

COLLEGE PLANNING COMMITTEE (CPC) MEETING Minutes
VENTURA COLLEGE
Wednesday, February 27, 2019
3:45 - 5:00 p.m.
CCCR

Constituency	Representative		Constituency	Representative		Constituency	Representative	
Faculty Co-Chair	Lydia Morales	X	Faculty	Preston Pipal		Classified Supervisor	Sue Royer	X
Classified Co-Chair	Sebastian Szczebiot		Faculty	Robert Lawson		Classified Supervisor	Arlene Reed Grant Jones	
Administrator Co-chair (non-voting)	Philip Briggs	X	Faculty	Sandy Melton	X	Student	Vanessa Luis	
Faculty	David Young		Faculty	Ralph Fernandez	X	Administrator	Debbie Newcomb	X
Faculty	Eric Martinsen	X	Classified	Jason Robinson	X	Administrator	David Bransky	X
Faculty	Maria Flores	X	Classified	Nan Duangpun				
Faculty	Patty Wendt		Classified	Sarah Mossembekker	X			
Guests:	Lynn Wright & Katheryn Solorio							

Recorder: Felicia Torres

Agenda Item	Discussion Notes	Action?
1. Public Comments	No public comments	
2. Approval of Agenda – <i>Action</i>	Correction to year from 2018 to 2019	J. Robinson moved. S. Mossembekker seconded. Agenda approved.
3. Approval of 1/23/2019 Minutes – <i>Action</i>		J. Robinson moved to approve minutes with amendments. S. Melton seconded. Unanimous approval. R. Fernandez abstained.

<p>4. March Meeting Date – <i>Action</i></p>	<p>The regularly scheduled March meeting falls on Spring Break week. P. Briggs requests to reschedule it for April 3rd, one week later. He will check with K. Hoffmans as there may be a conflict with the Accreditation Steering Advisory Group. D. Newcomb will not be here.</p> <p>The next meeting is an important meeting, where the President and the Executive Team will bring their final Program Review rankings to this group to be disseminated to the rest of the campus.</p>	<p>S. Melton moved to change the March meeting to April at 3:45 pm. D. Newcomb seconded.</p> <p>Unanimous approval. March meeting date changed.</p> <p>F. Torres - Update meeting request for April 3rd to replace March meeting invite</p>
<p>5. Making Recommendations Document Update – <i>Discussion</i></p>	<p>P. Briggs gave an update on the progress that the Taskforce has been making on the document and feels that they are close to having a final draft done to take to the Academic Senate, Classified Senate, ASVC, the President, this group. The goal is to get it approved by the end of March.</p> <p>There has not been a lot of disagreement about content, but there has been a few more discussions on the topic of Professional Development and where it fits in the committee structure diagram along with the number of representatives.</p> <p>The senates have been meeting to discuss the details. Both senates have had a first and second reading to approve the document.</p>	
<p>6. Program Viability Process – <i>Discussion</i></p>	<p>Handout #1 – AP 4021 Program Discontinuance</p> <p>P. Briggs provided copies of this AP for the committee to review for feedback. This District Administrative Procedure 4021 is a way for the colleges to evaluate the programs and have a clear and transparent process for discontinuing programs. It lays out the criteria for discontinuing a program and determining a program’s viability. Under to current charge of this committee, program discontinuance is one of the things that it mentions this group is to look at.</p> <p>A discussion followed with comments of programs that went through the process in the past and what their outcomes were. The decision process was explained and some questions and comments we made regarding the process.</p>	<p>Post handouts on CPC web page.</p>

	<p>Handout #2 & #3 – VC Program Viability Process & Program Vitality Rubric distributed, followed by group discussion.</p> <p>P. Briggs provided, in the handout, the information that he gathered from many years of Academic Senate minutes. The committee reviewed the handout in detail. The reason for bringing this topic to the committee is to keep it going forward to develop a process for this campus and requires input from all leadership groups. Lydia will include this on the agenda for the next Academic Senate meeting. J. Robinson added a comment that Classified and Student representation should be considered on any committee formed when discussing program discontinuation, especially if a program is directly tied to a Classified Professional, i.e. Instructional Lab Technician.</p> <p>P. Briggs facilitated the rest of the discussion.</p>	
<p>7. Program Review Update – <i>Discussion</i></p>	<p>Both the Academic Senate and Classified Senate have prioritized their respective requests. The Executive Team will get the full list and complete their rankings on the full spreadsheet. They will have about a month until the next CPC meeting on April 3rd to review and give the rankings. It is important that this committee come to that meeting and invite others to learn about the final rankings and the Program Review process.</p>	
<p>8. Committee Reports</p> <ul style="list-style-type: none"> a. ASVC b. Budget Resource Committee c. Academic Senate d. Classified Senate e. College Outcomes Group f. Student Success Committee 	<p>ASVC – No report</p> <p>BRC – J. Robinson reported that the committee is working on their relationship with the two subcommittees, FOG and TAG, and how program review rankings happened. C. Bojorquez reported out to the committee a lot of information regarding the budget and what she has heard so far from the State Governors’ office. There is a tree specialist coming out to inspect the orchard and there is going to be a donation from Mission and put in a new orchard. The committee agreed on that pretty strongly. Earth Day is coming up and looking to see who will be planning that. The welding globe for the Navigation Quad is still coming along. Not sure if it will be done for Earth Day. Questions about the budget for this year came up and final numbers are supposed to be released soon. Handouts are available for those interested in the State’s Economic Outlook. Prop 98 funding information was also shared.</p>	

<p>g. Guided Pathways</p> <p>h. Accreditation Advisory</p>	<p>AS – L. Morales brought two resolutions to the board meeting. One was regarding dual enrollment and they wanted to assert their position with 10+1 and to be included in the process. In the process of writing another resolution regarding Workforce Economic Development. The Senate is also having a lot of discussion regarding the Professional Development group on campus. How it is working now and how it is going to move forward.</p> <p>CS – No report</p> <p>COG – “How to Access Canvas” workshop happened</p> <p>SSC-already talked about it; had presentation and getting data to focus on those; homeless DACA and Vets; meeting once per month and there is a need and will which to meet more; a very diplomatic committee</p> <p>GP – There was a retreat</p> <p>Accreditation Advisory – The last meeting was cancelled</p>	
<p>9. Adjournment</p>	<p>Next Meeting: March 27, 2019 (Rescheduled)</p> <p>Adjourn 5:07pm</p>	<p>Update meeting request for April 3rd to replace March meeting invite. Add K. Solorio to meeting request list.</p>