

**COLLEGE PLANNING COMMITTEE (CPC) MEETING MINUTES**  
**VENTURA COLLEGE**  
**Wednesday, November 20, 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	
Classified Co-Chair	Sebastian Szczebiot	X	Faculty	Maria Flores		Classified Supervisor	Jeanine Day	
Administrator Co-chair (non-voting)	P. Briggs	X	Faculty	Heather Aguailar		Student	Jasmin Martin	X
Faculty	Ryan Petitfils	X	Faculty	Robert Lawson		Administrator	Debbie Newcomb	X
Faculty	Sandy Melton	X	Classified	Alexander "Rock" Fredell	X	Administrator	Jesus Vega	X
Faculty	Ralph Fernandez	X	Classified	Nan Duangpun	X			
Faculty	Preston Pipal		Classified	Sarah Mossembekker	X			
Guests	Damien Peña, Jennifer Goetz, Grant Jones, Corey Wendt, Dan Kumpf							

Recorder: Felicia Torres

Agenda Item	Discussion Notes	Action?
1. Public Comments	No public comments.  Meeting began at 3:50pm	
2. Approve Agenda	No additions/changes.	S. Mossembekker moved to approve agenda. D. Newcomb seconded.  Agenda approved.

<p>3. Approve Minutes</p> <ul style="list-style-type: none"> <li>• 10/23/19</li> </ul>	<p>Corrections:  #3 correct S. Mossembekker's name  #4 add Ryan Petitfils to list for Program Viability Taskforce</p>	<p>S. Mossembekker moved to approve with correction.  R. Petitfils seconded.  Minutes approved.</p>
<p>4. Executive Team Update (5 min)</p>	<p>Accreditation Mid-term report rough draft will be going to the campus Senates and ASVC for review soon.</p> <p>Enrollments at VC are down. Executive team is working their way to finding solutions and expect to get caught up for Spring and Summer of 2020.</p> <p>VC East campus is continuing to experiencing connectivity issues, but IT is working diligently on it. G. Jones reported that the DAC is looking at alternatives means to make sure that it is up and running. Possible cause may be due to equipment being damaged or destroyed.</p> <p>VC is currently in the middle of screening candidates for the VP of Academic Affairs position. Scheduled interviews for December 3<sup>rd</sup>.</p> <p>Executive team is reviewing categorical funding in order to create a Pirate Emergency Grant for students experiencing financial hardship. The funds granted could be anywhere from \$500 to \$1000 for last minute payments. It is still in the infancy phase. More information to come.</p>	
<p>5. CPC Items</p> <ul style="list-style-type: none"> <li>• Taskforce Updates <ul style="list-style-type: none"> <li>○ Committee co-chair training</li> <li>○ Strategic Plan Evaluation</li> <li>○ Program Viability Task Force</li> </ul> </li> </ul>	<p>P. Briggs gave a quick update regarding the Taskforces that were created at the previous CPC meeting.</p> <p>J. Day and S. Royer to provide information for the Committee co-chair training. The information gathered will most likely come from the participatory handbook and the duties of the various participants listed. The taskforce will work on gathering ideas for content and develop a plan for moving forward. Once all of the committee chairs are selected for the various committees on campus, a workshop will be given and then followed up with handouts.</p> <p>The Strategic Plan Evaluation taskforce may meet in a couple weeks. The next plan will cover a 6-year plan. The plan is to improve access to different populations. Many things in the plan now are somewhat outdated. The goal for the taskforce is to identify and update those items that are outdated then take it to the board once they have been approved by the Senates and ASVC. Theoretically, it would be ideal to have it</p>	

	<p>done by the end of the 2020 Spring semester.</p> <p>N. Duangpun, P. Briggs, L. Morales met recently. R. Petitfils will join the taskforce at the next meeting. They have four meetings planned for the end of the semester. R. Petitfils looked at some other schools to compare to ours and found that our BP is very vague. The AS reviewed and approved this BP in 2013, so it is very old. L. Morales reported that the AS has an outline of things that they want to get very specific on and will discuss at the next senate meeting. D. Newcomb said that it would be nice to have a Career Education representative on that taskforce. R. Fernandez expressed interest and added that he can make it work. P. Briggs explained that the Program Viability is in summary for those who are not aware of how the process works. It is a very long process and there are specific steps that we need to go through to determine the viability of a program, but there is no functional process on this campus for that at this time. J. Vega asked for clarification on who would be on the task force to represent services; however, the BP covers instructional programs only.</p> <p>P. Briggs said that it would be ideal to have a process for all programs. N. Duangpun felt that it would be good to look at all of them at the same time. R. Fernandez feels that instruction is very different from the services and others felt that they are completely different. It is still early in the process for figuring something out.</p>	
<p>6. Accreditation Steering Advisory Group</p> <ul style="list-style-type: none"> <li>• Action Items - None</li> </ul>	<p>No report.</p> <p>All those interested are invited to attend ASAG as it is an open committee.</p>	
<p>7. Budget Resource Committee Action Items</p> <ul style="list-style-type: none"> <li>• Action Items - None</li> </ul>	<p>No report at this time.</p>	

<p>8. Guided Pathways Committee</p> <ul style="list-style-type: none"> <li>• Action Items <ul style="list-style-type: none"> <li>o Guided Pathways Scale of Adoption Self-Assessment</li> </ul> </li> </ul>	<p>Guided Pathways submitted completed forms created for CPC recommendations. P. Briggs said that it was a very exciting and historic day.</p> <p>The recommendation is to approve the SOAA provided has a handout.</p> <p>C. Wendt and S. Szczebiot reported that this is the first read. The report will be added to the agenda for a vote at the next meeting in December. The document will remain open for input. The Classified Senate has received it for a first read.</p> <p>The next Guided Pathways forum to be held on Tuesday, Dec 3<sup>rd</sup> in Guthrie Hall. Open for everyone to attend and interact to engage the campus. The final draft will be submitted to the state in digital form along with the PDF.</p> <p>C. Wendt went through the document and explained in details the 4 different points and the meaning for each column and the information provided for each point and sub-point. The Guided Pathways committee would like feedback specifically regarding the information provided in column 4.</p> <p>C. Wendt discussed and explained the highlights for each cardinal point and facilitated the discussion that followed. He also added that it is easy to get caught up on the scale, but if we are identifying the gaps, then the meat is in the progress to date. We should be thinking of the next steps to empower the subgroups and focus on what we can do as an institution moving forward.</p> <p>Email S. Szczebiot, C. Wendt or L. Wright with any feedback and feel free to bring input to the forum on December 3<sup>rd</sup> in Guthrie Hall. The Guided Pathways committee will bring it back to CPC on Dec 11<sup>th</sup> and will then need to go to the board for the February meeting once it has gone through the campus participatory governance process. The deadline to submit to the State is March 1<sup>st</sup>.</p>	
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<p>9. Student Success Committee</p> <ul style="list-style-type: none"> <li>• Action Items - None</li> </ul>	<p>L. Morales reported - SSC did not have quorum at the last meeting. Nothing else to report.</p>	
<p>10. Governance Committee Updates</p> <ul style="list-style-type: none"> <li>• Academic Senate</li> <li>• Associated Students of VC</li> <li>• Classified Senate</li> </ul>	<p>L. Morales reported that all resolutions were reviewed and discussed. D. Clark attended the meeting and is excited to take over as President next semester. The Equity Plan was looked over. They thought they had heard enough, but it was not enough. The Senate signature is still needed. They are also looking at the SOAA and expect to discuss it at their next meeting. P. Blair is expected to attend the next meeting to talk about the new website design. They are recruiting faculty that would like to be on the Executive Team for Academic Senate. The second to last meeting of the semester is tomorrow and that last one of the semester will be on the 5<sup>th</sup> of December.</p> <p>S. Szczebiot reported that they had their meeting on the 7<sup>th</sup> of November. The SOAA report was discussed along with the Accreditation Mid-term Report and will bring any feedback to the next meeting. On Dec 8<sup>th</sup>, the board to approved SEA budget. They are having their annual Friendsgiving for Classified Professionals. Also looking forward to the Holiday gathering and organizing holiday baskets to raise funds for the Classified Scholarship award. Please donate and please come to the Holiday gathering.</p> <p>J. Martin report that ASVC held their last meeting at the VC East Campus. Last Friday was their General Board meeting at 3:30pm and they did their first read of the SOAA report last week.</p>	
<p>11. Adjourn</p>	<p>Next Meeting: December 11, 2019</p> <p>Adjourn: 4:51pm</p>	