

COLLEGE PLANNING COMMITTEE (CPC) MEETING MINUTES

VENTURA COLLEGE

Wednesday, September 25, 2019

3:45 - 5:15 p.m.

CCCR

Constituency	Representative		Constituency	Representative		Constituency	Representative	
Faculty Co-Chair	Lydia Morales	X	Faculty	David Young		Classified Supervisor	Sue Royer	X
Classified Co-Chair	Sebastian Szczebiot	X	Faculty	Maria Flores	X	Classified Supervisor	Jeanine Day	
Administrator Co-chair (non-voting)	Phillip Briggs	X	Faculty	Heather Aguailar	X	Student	Michael Schouten	
Faculty	Ryan Petitfils	X	Faculty	Vacant		Administrator	Debbie Newcomb	X
Faculty	Sandy Melton		Classified	Jason Robinson	X	Administrator	Jesus Vega	X
Faculty	Ralph Fernandez	X	Classified	Nan Duangpun	X			
Faculty	Preston Pipal	X	Classified	Cynthia Salas (Alternate present)	X			
Guests	Lynn Wright, Kim Hoffmans, Dan Kumpf, Sarah Mossembekker (Alt.), Alma Rodriguez, Grant Jones, Damien Peña, Tim Harrison, Lisa Putnam							

Recorder: Felicia Torres

Agenda Item	Discussion Notes	Action?
1. Public Comments	Meeting called to order @ 3:54 pm Quorum met.	
2. Approval of Agenda – <i>Action</i>		J. Robinson moved to approve the agenda. D. Newcomb seconded. Agenda approved.
3. Approval of 5/1/2019 Minutes – <i>Action</i>	D. Newcomb noted correction to change title from agenda to minutes and to change the recorder form Felicia Torres to Phillip Briggs.	S. Mossembekker moved to approve 5/1/19 minutes. J. Robinson seconded. May minutes approved.

4. Welcome & Introductions	Welcome to the first meeting of the year and introductions made.	
5. Review Charge	Read the charge and discussed it in detail. Remove extra mention of the word program from webpage.	P. Briggs to make correction on webpage per L. Wright recommendation.
6. Overview of Planning Structure	<p>P. Briggs discussed the planning process for Ventura College and did a quick overview of the planning structure. Accreditation requires us to have an overarching plan and that is the Educational Master Plan. P. Briggs explained that the main guiding document for VC planning process is located in the Educational Master Plan. He described how planning works while displaying the flowchart on the white screen and explained how all of the plans feed into the Strategic Implementation Plan.</p> <p>Page 5 of the Education Master Plan is where to find the objectives for VC. It is a high-level view of what we want Ventura College to look like by 2023.</p> <p>P. Briggs suggested that members take time to look over both the Educational Master Plan and the Strategic Implementation Plan.</p>	
7. CPC Role in Governance Structure	<p>Discussed the new Participatory Governance Handbook. This document has been worked on for over a year with feedback from the Presidents of the Academic Senate, Classified Senate and ASVC Representative.</p> <p>Changes to the entire committee structure diagram noted. The purpose of having a process like this is to get feedback and input from all appropriate constituencies on campus so that the College President is not making the decisions for VC on their own.</p> <p>P. Briggs discussed the process of governance in past practice and what changed since.</p> <p>Question to consider: What is the best way to handle the information that is sent through the process and then forwarded to the President as a recommendation for a decision and how do we make sure that the process is followed and is in line with the participatory governance process?</p> <p>Discussion points:</p> <ul style="list-style-type: none"> • It is important not to hold up the process or recommendations. • If something is sent back to a committee, there will be a need to provide specific reasons to avoid any obstruction for moving forward. • T. Harrison pointed out that some information is lost from one committee to another. • S. Szczebiot added that the goal would always be for this committee to approve any recommendations from other committees before going to the President, even if we didn't support something, we would send the recommendation forward along with our feedback. • Have co-chairs attend a CPC meeting if a recommendation is going forward, to allow for a quick Q&A. • It would be helpful to know the scale and possible rubric we would use to move a recommendation forward or have a clear criteria and what is substantive enough to 	The three co-chairs to work on developing a draft form to document or outline a way to provide specific reasons for the denial/approval of recommendations for the next meeting.

	<p>move a recommendation forward. (see Appendix C, pg. 36, PGH)</p> <ul style="list-style-type: none"> • Can the form have a place somewhere to make comment on things you would like the College President to consider regarding the recommendation? • Encourage more action items and move recommendations through the system <p>Discussed the agenda template for campus committees to use in order to set up a standardized format for recording notes/minutes.</p> <p>Discussed idea for CPC to have a standing agenda in order to receive actions items from the committees that report to CPC when making recommendations to the President. It seems that in the past this flow has not worked as smoothly as it was intended. The expectation is to improve this process.</p>	
8. Review prior-year evaluation results	Discussed the importance of the committee evaluation process. Results and comments from last year's survey reviewed. Approx. 8 responses given out of 18 members.	
9. Set 2019-2020 CPC Goals – <i>Action</i>	<p>Reviewed and discussed last year committee goals.</p> <p>Discussed the committee charge regarding program viability per AP/ BP. Want to build guidelines that everyone is on board with and that is systematic and transparent.</p> <p>Idea to form a workgroup with faculty to examine the viability of the program and bring it back to this committee discussed.</p> <p>P. Briggs made changes to the new goals as they were discussed.</p>	<p>S. Szczebiot moved to approve the goals as discussed and revised.</p> <p>P. Pipal seconded.</p> <p>2019-2020 CPC Goals unanimously approved.</p>

<p>10. 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 g. Guided Pathways h. Accreditation Advisory 	<p>Tabled due to time constraint.</p>	
<p>11. Adjournment</p>	<p>Next Meeting: October 23, 2019</p>	