

VENTURA COLLEGE
College Planning Council
Meeting Minutes
April 30, 2014

Present: Greg Gillespie – CPC Co-Chair & Art Sandford – CPC Co-Chair; Alexander Kolesnik, Bob Moskowitz, Dan Kumpf, David Bransky, David Keebler, Grant Jones, Ilse Maymes, Jenifer Cook, Kathy Scott, Marian Carrasco Nungaray, Mark Pauley, Mary Jones, Michael Callahan, Patricia Wendt, Patrick Jefferson, Peder Nielsen, Sandy Hajas, Sandy Melton, Tim Harrison, Victoria Lugo, Will Cowen, Bill Hart, Eric Martinsen, Ralph Fernandez, Peter Sezzi

Absent: Brendan Cummings, Chelsea Guillermo-Wann, Gwendolyn Lewis-Huddleston, Kathleen Schrader, Robin Douglas, Ronald Mules, Alexa Nicoleyson, Susan Bricker, Andres Casas, Colleen Coffey, Jay Moore

Time: Called to order 3:06 & adjourned 4:38 p.m.

Recorder: Laura Brower

Agenda Item	Summary of Discussion	Action Due & by Whom
<u>Comments</u>		
1. Public	There were no public comments.	
Agenda change	The following topic was moved.	
5. Update on Accreditation	<p>a. <u>Library response – Accreditation Standard</u></p> <p>Peter Sezzi began by displaying the Comment on January 14 First Reading Revisions to Eligibility Requirements and Accreditation Standards on the overhead projector. Peter requested approval to provide the ACCJC with a response recommending to keep the existing Standard IIC (Library). The library does not support the revised standard moving the library standard s into the student services (Standard IIB). A motion to forward a recommendation from the library to the ACCJC against a change in Standard IIC was made and passed.</p> <p style="margin-left: 40px;">Motion to endorse: Mark Pauley Second motion: Will Cowen Opposed: None Abstentions: None</p>	

Agenda Item	Summary of Discussion	Action Due & by Whom
Announcements/Info	Congratulations were given to Dr. Tim Harrison who recently received his doctorate degree. Also recognized was the election of Ilse Maymes as the Student Trustee for the VCCCD Board for the 2014-15 school year.	
<u>Discussion Items</u>		
B. Discussion Items 1. Shelter in Place Drill Review 2. Program Review Process	Mary Jones thanked everyone who participated in the drill which occurred on April 16. She received feedback such as the following: <ul style="list-style-type: none">• Speakers need to be both inside and outside of buildings• All faculty members need to participate• The message in Spanish was not the same as in English• Sirens and telephone messages did not occur at the same time• There was no way to identify who was part of the Emergency Response Team (ERT)• Install telephones or intercoms in classrooms Another drill will be held in the fall. We need to learn from the drills to be ready for an actual event. David Keebler is ordering vests for the ERT so if members of the team have not let him know their size, they should contact him. If you have further feedback, please email your suggestions to either Mary Jones or Laura Brower. a. <u>Planning Parameters</u> Greg distributed a copy of the Planning Parameters for review. The draft Planning Parameters will be finalized in the fall. This is the first opportunity for the CPC to share and formulate ideas. Please review and email Greg, David or Patrick with any comments you may have on the draft. David Keebler explained how the Planning Parameters are the first step in the	

Agenda Item	Summary of Discussion	Action Due & by Whom
	<p>Program Review Process. It is one of the more important documents created for college use and is divided into two sections; background and actual planning parameters. Dave reviewed both sections and distributed a graph which explains the VC Planning Alignment showing how the planning efforts are carried out. He stated the College Educational Master Plan should be driving all other long term plans.</p> <p>Patrick Jefferson added that the alignment of all different plans is a critical step for our campus and more attention should be made to keep all of the different plans focused and up-to-date. There are many plans and a workgroup could be organized to address these plans with departments so information can be assessed, synthesized and shared. A time-frame should be set for all plans and then have them all reviewed prior to 6th year accreditation.</p> <p>Greg added that it is important to have the campus community identify our top priorities for improvement. The present Education Master Plan written through 2019 is going to be revised to end in 2016. Strategic implementation plans will also be aligned to 2016. We have a large number of institutional effectiveness measures (30). It is important to narrow our focus on several priority measures to improve.</p> <p>David Keebler discussed the budget. The revise will be done in May and by June 30 the final budget should be announced. Dave reviewed the chart displaying how funds are distributed. He emphasized how this pertains to all districts, not just VCCCD. For FY15 we will be faced with a challenge if the budget results are as forecasted.</p> <p>If there are any questions on Institutional Planning Assumptions please email questions to Greg, Patrick or David.</p> <p>Greg reviewed the Institutional Planning Assumptions:</p> <ul style="list-style-type: none"> • Remediation and Success • Associate Transfer Degrees • Adult Education Planning 	

Agenda Item	Summary of Discussion	Action Due & by Whom
<p>1. Approval of Minutes – March 26, 2014</p>	<ul style="list-style-type: none"> • Increased Efficiencies • Community/Continuing Education • Santa Paula • Outreach and Partnerships • Research and Resource Development <p>Patrick reviewed the Academic and Student Support Services Assumptions:</p> <ul style="list-style-type: none"> • Enrollment Management • Student Success • Responsive Services and Class Offerings • Relevance of and completion rates for degrees, certificates and proficiency awards. <p>David reviewed the revised Program Review Process.</p> <p>Motion to approve: Marian Carrasco Nungaray Second motion: Peder Nielsen Opposed: None Abstentions: None</p>	
<p><u>Handouts</u></p>	<ol style="list-style-type: none"> 1) Comment on January 2014 First Reading Revisions to Eligibility Requirements and Accreditation Standards; 2) Planning Parameters – Planning Background; 3) Ventura College Planning Alignment 	
<p>Next Meeting</p>	<p>Wednesday, October 29</p>	