

COLLEGE PLANNING COMMITTEE (CPC) MEETING MINUTES
VENTURA COLLEGE
Wednesday, August 24, 2016 – Approved 9/28/16 Mtg
3:30 - 5:00 p.m.
MCW-312

Present: Phillip Briggs (Co-Chair), Alex Kolesnik (Co-Chair), Robert Lawson, Debbie Newcomb, Cindy Jones, Grant Jones, Robin Douglas, Alma Rodriguez, Dan Clark, Franky (Marie) Ramirez, Grace Reilley-ASVC, Exec. Sec., Tatiana Juarez-ASVC, President, Sandy Melton, Susan Royer, Pamela Yeagley, Peder Nielsen, Michael Callahan, **Marian Carrasco-Nungaray**

Non-Voting Members Present: Tim Harrison, Kathy Schrader, Karen Engelsen, Dan Kumpf, David Bransky, Lynn Wright, Greg Gillespie, Kim Hoffmans

Recorder: Felicia Torres

Agenda Item	Discussion Notes	Action?
1. Public Comments	Meeting called to order at 3:34 p.m. Co-chair announced that this was the first CPC meeting of the new school year. No public comments were made.	
2. Welcome & Introductions	Introductions of new members followed. Alex (Co-Chair) began the meeting by explaining the structure of the College Planning Committee and its voting membership. He added that everyone is welcome to attend the meetings, but in terms of the voting structure, it would continue with the same structure as the previous academic year. (9 and 9). The Academic Senate has not yet approved the membership for faculty, but anticipates this will be done at the following Academic Senate meeting.	
3. Approval of Agenda – <i>Action</i>	Motion to approve the agenda – Pamela Yeagley Seconded - Peder Neilson Discussion: Deans are not considered voting members and it is not yet clear who is a member. The committee membership should be finalized by the next CPC meeting. Motion passes. Agenda is approved	

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<p>4. Approval of 4/27/2016 Minutes – Action</p>	<p>Motion to approve 4/27/16 minutes - Debbie Newcomb Seconded – Sandy Melton</p> <p>Discussion: Correction made; next meeting date</p> <p>Motion passes. Minutes are approved.</p>	
<p>5. Meeting Calendar - Action</p>	<p>P. Briggs asked if the committee would be in agreement to move the November meeting to an earlier date to accommodate the November Holidays.</p> <p>Motion to move the November 30 meeting to November 16 from 3:30-5 pm – Peder Neilson Seconded – Robert Lawson</p> <p>Discussion: Once a final membership list is confirmed, an Outlook invite will be sent.</p> <p>Motion passes. 11/23 mtg moved to 11/16</p>	
<p>6. 2016-2017 CPC Goals - Action</p>	<p>First handout distributed: Ventura College Planning Cheat Sheet P. Briggs explained that it has become common practice for VC committees to set goals for the academic year. There are still a few ticket items to finish this year, but the most important one is to finalize the Educational Master Plan, because it is set to take effect on January 1, 2019.</p> <p>He went on to explain the new program review process and how requests will be reviewed and prioritized. Faculty requests will go through the Academic Senate and different areas will go through the designated areas for approval.</p> <p>A discussion began in regard to the goals being set for the year. Phil made note of the goals presented. Kathy Schrader suggested that a goal to present an overarching workforce and economic workforce, where VC would operate a plan for the Strong workforce grant, be added to the list of goals for the year. Kim Hoffmans suggested that the ideas for setting goals for this committee be kept in broader terms. Greg Gillespie commented on the fact that the Facilities and Tech Plans are also being finalized.</p>	<p>Cindy Jones will assist in getting the info out throughout the school year.</p>

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	<p>Other items of discussion included the push for “Closing the loop” and coming up with standardized templates for meetings. Another idea brought forward was to think of ways of reporting out progress to the campus community. Kim Hoffmans concluded the discussion by adding that the committee be careful not to set too many goals for one year, so that it is not overburdened.</p> <p>Motion to approve the goals presented - Debbie Newcomb Seconded - Sandy Melton</p> <p>Discussion: Marian Carrasco Nungaray said yes, we can set the goals, but we also need to understand how it will be reported out.</p> <p>Motion passes. Goals are approved.</p>	
<p>7. Draft Educational Master Plan – Discussion</p>	<p>Next handout distributed: Educational Master Plan- Draft (only 1st 8 pgs. provided) P. Briggs explained the handout and explained how all of the plans are supposed to be integrated together. It is a way for VC to know how well it is moving towards its goals and objectives. It will also help VC to develop a system that it will use to evaluate the same thing and hope that everyone is moving toward the same goals, which in turn is driven by the Ventura College mission statement. The last page of the handout shows the process that was followed to get to this draft. Phil went through the page to quickly explain the College vetting and approval process.</p> <p>He asked the committee to send ideas and/or thoughts to him for discussion. The Co-chairs can then decide to bring it to the committee for action or further discussion.</p>	<p>P. Briggs will post full version on website, due to the number of pages in the document.</p>
<p>8. Strategic Implementation Plan - Action</p>	<p>Next handout distributed: VC 2013-2016 Strategic Implementation Plan-Updated Fall 2016 Describes current goals. P. Briggs explained that this is something we look at during the beginning of the semester. He asked the committee to take a look at it and let either co-chair know if it is something that the committee would like to approve.</p> <p>Several attendees brought changes forward as handout was reviewed. P. Briggs made note of the changes.</p> <p>Motion to approve plan - Robin Douglas</p>	<p>P. Briggs will update handout.</p>

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	<p>Seconded – Peder Neilson</p> <p>No discussion.</p> <p>Motion passes. Strategic Implementation Plan approved.</p>	
<p>9. Campus Safety Plan and Campus Emergency Plan - <i>Action</i></p>	<p>Plans were too large to provide in hard copy as handouts. Those interested in reviewing them are encouraged to visit the portal and/or website.</p> <p>Sue Royer quickly described the plan and said that once it's approved, it will be uploaded to website, printed and distributed for everyone. It will also be available on the portal. It will not be available for the public, because it contains personal contact information. The Academic and Classified Senates have approved both versions. She provided more information about the process moving forward and said that she will get the information out to the campus as soon as it is finalized. October 20 is "The Great Shakeout" morning and evening, but that info will also be provided as soon as it is finalized.</p> <p>Motion to approve the Campus Safety Plan and Campus Emergency Plan – Peder Neilson Seconded – Pamela Yeagley</p> <p>Discussion: Some questions and ideas were brought forward regarding training for general staff. A suggestion was made to offer training as Professional Development and possibly during the Fall retreat. Everyone thanked Susan for all of her work on both plans.</p> <p>Motion passes. Both plans are approved.</p>	
<p>10. Annual Planning Report - <i>Discussion</i></p>	<p>Next Handout distributed: College Profile and Institutional Effectiveness Report.</p> <p>M. Callahan explained and discussed the handout with the committee. He explained the meaning of the numbers and answered questions as they were brought forward. The short term goal would be evaluated next term for approval. A discussion of the information followed and addressed by Michael and Phil.</p>	
<p>11. Planning Parameters - <i>Action</i></p>	<p>Handout distributed and Phil explained the contents in the handout; answered some questions and concerns; other comments made and seemed to be a focused around the no SLO, no Doe concept; Marian-</p>	

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	<p>asking this body to reconsider the no SLO, no Doe; for this program review cycle; it's everyone's job to do the SLO; Peder motioned to approved; Debbie Newcomb, seconded; Marian, opposed.</p>	
<p>12. Program Review - Discussion</p>	<p>Final Handouts Distributed: 2016-2017 VC Planning Parameters, VC-FY17 Program Review Funding Sources, Proposed Program Review Resource Allocation request Prioritization Process and 2016-2017 Program Reve Timeline.</p> <p>These were not covered in depth as time was running out. P. Briggs reminded the committee that Program Reviews for 2016-17 are due on October 9, 2016 at 11:59 p.m.</p> <p>To complete Program Reviews, a flowchart of the program review process is included. A rubric to approve program review process still needs to be developed.</p> <p>Announcement made of workshops scheduled for those who need help completing a Program Review are posted on the Program Review website.</p>	
<p>13. Committee Reports</p> <ul style="list-style-type: none"> a. Faculty Senate-Alex Kolesnik b. Classified Senate-Pamela Yeagley c. Accreditation Advisory-Kim Hoffmans, Eric Martinsen d. Student Learning Outcomes Advisory-Debbie Newcomb e. Student Success Committee-Damien Pena, Corey Wendt 	<p>This item tabled since it is still the beginning of the school year and many committees have not met.</p>	
<p>14. Announcements/Information Items</p>	<p>None given.</p>	
<p>15. Adjournment</p>	<p>Next Meeting: Wednesday, September 28, 2016</p>	