

**COLLEGE PLANNING COUNCIL (CPC) MEETING MINUTES  
VENTURA COLLEGE  
Wednesday, September 24, 2014  
3:00 - 4:30 p.m.**

**Present:**

Greg Gillespie – CPC Chair & Peter Sezzi – CPC Co-Chair; Alexander Kolesnik, Art Sandford, Bill Hart, Bob Moskowitz, Colleen Coffey, Dan Kumpf, David Bransky, David Keebler, Eric Martinsen, Esteban Casas, Grant Jones, Gwendolyn Lewis-Huddleston, Jenifer Cook, Kathleen Schrader, Marian Carrasco Nungaray, Mary Jones, Michael Callahan, Patricia Wendt, Peder Nielsen, Rebecca Chandler, Sandy Melton, Tim Harrison, Victoria Lugo

**Absent:** Susan Bricker, Patrick Jefferson, Jay Moore, Mark Pauley, Ralph Fernandez, Robin Douglas, Will Cowen

**Recorder:** Laura Brower

**Time:**

Called to Order: 3:37 p.m. Adjourned: 4:40 p.m.

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Due &amp; By Whom</b>
<b>A. Comments</b> <b>1. Public</b>	No public comments.	
<b>B. Discussion Items</b>		
<b>1. Introductions and Charge of the Committee</b>	Group introduced themselves. Peter Sezzi reviewed the charge. Confirmation of faculty members is occurring and any new faculty members will be announced at the next CPC meeting.	
<b>2. Committee Reports</b>		
a. Faculty Senate	Peter Sezzi: Peter advised at the September 18 Academic Senate meeting the SSSP plan draft was discussed as well as the Equity plan due in January. At their next meeting the District mission statement will be reviewed along with the SSSP Plan. The Academic Senate still has vacant seats. Please let Peter know if you are interested. The committee needs members.	
b. Classified Senate	Peder Nielsen: The Classified Senate met two weeks ago. They discussed the District mission statement. The remarks were mostly positive. The recent fundraiser at Snapper Jack's was discussed and	

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	Peder thanked all those who participated. The SSSP plan was discussed as well.	
c. Accreditation	Peder advised a calendar has been created to set forth what actions need to take place to address the new standards. The focus will be to prepare for accreditation in a positive, early fashion. The Board would like additional time to review the report before sending it in to the ACCJC. Greg has had one DCAP meeting to date. There is a district-wide calendar with deadlines that will be distributed. The ACCJC website does contain all the new standards. Peter reminded the council the visit will be in two years. It is imperative to go back and relook at what the recommendations are from the last team visits. The new team will actually ask to look at the last recommendations made and see if they have been addressed.	
d. Budget Resource Committee	<p>Mark Pauley, David Keebler: (Mark Pauley was not present at this meeting). David reminded the council that the Budget Resource Committee (BRC) is a shared governance council. They assess all resources on campus. A charge will be set up for the year. The BRC is focused on due diligence to accreditation. They are reviewing last year's findings to close the loops on those recommendations. Three years ago the charge was rewritten. The charge is much more than accreditation. More needs to be added to the charge.</p> <p>Funds for scheduled maintenance will be spent on projects already listed and prioritized. District lottery dollars are used for instructional supplies based on program review.</p>	
e. Student Learning Outcomes	Debbie Newcomb: The Student Learning Outcomes Committee met a couple weeks ago. Bill Hart will be Chair of the committee. Andrea Horigan and Debbie Newcomb will be co-chairs. Debbie advised the campus is now required to separate distant education findings from regular findings. We also need to report outcomes by sub-populations. They are looking at ways to find the least intrusive method. They have started by researching other schools and have some other ideas but the Committee will need to meet with the EVP	

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	to discuss. They emphasized there must be quality assurance to make sure everyone is staying on track with the 5-year plan. SLOS will also need to be in CurricUNET. SLO's must also be posted on 1) website, 2) syllabus, 3) course outline and 4) TracDat. Requests moving through program review must be participating through SLO's to be considered.	
<b>3. Program Review Process</b>		
a. Planning Parameters	Dave stated that planning is the basis for budgeting. Our current Educational Master Plan is a ten year plan and our goal is to review it and remove areas resolved and finish those that need to be completed and reduce the plan to a 3 year cycle.	
b. Priorities List	Dave distributed and went through the final outcome of the Ventura College FY14/FY15 Prioritized Initiatives list. There was discussion how last year each division went in front of the Classified Prioritization Committee. Greg and David proposed that this year Patrick would present to classified staff with the Deans present. Each committee will have 2 to 3 presentations at most. Peder Nielsen acknowledged that 20 minutes was not enough time and agrees this will be a big help. BRC discussed the problem with acknowledgment of resources.	
c. Process and timelines	Dave distributed and reviewed a handout indicating the timelines for the 2014/2015 Program Review. He reviewed a chart which shows how to have a successful plan. The deans met with Dave who gave them instructions and a sample of how to write findings. Training will continue so they may train the department chairs. He also reviewed a time line for the VC program review.	
d. Example Gap Analysis - findings	Dave discussed that findings will be written in the program reviews to justify resource requests and document assessment of needs.	
<b>4. Strategic Planning</b>		
a. Strategic Implementation Plan	Greg Gillespie distributed the Strategic Implementation Plan template tying college objectives to district goals. All of the college objectives are identified to one of the three District Strategic Goals	

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	and a description of each project with status and plans are indicated. Greg asked the council to look over and familiarize themselves with the goals and objectives and if there are items to add or update please send them to him before the next meeting.	
b. Student Equity Plan	Patrick was not present at the meeting. He will be asked to address this issue at the next CPC meeting.	
c. SSSP Plan	A draft version was provided for review.	
<b>5. Categorical/Designated Funds - Positions</b>	Three new positions were discussed that would be funded by SSSP and Equity dollars. Dean, Equity, Institutional Effectiveness and Planning reporting to the President; Assistant Dean, Student Services, Reporting to the Dean, Student Services; and Director of Student Success reporting to the Dean, Student Services. There was concern expressed by some members of the council regarding the use of the funds being used for these new positions. It was felt there was not enough information distributed through the shared governance structure regarding the positions being planned prior to their announcement. Greg advised there would be more discussion regarding these positions before they were taken to the Board of Trustees for action.	
<b>6. Enrollment</b>	We have a 4.7% FTES growth increase compared to last year. We had a flat instructional budget for our growth. Where we stand now we will be 255 FTES off at this time of the year in order to meet growth target. The college will offer more class sections in spring and a four week early summer session.	
<b>C. Action Items</b> <b>1. Approval of Minutes of April 30, 2014</b>	Motion to approve: Peder Neilson Second motion: Bob Moskowicz Opposed: None Abstentions: None	
<b>D. Announcements/Information Items</b>	Gwendolyn Huddleston - Spanish Heritage tonight- it's free.	
<b>E. Other</b>	N/A	
<b>Handouts</b>	Program Review Process Charts, Timeline; Program Review Funding Sources; FY14/15 Final Prioritized Initiatives; Strategies for	

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	Addressing FTES Gaps; Proposed position org charts; Strategic Planning Document; Planning Parameters; Draft April 30, 2014 minutes	