 2016 Minutes – Action Item			
DISCUSSION			
CONCLUSION	Minutes Approved as presented.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
Information/Discussion Items			
2. Health & Welfare Committee / Dr. Gularte			
DISCUSSION	<p>Dr. Gularte reported that Health and Welfare Committee met three times this semester. Dr. Gularte noted that one of the discussions was membership of the committee and comments regarding other individuals interested in participating in the committee. Dr. Nery confirmed that they are presently in the process of completing an assessment of the committee which has bargaining unit members and noted it is part of the College Planning Council. Dr. Gularte thanked Dr. Nery for joining the meeting and leading the discussion.</p> <p>Denise Diamond clarified that any changes made to the membership of the committee would have to be negotiated because the contract articulates who the members of the committee are. Denise Diamond commented that, should any changes be made, that they be made in writing and provided to the committee for negotiation. Dr. Gularte noted that the district has the option. Lauro Jimenez asked if that could be a separate committee. Dr. Gularte replied, yes. Dr. Kinnamon noted that he looks forward to the conclusion of the assessment process. Denise Diamond stated her concerns and Dr. Kinnamon noted that CPC meetings are not a consultation group and that the APO will continue with their assessment.</p> <p>Lauro Jimenez commented that all committees broadly broadcast their minutes to everyone and that once minutes and agendas are available that they be sent</p>		

	out to the entire college community. Mary Lou Marrujo commented that it's really the responsibility of the members on the committee to forward the information, minutes or reportable information out to their respective constituents along with any informational items that were addressed during a meeting.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
3. Enrollment Management Committee / Dr. Pamela Ralston			
DISCUSSION	<p>Dr. Pamela Ralston reported that she is a tri- chair of enrollment management committee with Dr. Annebelle Nery and Academic Senate, Christen Smith. Dr. Ralston commented that they are doing two different things simultaneously: Deans use a tool that Daniel Martinez has created in collaboration with Jeff Baker. This tool allows Deans to work with faculty around scheduling to predict how to manage growth. The tool allows you to reference last year's schedules. Dr. Ralston commented that they have presentations on two schools where they heard from Math & Science along with Applied Business Sciences. Dr. Ralston stated that the second item for discussion would be moving back enrollment of summer. Curt Luttrell brought a calendar to reflect the impact of what the scheduling components would look like. Dr. Ralston commented on impacts that they could face and requested that committee members take back this information to their constituent groups. Dr. Ralston reported that they look forward to voting on this at the next meeting. Dr. Nery commented that when summer schools starts, it only allows one high school to enroll but hoping to involve all once they stagger summer start dates. Dr. Ralston commented that they would also like to capture the quarterly university students. Drs. Ralston and Nery commented on the possibility of an annual schedule instead of four separate schedules. Lauro Jimenez asked if enrollment would send the calendar to the academic calendar committee and Dr. Ralston confirmed that indeed it would.</p> <p>Dr. David George commented on the philosophy of effectiveness as well as efficiency in the enrollment management committee but also the need to look at not just the efficiency factor but the effectiveness. Dr. Ralston confirmed that they have managed that conversation and the Academic Senate pays close attention to the expectations.</p>		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
Action Items			
4. Matriculation/Student Success and Support Program Advisory Committee – updated committee description – 3rd reading Dr. Nery			
DISCUSSION	<p>Dr. Nery motion to approve 3rd reading for triple S advisory committee, seconded.</p> <p>Dr. Nery explained the history of the meetings and noted the critical point for the need to have one individual appointed for the non-accredited side.</p>		

CONCLUSION	Motion carried unanimously		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	
None.			
5. Administrative Procedures and Board Policies – 2nd reading a. AP 4105 – Distance Education b. AP 4260 – Prerequisites and Co-requisites c. BP & AP 5140 – DSPS d. BP & AP 550 – Student Conduct			
DISCUSSION	<p>Dr. Nery motion to approve: a. AP 4105 – Distance Education b. AP 4260 – Prerequisites and Co-requisites c. BP & AP 5140 – DSPS d. BP & AP 550 – Student Conduct Seconded by Jessica Enders.</p> <p>Dr. Nery commented student conduct will return in spring once they work through policies.</p> <p>Dr. Ralston spoke about preliminary discussions on hybrid courses and what percentage qualifies them. Dr. Ralston confirmed that this piece won't come back in AP but they will request feedback. Christen Smith stated that as they have those conversations that they factor in fully online courses and then teachers requiring face to face meetings. Dr. Ralston confirmed that they will involve everyone at the table as they need to be involved.</p> <p>Rick Rawnsley commented on concerns for items D on page 2 where people who use canvas to store adjunct materials have to take training. Christen Smith commented that Ed Tech is currently having conversations regarding this matter.</p> <p>Linda Emerson commented on item D, page 3 and what criteria is used to assess whether the course is appropriate or not. Christen Smith commented for clarification, that a requirement of the online education initiative is that student learning outcomes be placed in multiple locations on a distance ed course. Christen Smith commented that they are not assessing them but assessing if they are actually on there and made available to students.</p> <p>Lauro Jimenez asked a question on Standards of Conduct regarding the two copies provided and looking similar. Dr. Nery commented that Dean Maldonado worked through them with Ed Policies and they require strict language in both as they are used in litigation. Lauro Jimenez replied he feels that is a reasonable answer to his question and he has no further concerns.</p>		
CONCLUSION	Motions carried unanimously.		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	
Ed Tech - follow up to ensure we are working together on concerns.	Julia	November 8	
6. Assessment of Planning & Outcomes – Mission Statement – 2nd reading Dr. Nery			

DISCUSSION	Dr. Nery motion to approve the 2 nd reading of the Mission Statement. Dr. Ralston seconded the motion. Dr. Nery thanked the members of APO.		
CONCLUSION	Motion carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
7. Assessment of Planning & Outcomes – Integrated Planning Calendar – 1st reading			
DISCUSSION	<p>Dr. Nery requested to table this item. Dr. Nery commented that APO is presently having a robust discussions on this matter and requested additional time.</p> <p>Lauro Jimenez commented on discussions for the disbursement of agendas. Dr. Nery replied that Outreach and Training met that week. Dr. Nery stated that packages were sent out from Outreach and Training with a letter along with the College Planning Council handbook and the Strategic Master Plan. Dr. Nery stated they are setting up their next training which is confirmed for October 24th. Lauro Jimenez commented that a possible practice for sending out agendas and minutes, not only to its members but to the broad group to guarantee everybody on campus receives the information. Lauro Jimenez also commented that agendas and minutes be sent out to everyone for all committees, i.e. Health and Welfare and APO. Dr. Ralston commented that it is challenging for people to read all the emails that are received and encouraged the usage of email for vital information only to avoid the overuse of email. Dr. David George commented on email management and maybe a standard governance link of what’s coming out of various committees. Mary Lou read comments from a constituent.</p>		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			

Meeting adjourn 10:44am.