

**COLLEGE PLANNING COMMITTEE (CPC) MEETING MINUTES
VENTURA COLLEGE
Wednesday, April 27, 2016
3:00 - 4:30 p.m.
MCW-312**

Members Present: Phillip Briggs (Co-Chair), Alex Kolesnik (Co-Chair), Mark Pauley, Peder Nielsen, Sandy Melton, Marian Carrasco Nungaray, Ralph Fernandez, Jenifer Cook, Pamela Yeagley, Debbie Newcomb, Grant Jones, Eric Martensen, Bob Moskowitz, Robin Douglas, Peter Sezzi, Patty Wendt, Colleen Coffey, Alma Rodriguez, **Mary Jones**

Absent: Susan Royer, Jennifer Rivera-ASVC, SIA, Joanna Ohide-ASVC, Treasurer, Grace Reilley-ASVC-PRD, Michael Callahan

Non-Voting Members Present: Kim Hoffmans, Lynn Wright, Bill Hart, Tim Harrison, Vandana Gavaskar, ~~Mary Jones~~, Pat Ewins, Karen Engelsen, David Bransky, Kathy Schrader, Eileen Crump, Sandy Mason, Greg Gillespie, Raeann Koerner

Recorder: Felicia Torres

Agenda Item		Action Due & By Whom
1. Public Comments	Meeting began @ 3:10pm; Kim made a public comment. She hopes that everyone in attendance will attend the retreat on Friday, April 29 th at the Ventura Crown Plaza starting at 8 am.	P/Alex - Quorum met
2. Approval of Agenda – Action	Motion to approve agenda – Sandy Melton Seconded – Bob Moskowitz Agenda approved	
3. Approval of Minutes – Action March 30, 2016	Corrections: Move Mary to Voting member; Correct the section where it was indicated that Lynn had seconded the motion, because she is not a voting member. Amend March and February minutes with corrections: Motion to approve February 24, 2016 minutes – Debbie Newcomb Seconded – Eric Martensen	Felicia – Correct 2/24 and 3/30 meeting minutes (posted)

Agenda Item		Action Due & By Whom
	<p>Motion to approve 3/30 with corrections – Debbie Newcomb Seconded – Sandy Melton</p> <p>Motion passes.</p>	
<p>4. 2016-2017 Program Review Process - <i>Action</i></p>	<p>Co-chair gave a brief overview of the anticipated process for program review for the next school year. He clarified that broken chairs, software updates, day-to-day expenses, etc. should not go through program review, but rather through the division budgets. Some of the new changes would include having program review be completed by a deadline that is before the deadline submission request. Another difference in program review for the next school year would include the form being built in Adobe form to make it easier to submit online.</p> <p>The concept of “NO SLO, NO Dough” would also be included in the program review process. This concept is said to have been in the works for some time. Several deans have expressed interested in being involved at the beginning of the process.</p> <p>Faculty hiring would still go to Academic Senate, but others would continue going through the same process.</p> <p>The conversation around SLOs and the program review process continued.</p> <p>Motion to approve the presented idea(s) for Program Review – Eric Martensen Seconded – Peder Nielsen</p> <p>Discussion: A suggestion that things that can be foreseen as an expense, like grant funded software that will sunset,</p>	

Agenda Item		Action Due & By Whom
	<p>should be put in so that it is known. Also, if you have something on the books that needs to be reviewed whether or not to include it in the program review was also brought up.</p> <p>Motion passes</p>	
<p>5. Educational Master Plan Taskforce Update - Discussion</p>	<p>Phil gave an update for this topic. He informed the committee that VC always wants to align the goals of the campus with those of the state. He also said that these topics will be covered more at the upcoming retreat where many in attendance will have a chance to move the college towards these goals. He asks that the committee take a look at it and if there are any questions, to please bring them to the retreat.</p> <p>Nice job Phil!</p>	
<p>6. IEPI Goals - Action</p>	<p>Alex introduced the handout and explained the information presented. He said that the course success rates were set previously. VC will have to do this one more time for one more metric.</p> <p>The discussion regarding the rate to be set and the number of metrics followed.</p> <p>Motion to set metric at 60% - Eric Martensen Seconded – Sandy Melton</p>	
<p>7. Planning Retreat Update - Discussion</p>	<p>Announcement for this event by Kim. Attire: Casual wear. There will be parking and validation for parking structure and parking lot next to Hotel. It will start at 8am and should be lots of fun and look forward to getting a lot of work done.</p> <p>Topics that will be covered - Strategic Planning and Master Planning and the 6 factors, which will be presented by Darla Cooper.</p>	

Agenda Item		Action Due & By Whom
<p>8. Discussion Items Committee Reports</p>	<ul style="list-style-type: none"> • Faculty Senate - Alex Kolesnik Alex gave update on the latest meeting for Academic Senate. The graduation mace that is used to lead faculty when marching out to the stadium was designed by Jenchi Wu. • Classified Senate - Peder Nielsen Peder said that there is a meeting scheduled for the next week. At the previous meeting, the senate voted to deny him signing the accreditation report as it was written. He said that the Classified Senate are holding nominations for service awards. He is pushing to get that done quickly as the state would like to have pictures to post to the state website. He said that he is encouraging anyone who has a higher level degree to participate in the graduation with their cap and gown on. The Classified Senate will have meetings throughout the summer. • Accreditation Advisory - Kim Hoffmans, Eric Martinsen Eric submitted the final-ISH draft for first reading that was submitted to the board for the June meeting. Evidence is in the process of being collected and will be in the document when submitted for final approval. Eric asked that the leads for each subcommittee/group meet with Felicia to gather all of the evidence that needs to be linked. <p>Everyone is working very hard on the accreditation document and kudos offered to Pat for the QFE portion, considering the short timeframe which can be located at the end of the report.</p>	

Agenda Item		Action Due & By Whom
	<ul style="list-style-type: none"> • Student Learning Outcomes Advisory - Debbie Newcomb Debbie reported that a forum for ISLO #3 was held and was the best attended. Jenchi donated some ceramic pieces to be given as door prizes. The speakers were Ted Prell and Nathan Cole. An SLO handbook has been created. It is a very large document and along with Andreas help, they hope to have it ready for summer. Debbie announced the “Bring Your Data days” that are scheduled during finals week. She said there is still a long way to go to meet the accreditation standard for VC. • Student Success Committee - Patricia Ewins, Corey Wendt The last meeting did not have a quorum, but it was still a good meeting. 3SP funds have hired a new person who will be housed in Student Services. Karen will send an email to the campus notifying them of the new person shortly. 	
<p>9. Announcements/Information Items</p>	<p>Kim asked that ASVC be added to committee reports.</p> <p>Mary also updated the committee on the Safety and Wellness committee. She said that they are identifying building monitors for emergency response. They have identified 21 people so far, but they still need someone for MCW or MCE. The monitors will have a vest identifying them as building monitors. The latest update from the officials said that they will go around taking pictures of room numbers of people who are not following protocol and participating in the drill. Peder added to this announcement that a 10-15 thousand dollar fine will be given to the college that fails to participate in these drills. The next Shakedown is scheduled</p>	

Agenda Item		Action Due & By Whom
	for 10/20 at 10:20 am. We need to be ready, this is not a joke and we cannot afford to take on fines like this.	
10. Adjourn	4:40 pm – this is the last meeting of the semester	
	Next Meeting: April 27, 2016	

DRAFT