College Planning Council Minutes

August 31, 2011

3:00 – 4:45 p.m.

Campus Center Conference Room

Attendees: Robin Calote, Ramiro Sanchez, Dave Keebler, Kathy Scott (co-chair), Peter Sezzi (co-chair), David Bransky, Susan Bricker, Marian Carrasco Nungaray, Barbara Cogert, Molly Conway, Will Cowan, Aurora de la Selva, Tania DeClerck, Ken Drake, Nancy Frederickson, Jenna Garcia , Ty Gardner, Karen Gorback , Robbie Haines, Sandra Hajas, Karen Harrison, Tim Harrison, Becky Hull, Kathryn Jameson-Meledy, Alex Kolesnik, Dan Kumpf, Cari Lange, Christopher Lara-Cruz, Victoria Lugo, Sandra Melton, Jay Moore, Paula Munoz, Jennifer Parker, Mark Pauley , Peter Sezzi , Luann Swanberg

Minutes: Beth Doyle

1. Call to order

The official committee is not comprised yet. The committee will be approved by the Academic Senate.

1. Public Comments

There were no public items.

1. Announcements/Information Items

Future meetings will be held in MCW-312. The committee meets the 2nd and 4th Wednesday of each month from 3:00 – 4:30 p.m. Committee members will be a resource for others in their area. Kathy Scott handed out copies of the “Rubric for Evaluating Institutional Effectiveness – Part I: Program Review.”

1. Review of Membership and Charge

Kathy Scott handed out the charge and membership of the College Planning Council and went over the charges.

1. Senate Review of Faculty Membership

The Academic Senate will be reviewing and approving membership at their next meeting.

1. Status of Program Review Handbook

The Academic Senate will be reviewing the Program Review Handbook at their next meeting.

1. Action Items
2. Approval of Minutes, May 5, 2011

The approval of minutes will be saved for the next meeting after committee composition is known.

1. Review of College Planning Parameters for 2011-2012 Review

Robin Calote, Ramiro Sanchez and Dave Keebler spoke. Robin mentioned that part of the planning process was established last spring. Robin talked about the state budget; that revenues came in less than expected. She then talked about the VCCCD budget for this year and the next. She spoke more in detail about the planning parameters. She also mentioned that we need to address the accreditation findings so we need to keep everything current. We will still be funded as a mid-size college. Robin went on to discuss what the tiers mentioned in the parameters mean.

Robin then handed out the “Ventura College Planning Parameters” handout. Discussion took place on the tier 3 courses.

1. Program Review Training

Dave Keebler handed out “The Program Review Document.” He mentioned that if we are data- driven then we can work on what data is provided to us. Robin Calote mentioned that it is important that these documents be prepared.

Kathy Scott then went over the Program Review Process using the “Chemistry Program Review” handout.

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Dave Keebler went over the “Operating Information Section.”

Kathy Scott went over “Performance Assessment.”

Kathy went over the “Service Unit Completion Instructions” and the “Learning Center Program Review” handout. Susan Bricker and Sandy Hajas are going to help facilitate other service units in learning this process. Dave Oliver, Kathryn Jameson-Meledy and Kathy will help facilitate learning the instructional program review process.

1. Other

Kathy asked if there was anything to add to the agenda for next meeting? Nothing was suggested. The agenda will go out the Friday before the meeting if anyone wants to add something to the agenda.

1. Adjournment - The meeting adjourned at 4:45 pm.

The next meeting is September 14, 2011, 3:00 – 4:30, MCW – 312