COLLEGE PLANNING COMMITTEE (CPC) MEETING MINUTES
VENTURA COLLEGE
Wednesday, September 26, 2018
3:45 - 5:00 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	Arlene Reed	
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	
Faculty	Eric Martinsen		Classified	Jason Robinson	X	Administrator	David Bransky	
Faculty	Maria Flores	X	Classified	Nan Duangpun	X			
Faculty	Patty Wendt	X	Classified	Sarah Mossembekker				
Guests	Grant Jones, Damon Bell, Tim Harrison, Dan Kumpf, Katheryne Solorio, Alma Rodriguez, Cathy Bojorquez							

Recorder: Felicia Torres

Agenda Item	Discussion Notes	Action?
1. Public Comments	Meeting began 3:50 pm. No public comments given.	
2. Approval of Agenda - *Action*	Agenda reviewed.	S. Szczebiot moved to approve. S. Royer seconded. Agenda approved.
3. Approval of 4/25/2018 Minutes – *Action*	T. Harrison asked if the committee was going to continue to note the "voting" members vs. "non-voting" members as noted on previous agendas and minutes. P. Briggs said that the Making Recommendations Taskforce was looking into that and would report their findings regarding what a voting member and non-voting member actually is and how it differs from a guest, and report it to the committee at a later meeting. They were removed, but the Co-chairs are open to the committee's input.	L. Morales moved to approve. J. Robinson seconded. A. Rodriguez & M. Flores abstain, due to non-attendance.

	S. Szczebiot offered his explanation regarding his understanding of the difference. L. Morales asked for some historical knowledge regarding the distinction. D. Kumpf offered his recollection. He said that one of the reasons they had non-voting members is because there weren't any administrators who were part of the voting members originally, and that maybe the drive was to get the administrators more involved in the committee, but as non-voting.	Minutes from April 25th approved.
4. Welcome and Introductions (5 min)	Done.	
5. Review Committee Charge (10 min)	Current committee charge displayed on screen. P. Briggs explained that the charge would be updated and could be looked at over the course of the year. The current Making Recommendations Document is in the process of being reviewed and revised which is basically the handbook to what the campus participatory governance structure looks like. One of the things the MRD taskforce would like to do is take a look at the other committee charges and clean them up a bit. L. Morales read the charge aloud. A lengthy conversation about the charge followed. P. Briggs facilitated the discussion. His summary of the charge, in a nutshell is: We oversee the college's educational master plan, we develop the master plan, we look at progress towards the goals in the master plan, and then we also take a look at the strategic plan and document progress that we are making towards the goals of the master plan. Then we see how much progress is being made in certain areas and then meet to discuss if there are areas that we need to devote more time and resources towards and then make those recommendations to the President.	
6. Set 2018-2019 Committee Goals – *Action* (15 min)	P. Briggs turned attention to white screen to demonstrate the VC website and where to locate the Making Recommendations Document and facilitated the discussion that followed. Here is the link: https://www.venturacollege.edu/sites/default/files/files/committees/making_recommendations_at_ventura_college_document_ol_aug_18_2016.pdf This document describes how all of our committees work and how our participatory governance process works and expired at the end of 2018. A few items were approved last year and P. Briggs recommends that the committee make	J. Robinson moved to approve the 4 goals established. L. Morales seconded. New goals approved.

	revising the document a goal for the current year. He asked for feedback to set other goals for the committee. Evaluate the Program Review process Revise our program viability process and procedures to have a very clear and transparent method of the vetting process for new and existing programs. D. Kumpf added that in his experience there has not been a clear process in place for adding programs and explained his reasoning and provided some examples. L. Morales facilitated the discussion. D. Bell asked, "How is "Program" defined as it relates to program review?" P. Briggs responded and facilitated the discussion that followed. T. Harrison stated that he believed the college is not referring enough to the Educational Master Plan to chart out its course. He asked if the committee would consider that to be a goal to focus on. Goals: Oversee the revision of the Making Recommendations Document Evaluate the Program Review Process *(including the definition of programs)* Develop program viability process *(definition TBD)* Review campus plans and their relationship to the Educational Master Plan P. Briggs called for a motion to approve the three goals discussed.	
7. Review Educational Master Plan Success Metrics (15 min)	Handout was distributed. P. Briggs facilitated the discussion and explained the handout. He directed the committee's attention to the screen and presented the college website to show them where to locate the Educational Master Plan, or click here: https://www.venturacollege.edu/sites/default/files/files/committees/college-planning-committee/ventura_college_2017-2023_educational_master_plan_0.pdf He added that the primary goal of the EMP is to improve or increase the success of students at VC while closing equity gaps. He mentioned that Moorpark College has the highest completion rate. Some offered their opinions as to why some students are withdrawing and leaving VC. P. Briggs agreed that there definitely is a relationship between completion and the demographics or the median income of a community and has data regarding that information. The completion rate for VC has gone down and we are currently 36th in the state, where the goal is to be in the top 5% by 2023.	

		P. Briggs referred the committee to the IE division website where there is information on the dashboard regarding equity and shows the differences in the rates and outcomes of various demographics groups. He finished reviewing the handout and facilitated the conversation.	
8.	New Budget Allocation Model (15 min)	Tabled, due to time constraint.	

9.	Committee Reports
	   a. ASVC
	
	   b. Budget Resource Committee
	
	   c. Academic Senate
	
	   d. Classified Senate
	
	   e. Accreditation Advisory
	
	   f. College Outcomes Group
	
	   g. Student Success Committee
		ASVC – No Report.
		
		BRC – C. Bojorquez report that the committee approved its charge and working on their goals. They went over the adopted budget and shared the Student Centered funding metrics presentation that P. Briggs presented at Admin Council.
		
		Academic Senate – L. Morales reported that they are also working on their goals. Their charge is defined and go by the state Academic Senate charge. She presented the tableau portion of the presentation by P. Briggs at the Admin Council. They are still finalizing the chairs and co-chairs of their committees, but are still working on it.
		
		CS – S. Szczebiot reported that the Senate met at the beginning of the month and set goals. They were relatively general. The executive board will be meeting the following Monday and will be voting on committee representation at the next Senate meeting. They will then be reaching out to those representatives. There is an annual Halloween office decoration competition planned for the month of October, so expect to see an email about that.
		
		Accreditation Advisory – No report.
		
		COG – P. Briggs reported that the group had met, set goals for the new year and looked at the charge of the group. They are looking at moving along with the implementation of the Review, Reflect, & Reset process, which is where everyone reviewed their SLOs and when they are going to assess them, and also looking for ways to streamline the data collection process for SLOs/SUOs.
		
		SSC – P. Briggs reported that the committee spent a long time revising the committee charge and goals.	

10.	Adjournment	Next Meeting: Wednesday, October 24, 2018 Adjourn 4:55 pm	