

COLLEGE PLANNING COMMITTEE (CPC) MEETING MINUTES
VENTURA COLLEGE
Wednesday, February 26, 2020
3:45 - 5:15 p.m.
CCCR

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		Faculty	Maria Flores		Classified Supervisor	Jeanine Day	X
Administrator Co-chair (non-voting)	Phillip Briggs	X	Faculty	Heather Aguailar	X	Student	Jasmin Martin	
Faculty	Ryan Petitfils	X	Faculty	Robert Lawson		Administrator	Debbie Newcomb	
Faculty	Sandy Melton		Classified	Alex "Rock" Fredell	X	Administrator	Jesus Vega	
Faculty	Ralph Fernandez		Classified	Nan Duangpun	X			
Faculty	Colleen Coffey	X	Classified	Sarah Mossembekker	X			
Guests	Alma Rodriguez, Grant Jones, Cathy Bojorquez, Felicia Dueñas, Tim Harrison, Dan Kumpf, Jennifer Kalfsbeek							

Recorder: Felicia Torres

Agenda Item	Discussion Notes	Action?
1. Public Comments	Meeting called to order at 3:47 pm. Waiting to get quorum. P. Briggs to go through discussion items and skip voting to approve agenda and minutes for the time being. No public comments. Quorum met at 3:54 pm.	
2. Approve Agenda	Asked for a revision	S. Royer moved to approve with changes. R. Petitfils seconded. No abstentions.

		Agenda with changes approved.
<p>3. Approve Minutes</p> <ul style="list-style-type: none"> • 1/22/20 	Minutes reviewed. No changes/revisions.	<p>Fredell moved to approve the minutes. D. Clark seconded.</p> <p>Discussion: None</p> <p>Minutes approved. On abstention - C. Coffey</p>
4. Executive Team Update (5 min)	Cathy reported on the Faculty and Classified vacancies. A similar report given at the February Classified Senate meeting. Someone will reach out to Academic Senate and provide an update.	
<p>5. CPC Items</p> <ul style="list-style-type: none"> • Program Review Update • Taskforce Updates <ul style="list-style-type: none"> ○ Committee co-chair training ○ Strategic Plan Evaluation ○ Program Viability Task Force 	<ul style="list-style-type: none"> • P. Briggs reviewed the process for Program Review and the flowchart. Gave a quick update on the progress made so far. Everything to be prioritized then to CPC on March 25th. LISTS RANKED HIGH TO LOW. List presented at the next CPC meeting. Executive Team completed a quick overview and reviewed the areas to be streamlined. P. Briggs asked member to bring a list of complaints to the March 25th meeting. Will take feedback and suggestions to incorporate in the next cycle. S. Royer said P. Briggs is doing a great job and the entire process has been getting better than previous years. It is heading in the right direction. P. Briggs asks the committee to be ready to discuss program review during the next month meeting. Once this is completed, final rankings go out to the constituency groups review and approve then to this committee. • Taskforces: <ul style="list-style-type: none"> ○ Training co-chairs – Draft PowerPoint slide show completed and presented by S. Royer. Developing more material to use for a training workshop. Goal it to make sure everyone understands the committee structure. 	

Thoughts/feedback: Would be great to add at new faculty experience and/or cultural awareness. Include where new classified employees can receive training.

Question: Can we put a video together for those who are unable to attend the training? Will it be possible to have the PowerPoint available for anyone who will not have the time to attend? Is it possible to add it to the committee website?

- Strategic Plan Evaluation – P. Briggs walked through the progress made on the Strategic Plan to date. He stated that the more interesting part is the next step, where we start to develop a plan for the next three years. It is the time to see if there are things that need to be improved, included or removed. Then it can go out to be vetted and for additional feedback. Taskforce looking at fall to have a final Strategic Plan.
- Program Viability Taskforce – Required by Accreditation, a process that is clear and transparent. Presently referred to as AP4021. We need to come up with a process that is clear and systematic, as a campus, so that everyone knows what the process is. It is still early in the process and the taskforce plans to bring it back to CPC for review and feedback.

Some questions to consider: What is statistically feasible to trigger a review for viability? What is the percentage that this campus should use to consider a program for review? If the college went down by a certain percentage, would that trigger a review? Can a review be triggered by the program itself?

P. Briggs explained that this is just the first of many steps to establishing a set of criteria. There may need multiple measures to consider.

Suggestion: Should also have a process for Student Services and Administrative Services.

P. Briggs to pull it all together and post to website to make it available for feedback.

	Any feedback, send to one of the taskforce members. (P. Briggs, R. Petitfils, Dan Clark, Ralph Fernandez or Nan Duangpun)	
6. Accreditation Steering Advisory Group <ul style="list-style-type: none"> • Discussion Items <ul style="list-style-type: none"> ○ Accreditation Midterm Report 	All constituency groups sent a draft copy of the Accreditation Midterm Report. Reports have been made at every meeting. The Advisory Group is still accepting comments. Submit comments and feedback to L. Putnam or T. Lawler by March 1 st to be incorporated into the final report. Timeline is available online through webpage.	
7. Budget Resource Committee <ul style="list-style-type: none"> • Action Items - None 	C. Bojorquez reported on the BRC: <ol style="list-style-type: none"> 1. Approved the recommended ranking of Program Review to move forward to the Executive Team. To be approved at next FOG meeting to give people a chance to review and recommend changes. 2. Potential HSI grant in the works that VC is applying for. It is a five year grant for a total of 3 million dollars. The rest of the school year, VC will be dealing with reporting and expanding services at East Campus. The application was submitted on Monday. The BRC believes it is very good for the demographics. OC and MC are also applying for the same grant, but the three colleges are doing different things. <p>No questions</p>	
8. Guided Pathways Committee <ul style="list-style-type: none"> • Action Items – None 	D. Clark briefly reported. <p>Working on the meta major groupings. Students’ feedback: 8 are too many. They prefer 4 groupings.</p>	
9. Student Success Committee <ul style="list-style-type: none"> • Action Items - None 	F. Dueñas reported. Committee has not had quorum since December. Met today and trying to see if it can make more progress with Equity. J. Kalfsbeek said that the committee is now off to a good start and had a good meeting.	
10. Governance Committee Updates <ul style="list-style-type: none"> • Academic Senate 	Academic Senate – D. Clark reported that faculty were approved to work on Equity Plan workgroup. They got to know each other. They	

<ul style="list-style-type: none"> • Associated Students of VC • Classified Senate 	<p>set goals. He felt that there was a lot done at today's meeting. There was positive interaction and it felt good.</p> <p>No report for ASVC</p> <p>F. Torres reported on behalf of the Classified Senate. Executive Board to attend a meeting at MSJC for a Gathering of the Senates. Were successful in submitting an application for Caring Campus. Kickoff meeting information to follow.</p>	
<p>11. Adjourn</p>	<p>Next Meeting: March 25, 2020</p> <p>Meeting adjourned at 5:02 pm.</p>	