

**COLLEGE PLANNING COMMITTEE (CPC) MEETING MINUTES**  
**VENTURA COLLEGE**  
**Wednesday, April 24, 2019**  
**3:45 - 5:15 p.m.**  
**CCCR**

Constituency	Representative		Constituency	Representative		Constituency	Representative	
Faculty Co-Chair	Lydia Morales	X	Faculty	Preston Pipal	X	Classified Supervisor	Sue Royer	X
Classified Co-Chair	Sebastian Szczebiot	X	Faculty	Robert Lawson		Classified Supervisor	Jeanine Day	X
Administrator Co-chair (non-voting)	Phillip Briggs	X	Faculty	Sandy Melton	X	Student	Vanessa Luis	X
Faculty	David Young		Faculty	Ralph Fernandez		Administrator	Debbie Newcomb	X
Faculty	Eric Martinsen		Classified	Jason Robinson	X	Administrator	David Bransky	X
Faculty	Maria Flores	X	Classified	Nan Duangpun	X			
Faculty	Patty Wendt		Classified	Sarah Mossembekker	X			
Guests	Grant Jones, Cathy Bojorquez, Alma Rodriguez, Kim Hoffmans, Lynn Wright, Michael (?)							

Recorder: Felicia Torres

Agenda Item	Discussion Notes	Action?
1. Public Comments	Meeting began 3:49 pm.	
2. Approval of Agenda - <i>Action</i>		J. Robinson moved to approve. P. Pipal seconded.  Agenda is approved.
3. Approval of 4/3/2019 Minutes – <i>Action</i>		J. Robinson moved to approve 4/3 minutes. J. Day seconded.  Minutes are approved.

<p>4. Participatory Governance Handbook - <i>Discussion</i></p>	<p>Phil displayed the handbook on the screen. Too many pages to provide hard copies. All handouts are on the website.</p> <p>Subcommittee taskforce consists of L. Morales, S. Szczebiot, P. Briggs and A. Ponce. The taskforce is considering a name change to the document to possible "Participatory Governance Handbook".</p> <p>P. Briggs plans to attend the next ASVC meeting to hear any feedback they might have for the draft.</p> <p>P. Briggs facilitated the discussion that followed regarding the Professional Development Committee and its fit in the organizational structure.</p> <p>There is also a plan to have a training session for committee co-chairs early in the Fall semester to help them fully understand what the expectations and the rules are of a Co-chair. The other addition this year is the committee online evaluation form.</p> <p>Suggestion: To develop a formal form to submit recommendations/additions to the President for major changes to the document. Think of a way to note updates/changes, since it is a living document.</p> <p>Any feedback and useful information to have inserted into the document are welcomed. Please send an email to P. Briggs with feedback to incorporate in the final draft of the document.</p>	<p>Include reference to previously known name somewhere on the document.</p> <p>Change the Student Affairs Leadership team membership information on page 26.</p> <p>Color-code the org chart, specifically for those that are Brown Act.</p> <p>Add a May meeting to vote on the document.</p>
<p>5. CPC Charge – <i>Discussion</i></p>	<p>This committee has held off on updating the charge, because it has been a long time since it has been updated.</p> <p>P. Briggs reviewed the charge and summarized the workings of and updates from several meetings and discussions.</p> <p>A discussion regarding the charge followed. P. Briggs facilitated.</p> <p>S. Szczebiot thinks that it is important to note the second paragraph where it talks about which committees report directly</p>	<p>To vote on this at the next meeting in May.</p>

	<p>to the president in the draft revised charge for 19-20 for all committees to understand.</p>	
<p>6. CPC Standard Agenda Template – <i>Discussion</i></p>	<p>Word document to download and use as a template.</p> <p>Many committees have already started using this template.</p> <p>The accreditation report suggested that VC consider moving towards having a standard template for meetings and agendas.</p> <p>Please send your feedback regarding the use and look of a standard template via email to P. Briggs.</p>	
<p>7. Program Review Resource Request Rubrics – <i>Action</i></p>	<p>There was previously a unanimous consensus from the various rating committees that the rubrics be provided to the programs in advance to them actually filling out the program reviews.</p> <p>C. Bojorquez provided some clarity from what had been discussed in another committee and the ideas that had come from it.</p> <p>Many ideas regarding the process were shared and other questions raised regarding a process for the final decision making when it comes to program review requests.</p> <p>P. Briggs facilitated that conversation.</p>	
<p>8. Guided Pathways Workplan – Kim Hoffmans – <i>Discussion</i></p>	<p>K. Hoffmans offered an update and said that the draft Guided Pathways implementation plan, which is located on the website, is different from the last one because the state gave a different template than what had been given before. It's broken into the basic four pillars. Please take a</p> <p>A Guided Pathways presentation will be held in Guthrie Hall tomorrow morning at 10:30 am, followed by lunch. The report is due September 30<sup>th</sup>, so it's important to begin the conversation now.</p> <p>K. Hoffmans will introduce this to the governance committees.</p> <p>Any feedback, please send an email to K. Hoffmans.</p>	

9. Committee Evaluation Results – <i>Discussion</i>	Tabled, due to time constraint.	
10. Committee Reports <ul style="list-style-type: none"> <li>a. ASVC</li> <li>b. Budget Resource Committee</li> <li>c. Academic Senate</li> <li>d. Classified Senate</li> <li>e. College Outcomes Group</li> <li>f. Student Success Committee</li> <li>g. Guided Pathways</li> <li>h. Accreditation Advisory</li> </ul>	Tabled, due to time constraint. No reports given.	
11. Adjournment	Next Meeting: May 1, 2019 (special meeting)	