

COLLEGE PLANNING COMMITTEE (CPC) MEETING MINUTES
VENTURA COLLEGE
Wednesday, March 25, 2020
3:45 - 5:15 p.m.
ZOOM

Constituency	Representative		Constituency	Representative		Constituency	Representative	
Faculty Co-Chair	Dan Clark	x	Faculty	David Young		Classified Supervisor	Sue Royer	x
Classified Co-Chair	Sebastian Szczebiot	x	Faculty	Maria Flores	x	Classified Supervisor	Jeanine Day	x
Administrator Co-chair (non-voting)	Phillip Briggs	x	Faculty	Heather Aguailar		Student	Jasmin Martin	
Faculty	Ryan Petitfils		Faculty	Robert Lawson		Administrator	Debbie Newcomb	x
Faculty	Sandy Melton	x	Classified	Alex "Rock" Fredell	x	Administrator	Jesus Vega	x
Faculty	Ralph Fernandez		Classified	Nan Duangpun	x			
Faculty	Colleen Coffey	x	Classified	Sarah Mossembekker	x			
Guests	Kim Hoffmans, Cathy Bojorquez, Grant Jones, Jennifer Kalfsbeek, Lynn Wright, Alma Rodriguez, Damien Peña, Tim Harrison							

Recorder: Felicia Torres

Agenda Item	Discussion Notes	Action?
1. Public Comments	Meeting called to order at 3:48 pm by P. Briggs via Zoom. Quorum met. No public comments.	
2. Approve Agenda	Reviewing agenda from presentation via Zoom.	D. Clark moved to approve the Agenda for today's meeting and the Minutes for February.
3. Approve Minutes • 2/26/20		

		<p>A. Fredell seconded the motion.</p> <p>Abstentions - None.</p> <p>Motion approved unanimously.</p>
<p>4. Executive Team Update (5 min)</p>	<p>K. Hoffmans gave an update on most recent events. Mostly concentrated on COVID-19 virus effects on the campus community.</p> <p>Have had meetings with EOC and Admin Councils. Dr. Hoffmans to hold virtual meetings next week. The Captain’s Chat and Koffee with Kim to be open to the whole campus and hopefully have an opportunity to answer some questions and check in.</p> <p>K. Hoffmans gave the most current report on the COVID-19 cases in Ventura County. Will work to get the updated number by the end of the day. For today’s meeting, the number of cases in Ventura County is up to 39 cases.</p> <p>An MOU was approved and signed by the AFT and District Management for faculty to train and provide training in the use of the technology that will be used to continue teaching for the rest of the spring semester as all classes have been moved to virtual classroom teaching, due to pandemic. Kudos to the VC Instructional Design team: They are amazing! Announcement to campus that “phishing” is at an all-time high and to please be careful. A lots of that is going on with Zoom feature.</p> <p>Conversations happening in regard to Nursing and is waiting to hear back about decreasing the hours required for clinical simulations. Looking into Telehealth and discussing other topics related to the essential function in Pearson testing centers.</p> <p>The Chancellor talked about the “hard to convert” courses. Is asking that they not cancel then right away, but try to postpone for a later time to allow for completion. i.e. Police Science and other essential community need disciplines.</p> <p>Dr. Hoffmans, getting clarification on student drops, withdrawals, and possible refunds due to current pandemic. Discussion codes for transcripts that will allow students to repeat a course or have the effects of this crisis to not be held</p>	

	<p>against them. Exploring the possibility to have nothing entered on their transcripts. Discussion continue on that subject. Looking into parking fee reimbursements, there appeared to be some complications with third party payment methods. Discussions also continue on this topic.</p> <p>P. Blair from district office to send out information regarding the new website and the second migration.</p> <p>Grant gave a quick update on IT status. Chromebooks schedule to arrive in a week, possibly sooner. Working to get checkout forms and tracking procedure finalized and working with Dr. Peña on that. Have handed out all of the laptops that were available. Going through final Deans set up and by tomorrow will have most of what is needed done. Will have to keep a few for backup in case some laptops fail. The virtual portal seems to be working pretty well. There have been some issues with that, but it seems to be working out so far and they are trying to come up with other solutions to the things that don't work. The department is trying to limit the number of people coming to the office by using an appointment process. Seems to be working and is making things more efficient.</p> <p>Have created an essential list of employees and will try to rotate them, so that the time spent on campus is limited.</p>	
<p>5. CPC Items</p> <ul style="list-style-type: none"> • Program Review Resource Request Prioritization - Discussion • Program Review Process Feedback - Discussion • Taskforce Updates <ul style="list-style-type: none"> ○ Committee Co-Chair Training - Action ○ Strategic Plan Evaluation - Discussion ○ Program Viability Taskforce - Discussion 	<ul style="list-style-type: none"> • Program Review – P. Briggs gave update. Program Review is a very long process. P. Briggs quickly summarized the process and how it moves through the campus governance process and is then reviewed by the Executive Team for its rankings. All the information can be found on the Program Review webpage. • Dr. Hoffmans reported: The faculty and classified senates prioritized their lists back in November. After some discussion, the Executive Team tried to keep pretty close to what had been prioritized by each. <p>The final rankings from the all groups were presented for review by the committee. Dr. Hoffmans, the Executive Team present and P. Briggs facilitated the discussion that followed. Questions regarding process and clarification of specific requests were made.</p> <p>The process is not written in stone. The Exec Team is always looking for ways to make it better. This Program Review process is for purchasing for the next year and for the next year's budget. Always want to have a list,</p>	

because you never know when the college will have funding. C. Bojorquez added that sometimes things will get pulled out of order due to the type of funding that is identified. (i.e. categorical funding) Requests greatly exceed the available funding and we won't know what can actually be funded until September.

Conversation ensued regarding the different comprehensive plans used for the overall planning at Ventura College and their specific timelines. Some overlap with others and can be found on the [CPC webpage](#). These are reviewed and updated yearly through the taskforce groups set up in this committee.

P. Briggs opened the meeting up for any feedback/grievance. S. Royer added that for the first time at VC, it actually makes sense and thinks his system works and the rubrics generally speaking make sense.

C. Bojorquez asked if there was a way to reduce the number duplicates. (i.e. equipment requests)

A. Fredell offered some feedback from a few Classified Senate meetings that he had attended. He asked if there is a way to get people information on how to enter their request descriptions, because it appeared that some requests were not considered, due to the lack of information submitted for the request and others that had a lot of information. Does that make an impact on the rankings?

- Committee Co-Chair Training

Report: Small taskforce at last meeting in February. S. Royer presented the PowerPoint. P. Briggs directed those online to page. Opened the meeting for feedback on the PowerPoint. Called for a vote to approve the presentation and to making the materials available.

Discussion: Dr. Hoffmans added that she is excited about its potential for consistency. D. Newcomb thought it was great and would like to know if it will be available in the fall.

- Strategic Plan Evaluation-

Report: Working on two documents. Closing out current Strategic Plan. It includes all of the information that was previously discussed and what has

D. Newcomb moved to approve the document (PowerPoint) presentation. S. Royer seconded.

Committee chair training approved to adopted co-chair training

	<p>been done to date. P. Briggs asks that the committee look at it to review at next CPC meeting. Changes and feedback to be directed to P. Briggs via email. D. Clark said that Academic Senate can look at it for their next meeting. S. Szczebiot said that Classified Senate can look at it in their April meeting. Not changing goals in current plan, just updating the results. There are 5 goals in Strategic Plan.</p> <p>T. Harrison feedback: Try bulleting the college goals and district goals to maybe separate them and put a footnote. P. Briggs to work with taskforce to makes noted changes.</p> <ul style="list-style-type: none"> • Program Viability Taskforce- <p>Update: Taskforce was put together to develop a process that aligns with AP4021. Want to start building out a more comprehensive process. Looked at a lot of data and developed a first step to trigger a study. P. Briggs presented the handout and went through it while explaining the metrics and categories for clarification.</p> <p>Feedback: T. Harrison asked some questions about industry sectors for county and region. P. Briggs to discuss with Taskforce and incorporate where appropriate.</p> <p>Other noted comments: Develop some form of a template to present the data. Develop a way to show rationale of why it is trending this way and that way. Provide a way to address the metrics that were present before to take into consideration.</p>	
<p>6. Accreditation Steering Advisory Group</p> <ul style="list-style-type: none"> • Action Items - None 	<p>Meeting cancelled. No report.</p>	
<p>7. Budget Resource Committee</p> <ul style="list-style-type: none"> • Action Items - None 	<p>Meeting cancelled. No report.</p>	
<p>8. Guided Pathways Committee</p> <ul style="list-style-type: none"> • Action Items – None 	<p>Last meeting cancelled. Plan to meet again and get back on track soon.</p>	

<p>9. Student Success Committee</p> <ul style="list-style-type: none"> Action Items - None 	<p>Meeting cancelled. No report.</p>	
<p>10. Governance Committee Updates</p> <ul style="list-style-type: none"> Academic Senate Associated Students of VC Classified Senate 	<p>A.S. – D. Clark reported that the Student Equity group met recently. Will meet again tomorrow.</p> <p>C.S. – S. Szczebiot reported that there is not much of an update. The Classified Senate had a 1st reading and action item on the ICE protocol from Dr. Vega and S. Mossembekker.</p> <p>A.S.V.C. – No Representative in attendance. No report given.</p>	
<p>11. Adjourn</p>	<p>Next Meeting: April 22, 2020</p> <p>P. Briggs announcement: There are five Mondays in March. The Institutional Effectiveness will release a Newsletter next Monday, 3/30. Be on the look out.</p> <p>Adjourn 5:19pm</p>	