

COLLEGE PLANNING COMMITTEE (CPC) MEETING MINUTES
VENTURA COLLEGE
Wednesday, August 23, 2017
3:30 - 5:00 p.m.
CCCR
Approved 9/27 Mtg

Voting Members						Non-Voting Members			
1	Faculty Co Chair	Lydia Morales	X	Classified – President	Pamela Yeagley		Administrator - President	David Keebler (Interim)	X
2	Faculty	Ryan Petitfils		Classified	Sarah Mossembekker	X	Administrator - Co chair Dean	Philip Briggs	X
3	Faculty	Marian Carrasco Nungaray		Classified	Jason Robinson	X	Administrator - VP	Kim Hoffmans	X
4	Faculty	Will Cowen	X	Classified	Sebastian Szczebiot		Administrator - VP	Damien Peña	X
5	Faculty	Patty Wendt	X	Student – ASVC, Vice President	Jessica Perez	X	Administrator - VP	Sue Royer (Interim)	X
6	Faculty	Eric Martinsen	X	Student – ASVC, Inter- Club Council President	Tatiana Juarez	X	Administrator - Asst. Dean	David Bransky	X
7	Faculty	Sandy Melton		Student – ASVC, Student Representative	Marleen Delgado	X	Administrator - Dean	Felicia Dueñas	X
8	Faculty	Robin Douglas		Supervisor	Alma Rodriguez	X	Administrator - Dean	Tim Harrison	X
9	Faculty	Robert Lawson	X	Supervisor	Jeanine Day	X	Administrator - Dean	Dan Kumpf	X
10	Faculty	Mark Pauley		Supervisor	Grant Jones	X	Administrator - Dean	Gwendolyn Lewis- Huddleston	
							Administrator - Dean	Debbie Newcomb	X
Guests							Administrator - Dean	Lynn Wright	X
	Faculty	Bob Moskowitz		Faculty	Nathan Cole	X	Title V - Velocidad	William Hart	X
	Faculty	David Young		Faculty	Andrea Horigan	X			

Agenda Item	Discussion Notes	Action?
1. Public Comments	<p>Meeting began at 3:34 pm.</p> <p>The minutes and the agenda were available to those in attendance around the table.</p> <p>A public comment made was by Damien Peña. He said, “Welcome back”.</p>	

<p>2. Welcome and Introductions</p>	<p>Introductions of the members made. New Co-chair, Lydia Morales. Phil welcomed everyone and commented on the large number of attendees. He said that it was a very large group and that was good for this kind of committee.</p>	
<p>3. Approval of 8/23/2017 Agenda - <i>Action</i></p>	<p>Phil requested to move SLO committee report to #5 of the agenda. Guests, Nathan Cole and Andrea Horigan, were present to make the report for the SLOAG and needed to leave shortly.</p>	<p>W. Cowen moved to approve the change on the agenda. E. Martensen seconded.</p> <p>Agenda approved with change.</p>
<p>4. Approval of 3/22/2017 & 4/26/17 Minutes - <i>Action</i></p>	<p>April minutes distributed for review. T. Harrison suggested that the last name of an individual be used instead of the first name in case there are two Debbies or two Tims.</p> <p>March minutes available online.</p>	<p>April minutes – W. Cowen moved to approve. Rodriguez seconded April minutes approved.</p> <p>March minutes – E. Martensen moved to approve March minutes with the opportunity to look them over and leave room for correction for next meeting. W. Cowen seconded.</p> <p>March minutes tentatively approved.</p> <p>Abstentions - Pati, Jason, Alma, Sara and Janine.</p>
<p>5. Meeting Schedule (November Meeting) – <i>Action</i></p>	<p>This is a “housekeeping” item. The fourth week of November contains four non-instructional days during the fourth week of that month. It is also the week that CPC is scheduled to meet. The question brought to the committee to consider is whether</p>	

	<p>or not to move the November meeting to the third or the fifth Wednesday of the month. There will be NO December meeting. (11/15 or 11/29??) Sue, as non-voting member, says that Nov. 29th makes more sense to re-schedule the meeting. By a show of hands, the November meeting will be moved to the 29th of the month. It is expected that more members will be able to make it to that meeting.</p>	
<p>6. Review Committee Charge</p>	<p>Handout distributed – VC Planning-Decision Making Process Map</p> <p>D. Keebler reviewed and explained the handout to the committee. He explained that it is important for the committee to understand its role in the overall planning process. He directed their attention specifically to the deliverables and explained in detail his expectations moving forward and the way things get published through this committee. He asked that the committee members be attentive to the deliverables and remember that the CPC is responsible for sending its recommendations reviewing deliverables and ensuring that the process was followed. Then CPC makes a recommendation to the President. who looks to make sure that the recommendation represents the college as a whole.</p> <p>D. Keebler facilitated the discussion that followed and acknowledged that VC has not fully followed the process as presented in the handout. He plans to improve that process in time for the next accreditation self-study.</p>	
<p>7. Set 2017-2018 Committee Goals</p>	<p>P. Briggs distributed handout, California Community College System 2022 Goals, provided by the State Chancellor’s office website to assist with the discussion of setting this year’s goals. P. Briggs displayed the goals for review on the overhead projector and facilitated the discussion that followed. These goals were discussed and developed with input from the co-chair L. Morales. P. Briggs made changes to the list with suggestions from the committee members.</p> <p>D. Keebler added that this committee will review and then make recommendations to the President, but the work has to be done before it gets to this committee. Some questions to ask prior to making recommendations is, “What do we want the college to</p>	<p>J. Robinson moved to approved the 2017-2018 Committee Goals. R. Lawson seconded.</p> <p>2017-2018 Committee Goals are approved.</p>

	look like in the next 6 years? How are we going to achieve these goals? What steps are we going to take to complete each goal?	
8. Review College Planning Structure	<p>Handouts distributed – Mission, Vision, Guiding Principles</p> <p>P. Briggs reviewed and discussed the handouts. He said that the idea of the plan is to make VC the top 5 in the state. There will be a more detailed discussion this fall at the College wide retreat on September 29th. The college’s first step is to answer the question of “How are we going to meet these goals to be the top 5 in the state?” The Strategic Plan draft being displayed on the screen, because it is too large to print, was briefly reviewed. P. Briggs suggested that this committee form a task force. This task force will look at how the college does in meeting the goals set and will evaluate how the college does accomplishing these strategies. A report will be made available to allow for a wider campus discussion.</p>	
9. College Planning Parameters – <i>Action</i>	<p>Handout distributed - 2017-2018 VC Planning Parameters</p> <p>D. Keebler said that we will have small discussions at the retreat on the 29th. D. Keebler reviewed the handout with the committee and explained where the numbers and information came from and how they affect the college overall. He reminded those in attendance that the district is entering a year where there are no one-time dollars. He asks for everyone to look for opportunities to improve programs without requesting additional funding and no personnel hires will be approved that there are no general funds available for new positions.</p> <p>Regarding Program Review, new dollars are for new initiatives. Prior dollars will be used for previous initiatives.</p>	<p>R. Lawson moved to approve for publishing the College Planning Parameters.</p> <p>J. Robinson seconded.</p> <p>Motion carries.</p>
10. Program Review Timeline	Handout was distributed for information purposes only. No discussion due to time constraint.	
11. Committee Reports <ul style="list-style-type: none"> a. Faculty Senate Lydia Morales b. Classified Senate Pamela Yeagley 	<ul style="list-style-type: none"> a. L. Morales reported that Faculty Senate was unable to have a full meeting. They received a visit from the Chancellor Gillespie and were not able to approve committee reps during the meeting. They plan to do that at their next meeting. b. P. Yeagley Jason Robinson reported that Classified Senate has had one meeting. They reviewed the charge and made minor changes. It will soon be published. 	

<ul style="list-style-type: none"> c. Budget Resource Committee Mark Pauley, Sue Royer d. Student Success Committee Damien Pena, Corey Wendt e. Student Learning Outcomes Advisory Andrea Horigan, Nathan Cole f. Accreditation Advisory Kim Hoffmans, Eric Martinsen 	<ul style="list-style-type: none"> c. S. Royer reported the BRC has not met d. D. Peña reported that SSC had met 2 hrs ago and distributed a draft of the Integrated Plan. A draft is expected to be circulated after Sept. 6th. It will be presented to Faculty Senate on Sept. 7th then at Classified Senate after that. A task is being formed to work on incorporating the three plans. e. N. Cole and A. Horigan asked to give their update for SLOAG during first part of meeting. They said that VC was not where we should be and they expect to have heavy pushes to get up to where people need to be for assessment. A couple of handouts were distributed with information of those areas that had not completed their SLOs within the completion deadline. Co-chairs will be presenting the same information at the next Deans Council meeting on September 26th for support and then they will present to Department Chairs. f. K. Hoffmans reported that there was no meeting. Nothing to report. 	
<p>12. Adjournment @ 5:02 pm</p>	<p>Next Meeting: September 27, 2017 Phil promises not to have as many handouts.</p>	