

COLLEGE PLANNING COMMITTEE (CPC) MEETING MINUTES
VENTURA COLLEGE
Wednesday, February 24, 2021
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		Classified Supervisor	Jeanine Day	X
Administrator Co-chair (non-voting)	Phillip Briggs	X	Faculty	Heather Aguailar		Student	Carlo Plascencia Enrique Rodriguea	X
Faculty	Ryan Petitfils		Faculty	Preston Pipal	X	Administrator	Debbie Newcomb	X
Faculty	Sandy Melton	X	Classified	Nan Duangpun	X	Administrator	Jesus Vega	X
Faculty	Ralph Fernandez	X	Classified	Vacant				
Faculty	Vacant		Classified	Katheryn Solorio	X			
Guests	Kim Hoffmans, Cathy Bojorquez, Damien Pena, Grant Jones, Jennifer Kalfsbeek-Goetz, Lynn Wright							

Recorder: Felicia Torres

Agenda Item	Discussion Notes	Action?
1. Public Comments	Meeting began at 3:55 pm. Quorum met. No Public Comments.	
2. Approve Agenda		S. Melton moved to approve. P. Pipal seconded. Agenda approved. 7-Yes; 0-No
3. Approve Minutes <ul style="list-style-type: none"> • 1/27/21 		P. Pipal moved to approve. D. Newcomb seconded.

		Minutes approved. 6-Yes; 0-No
<p>4. Executive Team Update</p>	<p>K. Hoffmans reported that there have been many Out-of-Cycle requests. The Exec Team has been working with the Academic Senate to improve the process overall. Feels the work being done has helped for transparency. Also working with Classified Senate.</p> <p>Question: Is there a deadline for Out-of-Cycle?</p> <p>Answer: That is the whole point for the process. To make it a timelier matter versus having to wait for the whole process of Program Review to fill a vacancy.</p>	
<p>5. CPC Items</p> <ul style="list-style-type: none"> • District Strategic Plan Draft • VC Mission Statement Update Plan • ASCCC Equity Survey • Program Viability Vitality Vitality Taskforce Update 	<p>D. Clark reported that L. Buckley reached out to AS to get campus input. He tasked AS presidents to organize campus-wide meetings for discussion and input for the districtwide Strategic Plan. Will work K. Hoffmans to incorporate it into either a Captain’s Chat or other venue to reach a broader audience. Timeline per L. Buckley – to get input from the campuses by the end of the semester.</p> <p>D. Clark reported that he, Erin Askar and L. Putnam agreed to spearhead this effort. Several meetings have been set. A Proposed Timeline & Activities flyer was shared with those in attendance. The group crafted a survey after the last meeting concluded. They anticipate a survey being sent out to the campus shortly. Students will receive the survey at a separate time then the rest of the campus. A town hall will also be an option to gain a more input from the campus and then being the work on crafting the mission statement.</p> <p>D. Clark reported that the ASCCC have a survey out to the Academic Senates and Presidents. They are also interested in broad campus input. Will send more information on getting campus input. Timeline for that is this semester. They want to advocate in supporting successful equity practices.</p> <p>P. Briggs presented the Program Vitality Process document. One of the things missing from the process were the metrics and the steps for Student Services programs. Looking for ways to have the data be more comprehensive in the way that instructional programs data are. Will look to the Deans and program</p>	

	<p>leads for feedback moving forward for triggering a vitality study. P. Briggs reviewed the draft in detail and asked for input from those in attendance. Goal is to fit this into the normal program review process as opposed to an additional process.</p> <p>J. Vega added that there is currently no mechanism in place to track student contacts. He added that they do the students survey data, but how would they track the student headcount for that.</p> <p>P. Briggs asked the Senate Presidents to share this with the members at large for feedback and for discussion to bring back to the next CPC meeting.</p> <p>P. Briggs facilitated the discussion that followed regarding the metrics to be considered for both instructional and student services collectively.</p>	<p>P. Briggs to meet with D. Pena and others to discuss in length.</p> <p>D. Clark and S. Szczebiot to share with Senates.</p>
<p>6. Accreditation Steering Advisory Group</p> <ul style="list-style-type: none"> Action Items - None 	<p>S. Szczebiot reported that the ACCJC will be visiting with us this semester to start training for the ISER and the leads for the Standards to get us prepared for the fall, since we are at that timeline. Two years from now will be the fall visit. Next ASAG meeting is scheduled for March 3rd. Feel free to attend.</p> <p>P. Briggs added that the leads are starting to meet with their respective groups to start looking at the previous evaluation report and forming their writing teams. The annual report is due around the first week of April and consists mostly of data.</p>	
<p>7. Budget Resource Committee</p> <ul style="list-style-type: none"> Action Items – None 	<p>C. Bojoquez reported that discussions have begun regarding their rubric for equipment for next year’s program review process. They were working to fit some equity language into the rubric, but that led to another discussion regarding equipment refresh scenarios. Now they are working to incorporate language into the rubric to address those conversations.</p>	
<p>8. Guided Pathways Committee</p> <ul style="list-style-type: none"> Discussion Items – None Action Items – GP Scale of Adoption Assessment (SOAA) 	<p>P. Briggs shared the recommendation submitted for approval. Reviewed and explained the process requirements. It has been posted on the college webpage. Has completed the governance process at Ventura College. Called for a motion.</p> <p>No discussion.</p>	<p>P. Pipal moved to support as written.</p> <p>S. Royer seconded.</p>

	<p>P. Briggs thanked all those who put their time and effort into vetting this document from beginning to end.</p> <p>L. Wright added that the SOAA has divided up into 6 groups and are already working to achieve the goals outlined in the document.</p>	<p>10-Yes; 0-No; 0-Abstentions</p> <p>The SOAA is supported as written.</p>
<p>9. Student Success Committee</p> <ul style="list-style-type: none"> • Action Items - None 	<p>D. Clark reported that the committee had met earlier in the day. They are looking at the equity plan and trying to break it down by section. There are 5 sections with identified student groups with equity gaps. Broke themselves up into smaller groups to do the work and will follow the GP SOAA plan and use as a guide.</p>	
<p>10. Governance Committee Updates</p> <ul style="list-style-type: none"> • Academic Senate • Associated Students of VC • Classified Senate 	<p>AS – D. Clark reported that several resolutions were drafted. One for Ethnic Studies, another for a multicultural ethnic center and the other for the hiring of four faculty members for the ethnic studies department. They will be talking about them at the next meeting.</p> <p>ASVC – E. Rodriguez reported that they just hosted a drive thru for the Black History month celebration. Tomorrow, they will be hosting another webinar, focusing on the History of Hip Hop which starts at noon and extended an invitation to all to join their Friday webinars with the district. Zoom links found on social media pages.</p> <p>CS – S. Szczebiot thanked those who completed applications for Classified Employee of the year. VC really bringing the competition this year.</p> <p>L. Wright announced the second of the Equity Summit Series this Friday at 9am, along with Cornell West.</p>	
<p>11. Adjourn</p>	<p>Next Meeting: March 24, 2021</p>	