



### College Planning Council

<b>MINUTES for Friday, December 9, 2016</b>		<b>10:00am-11:30am</b>	<b>PSA 19 A &amp; B</b>
<b>Members Present:</b>	Christen Smith, Lisa Soccio, David George, Rick Rawnsley, Sarah Fry, Courtney Doussett, Andrew Johnson, Carl Farmer, Linda Emerson, Denise Diamond, Brian Koenig, Robert Holmes, Lauro Jimenez, Mary Lisi, , Nick Meade, John Ramont, Mary Lou Marrujo, Karen Tabor, Amanda Phillips, Jessica Enders, Sheri Willis, Mary Anne Gularte, Pamela Ralston, Anabelle Nery, Pam Hunter, Daniel Martinez, Carlos Maldonado, Katie Chartier		
<b>Members not Present:</b>	Joel Kinnamon, Maria Jasso, John Learned, Luis Castellanos, Lisa Howell		
<b>Guest(s):</b>	Imperial Valley College, Bert Bitanga, Doug Redman, Jeff Larson, Sai Vang		
<b>Recorder:</b>	Julia Breyer		

#### AGENDA

<b>1. Call to Order/Roll Call:</b> 10:00am – VP Nery announced she will be the co-chair on behalf of President Kinnamon who is on vacation.		
<b>2. ACTION ITEMS</b>		
<b>2.1 Approval of October 14, 2016 Minutes</b>		
DISCUSSION	None.	
CONCLUSION	Minutes approved as presented.	
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>
None.		
<b>2.2 Basic Skills Initiative Committee Description – 1st Reading (A. Nery)</b>		
DISCUSSION	<p>Motion to approve Basic Skills Initiative Committee Description – 1<sup>st</sup> Reading by Amanda Phillips, seconded.</p> <p>The BSI Committee co-chairs, Gary Bergstrom and VP Nery, made minor updates to reflect structure and membership representatives. This may change after the Chairs Council meet to fold BSI Committee into the Diversity and Equity Council.</p> <p>Strikeout deans from second line of Membership and separate the two representatives in each line: Institutional Effectiveness and Planning Representative and Student Success Representative</p> <p>Under the faculty membership, there would be no non-credit faculty. VP Nery clarified that non-credit faculty runs across all five schools and a member from each school would be represented.</p>	
CONCLUSION	Due to the discussion occurring at the Chairs Council from the overlap in the Student Success Scorecard and the Diversity and Equity Council, the Basic Skills Initiative committee description – 1 <sup>st</sup> Reading is postponed.	
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>
None.		

<b>2.3 Outreach &amp; Training Subcommittee Description – 1st Reading (A. Nery)</b>		
DISCUSSION	<p>Motioned to approve the Outreach &amp; Training Subcommittee by Pamela Ralston, seconded.</p> <p>The committee made minor changes to the committee description. The Planning for Institutional Effectiveness (PIE) Handbook is removed because it no longer exist. The meeting schedule is changed to meet at minimum twice per semester or as needed.</p>	
CONCLUSION	Motion carried unanimously.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
None.		
<b>2.4 Strong Workforce Steering Committee Proposal – 1st Reading (P. Ralston &amp; D. Redman)</b>		
DISCUSSION	<p>Motioned to approve the Strong Workforce Steering Committee Proposal – 1<sup>st</sup> Reading by Mary Lisi, seconded.</p> <p>VP Ralston on behalf Dean Becker along with faculty co-chair Doug Redman for the Strong Workforce Taskforce. The College has been responding to recent state legislation to develop a local plan to improve completion rate, job placement, and overall success for students enrolled in career technical programs. The Taskforce as met since September. The Taskforce is interested in bringing together a formal steering committee to help develop the plan.</p> <p>There is no classified staff representative on the committee proposal. It is recommended that a classified staff representative be considered. The Taskforce is open to including classified staff even though staff in the PaCE program is not directly related to the Strong Workforce. Non-credit and not for credit programs are connected to Workforce training. A representative from those programs are not reflected in the membership. In addition, the budget for this type of program should include the institutional grants director, a fiscal services representative, or the Executive Director of Institutional Advancement. Discussions were had regarding including non-CTE faculty; they were not included to keep the membership small in order to work quickly, and the faculty were not mandated representatives. VP Ralston stated non-CTE faculty will have opportunities to provide feedback including work on developing the Education Master Plan.</p> <p>The reporting structure is modeled after Matriculation/SSSP Committee who reports directly to CPC. The reporting structure should model categorical committees because it is similar to categorical funding programs/initiatives.</p> <p>Upon approval, the chairs of the Strong Workforce Steering Committee will be invited to join the Chairs Council.</p>	
CONCLUSION	<p>The Strong Workforce will consider adding representatives from classified staff, non-credit or not-for-credit, fiscal, and the Executive Director of Institutional Advancement.</p> <p>Motion carried unanimously.</p>	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE

1. Presentation on the Strong Workforce initiative and the mandated membership at the 2 <sup>nd</sup> reading.	1. Dean Becker, Doug Redman, and VP Ralston	1. Next CPC meeting
2. Email feedback to the Strong Workforce Taskforce to consider.	2. Julia Breyer	2. ASAP
<b>2.5 Administrative Procedure 3440 Service Animals/Deactivate BP &amp; AP 5143 – 1st Reading (A. Nery)</b>		
DISCUSSION	<p>Motion to deactivate BP &amp; AP 5143 by Dean Phillips, seconded.</p> <p>Service Animals BP &amp; APs should not live in the 5000 Student Services series. Based on CCLC, it should live in the 3000 series as an institutional responsibility. BP &amp; AP 5143 are out of date and therefore do not comply with current law.</p> <p>Three critical mistakes were made in the approval process; 1) BP 3440 was approved Fall 2015, which is out of order, 2) BP 3340 Service Animals was approved without the corresponding AP, and 3) the approval of BP 3340 created two BP for service animals without deactivating one. The motion to deactivate BP &amp; AP 5143 is to correct the mistakes.</p> <p>Motion to approve Administrative Procedure 3440 Service Animals – 1<sup>st</sup> Reading by Linda Emerson, seconded.</p> <p>The director of DSPS and Dean Phillips reviewed AP 3440 to comply with the law. The law is prescriptive and language is taken directly. Regardless if the AP is approved, the college must comply with the law. The law is clear that service animals are dogs and miniature horses only. Dean Phillips will review 1.C. if miniature horse can be included in the definition of service animal.</p>	
CONCLUSION	<p>The first motion to deactivate BP &amp; AP 5143 carried unanimously.</p> <p>The second motion to approve Administrative Procedure 3440 Service Animals – 1<sup>st</sup> Reading carried unanimously.</p>	
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>
Review AP 3440 1.C. to include miniature horse		Dean Phillips
		<b>DEADLINE</b>
		Next CPC meeting
<b>3. INFORMATION/DISCUSSION ITEMS:</b>		
<b>3.1 Faculty Prioritization Process &amp; Outcome (P. Ralston &amp; C. Smith)</b>		
DISCUSSION	<p>The Co-chairs of the Faculty Prioritization Committee were VP Ralston and Academic Senate President, Christen Smith. The committee had a pre-meeting to be familiar with the new process, work through norming the rubric, and determine additional data needed. The committee met before Thanksgiving, on November 18<sup>th</sup> to prioritize the faculty requests. Twenty (20) positions were ranked. The list has been forwarded to President Kinnamon for review. A college-wide email will be sent to announce funded faculty position(s).</p>	
CONCLUSION	None.	
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>
None.		
		<b>DEADLINE</b>
<b>3.2 Enrollment Management Committee (P. Ralston)</b>		
DISCUSSION	<p>Enrollment Management Committee has been working with student success, instructional deans, and the scheduler to revisit the timeline for</p>	

	<p>enrollment/registration for summer and fall terms. Dean Phillips and Curt Luttrell researched and worked with the high schools to determine when students graduate in order to adjust summer registration to allow those students to register for summer session. The adjustment impacts student success departments.</p> <p>The greater impact is to students. The committee requests registration to begin in May for fall semester. In the past, registration for fall began very late. For fall 2016, registration started in July 18, 2016. There was interest from the schools and the committee for current students to be registered for fall classes before the end of the spring term. This impacts counseling as they will be busy with students to complete SEPs.</p> <p>The committee continues to work with the Research office to determine why students drop. There may be focus groups with students. John Learned, Math Chair, shared a tool he is developing to provide data and information on student who crash classes in the first two days of classes.</p> <p>The committee continues to work on completing the committee assessment, Education Master Plan, and Chairs Council.</p>		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3.3 Administrative Computing Committee – Committee Description (S. Willis)</b>			
DISCUSSION	This item is informational only because of edited changes to titles.		
CONCLUSION	<p>Additional Corrections:</p> <ul style="list-style-type: none"> <li>• add <i>Services</i> to Dean, Counseling <i>Services</i></li> <li>• Remove <i>Student Success</i> from <i>Student Success &amp; Student Learning Representative</i> – the representative must be from instruction</li> <li>• The guests listed as non-voting should not affect quorum. Dean Maldonado will work with Sheri Willis to determine the correct label on the committee description.</li> </ul>		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Separate guests (non-voting) from membership list		Dean Maldonado & Sheri Willis	ASAP
<b>3.4 Assessment of Planning and Outcomes Subcommittee (A. Nery)</b>			
<ul style="list-style-type: none"> <li>• <b>Updated Long Term Integrated Planning Calendar</b></li> <li>• <b>Evaluation of the Facilities Master Plan</b></li> </ul>			
DISCUSSION	<p>The Long Term Integrated Planning Calendar has been updated. The changes are:</p> <ul style="list-style-type: none"> <li>• Revise from 13 to 10-year calendar</li> <li>• Dashboard colors</li> <li>• Arrows show ongoing evaluation by APO</li> <li>• Facilities Master Plan follow the Education Master Plan</li> </ul> <p>APO is committed to an annual review of the calendar and shared to CPC. APO evaluated the Facilities Master Plan 2003-15. Three recommendations will be brought back for action item at the next CPC meeting.</p>		

CONCLUSION	VP Ralston recommends adjusting the Education Master Plan and Facilities Master Plan by one semester to reflect the current work in progress for those plans.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Bring VP Ralston's recommendation to APO		VP Nery	Next APO meeting
<b>3.5 Chairs Council (A. Nery)</b>			
DISCUSSION	<p>There are five strategic master plan goals. The Chairs Council is working on mapping the strategic master plan goals to the BSI plan, SSSP credit and non-credit plans, enrollment management plan, and student equity plan. Mapping will continue to include IEPI, accreditation, ABE and strong workforce.</p> <p>A more comprehensive document will forthcoming. This will help to eliminate work and review duplicates. In addition, help inform the Education Master Plan.</p>		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>3.6 Outreach and Training Subcommittee (A. Nery)</b>			
DISCUSSION	<p>The committee is working on the second quick reference guide; five strategic master plan goals will be on one side and the new mission, vision and values on the other side.</p> <p>The CPC orientation video will be available by spring FLEX. A second training "How to participate in a committee or the role of a committee", a workgroup will modify the training. CPC will be trained.</p>		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
<b>Meeting adjourn at 11:04pm</b>			