

**COLLEGE PLANNING COUNCIL (CPC) MEETING MINUTES  
VENTURA COLLEGE  
Wednesday, September 30, 2015  
3:00 - 4:30 p.m.**

**Present:** Greg Gillespie – Chair, Alex Kolesnik – Co-Chair, Marian Carrasco Nungaray, Ralph Fernandez, Bill Hart, Kim Hoffmans, Mary Jones, Grant Jones, Bob Moskowitz, Debbie Newcomb, Mark Pauley, Celia Rodriguez, Rebecca Russell, Patty Wendt, Lynn Wright, Kathy Schrader, Dan Kumpf, Raeann Koerner, Jenifer Cook, Alma Rodriguez, Robin Hester, Robin Douglas, Lisset Ayala (ASVC), Colleen Coffey

**Absent:** Phillip Briggs, Michael Callahan, Joanna Ohide (ASVC), Tim Harrison, Karen Engelsen, Gwendolyn Lewis Huddleston, Peder Nielsen, Sandy Melton, Corey Wendt, Rachel Marchioni, Susan Royer, Pamela Yeagley

**Recorder:** Laura Brower

Agenda Item		Action Due & By Whom
<p><b>A. Comments</b> <b>1. Public</b></p>	<p>Mary Jones distributed a poster on the upcoming California Shakeout which will be held October 15<sup>th</sup> at 10:15 a.m. She requested the Deans to speak with the department chairs of their division to encourage faculty to participate with their classes. Notification will be made on the outside speakers at the campus. Discussion followed how it is hard to hear the speakers while inside the classroom. Grant Jones advised dollars have been set aside to fund a new speaker system in the future.</p> <p>It was also discussed that a campus fire drill needs to be scheduled.</p> <p>Mary Jones also advised the Public Health Department has allowed the Health Center to conduct free Rapid HIV testing. The new test will begin October 20<sup>th</sup> with a scheduled appointment. The Public Health Department will be present for this kickoff date. Individuals seeking the test will be asked questions similar to those asked when giving blood.</p>	
<p><b>B. Discussion Items</b></p>		
<p><b>1. Committee Reports</b></p>	<p><u>Faculty Senate</u> – Alex Kolesnik advised Phillip Briggs reviewed the</p>	

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	<p>Equity and SSSP plans with the senate at their last meeting. At the next Academic Senate meeting their will be a first reading of the Making Decisions document. They will discuss committee structures that are affecting the bylaws of the senate. Advertising and enrollment issues will also be discussed.</p> <p><u>Classified Senate</u> - No report.</p> <p><u>Accreditation Committee</u> – Kim Hoffmans advised she will now be Ventura College’s Accreditation Liaison Officer (ALO) replacing Patrick Jefferson who is leaving for another position at University of Houston. Kim is still looking for a faculty so-chair for the committee. She will send out notification to the faculty to see who may be interested.</p> <p><u>Budget Resource Council</u> – Mark Pauley stated the BRC reviewed the accreditation issues. Some drafts are incomplete and some of the information from the summer workgroup is not available. He advised that we are not addressing the backlog of initiatives in program review and completing them. Total Cost of Ownership is not being discussed. He stressed to add into program review whether it is a short or long-term installation. The BRC identified that more staff is needed or a consultant hired. They are recommending for program review to see how we can delineate this information as we need to account for costs. Some installations are a year behind and when it’s time to begin the funds have been used already. It was discussed to possibly separating planning and reviewing. Greg Gillespie advised that after this program review there will be an evaluation and recommendation for changes to the process which will be sent to the campus before spring semester. Discussion continued on the regular maintenance of equipment on campus.</p> <p><u>Student Learning Outcomes</u> – Debbie Newcomb advised that the</p>	

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	<p>Curriculum Committee has made a decision to look at courses in the catalog and delete those that do not have SLO's. The goal is not to delete courses but what the departments feel should be deleted. A workshop on Friday is being held for department chairs and service coordinators. A separate workshop for the service units on a revised assessment plan. Accreditation review shows there is no written process existing. It is hoped that project will be done by May. The faculty members need to be kept on track.</p>	
<p><b>2. CPC Co-chair</b></p>	<p>Greg Gillespie suggested to the committee that a new co-chair of the College Planning Council be assigned as he is the President and this committee makes suggestions to him and his executive committee. It could be seen as a conflict of interest. He suggested Phillip Briggs would be a good replacement as he is responsible for program review and updating the campus planning documents. Greg advised he would still attend the meeting. This item will be brought back to the meeting for voting.</p>	<p>Co-chair action item will be placed on October 28<sup>th</sup> agenda.</p>
<p><b>3. Making Decisions at Ventura College Document review</b></p>	<p>The Making Decisions document will be vetted to the classified and academic senates. The document will come back to the October meeting for final approval.</p> <p>Note: Greg Gillespie advised that at the next meeting we will be speaking to our planning documents and timelines. Our documents do not overlap in a consistent manner. They should all be within a six-year timeframe. Any decisions on any changes to the documents and timeline will be brought to the College Planning Council.</p>	<p>Document to be sent electronically prior to the meeting.</p>
<p><b>4. IEPI and PRT Visit</b></p>	<p>Greg Gillespie distributed the draft agenda of the Partnership Resource Team visit. The focus areas to be addressed are integrated planning and communication and governance. The team is scheduled to meet with the College Planning Council on Monday, November 2 from 1:00-1:50 p.m. in Guthrie Hall. More detailed information will be sent and all of the groups who meet with the PRT will be invited to a wrap up session at the end of the</p>	<p>Planning documents and timelines to be placed on October 28<sup>th</sup> agenda.</p>

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	<p>day. This visit is not tied to accreditation but helps suggest to us potential best practices that we can take under advisement to make improvements in our processes. There will be up to \$150,000 available from the State Chancellor' office to support work on the focus areas.</p>	
<p><b>5. CTE Employment Outcomes Survey 2015</b></p>	<p>Kathy Schrader distributed and reviewed the CTE employment outcomes survey.</p>	
<p><b>6. Calendar of Activities</b> <i>Greg Gillespie</i></p>	<p>Greg Gillespie distributed a calendar of activities. The calendar indicates items that are helpful for the college and College Planning Council to know what the key activities are for the year. Greg also reminded the group that at the next meeting the Making Decisions document will be presented for approval. He stressed it is important to have committee members assigned in the spring and not postponed until the fall.</p>	
<p><b>C. Action Items</b>  <b>1. Approval of August 26, 2015 Minutes</b>  <b>2. Approval of Program Review Process</b></p>	<p><i>This item was moved to the beginning of the agenda. (minutes)</i>  Motion to Approve: Mark Pauley  Second motion: Bob Moskowitz  Opposed: None  Abstentions: None</p> <p><i>Program Review Process – Only change is Tim Harrison has updated all the financial information so that it is relevant for this year.</i>  Motion to Approve: Marion Carrasco Nungaray  Second motion: Mark Pauley  Opposed: None  Abstentions: None</p>	
<p><b>D. Announcements/Information Items</b></p>	<p>None</p>	
<p><b>E. Adjourn</b></p>		

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	<b>Next Meeting: October 28, 2015</b>	