

**COLLEGE PLANNING COUNCIL (CPC) MEETING MINUTES
VENTURA COLLEGE
Wednesday, January 28, 2015
3:00 - 4:30 p.m.**

Present:

Greg Gillespie – CPC Chair, CPC Co-Chair; Alex Kolesnik, Lynn Wright, Patrick Jefferson, Sandy Melton, Susan Bricker, Patricia Wendt, Debbie Newcomb, Cari Lange, Bill Hart, Robin Douglas, Ralph Fernandez, Marian Carrasco-Nungaray, Bob Moskowitz, David Bransky, Michael Callahan, David Keebler, Eric Martinsen, Grant Jones, Gwendolyn Lewis-Huddleston, Jenifer Cook, Kathleen Schrader, Mary Jones, Peder Nielsen, Tim Harrison

Absent:

Will Cowen, Colleen Coffey, Dan Kumpf, Esteban Casas, Rebecca Chandler, Victoria Lugo

Recorder: Laura Brower

Called to Order: 3:05 pm

Agenda Item	January	Action Due & By Whom
A. Comments 1. Public	None	
B. Discussion Items		
1. Committee Reports	<p><u>Faculty Senate</u> – Alex Kolesnik advised that the Academic Senate had their first meeting for Spring semester. They reviewed proposed BP’s and AP’s and discussed the Making Decisions document. There was discussion on size of wait lists and enrollment management.</p> <p><u>Classified Senate</u> - Peder Nielsen thanked the council for all of their support during the staffing review process. The hiring of the new classified has relieved a lot of pressure for the classified staff. The senate is preparing for their retreat scheduled for March. They are also working on sending classified employees to attend the leadership institute to be held in Tahoe this year.</p>	

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	<p><u>Accreditation Committee</u> – Patrick Jefferson advised that Art Sandford is the faculty lead for accreditation. Art and Patrick have been attending the standard subcommittees. The focus is to collect more evidence, identify processes and prepare procedures, and prepare initial narrative. The draft will be revised through the spring and summer then shared with the campus in Fall 2015. The important goal is to make sure we have representation from all the campus groups during the development of the self-study. An evidence library is being developed. All three campuses and the district are working off the same timeline. This spring the board will be provided an initial analysis of what we found as potential gaps and an overview at a board meeting. Greg Gillespie and Alex Kolesnik are working on Standard IV which deals with governance and board functions.</p> <p><u>Budget Resource Committee</u> – David Keebler advised that the BRC met last week. He reviewed the current state of the governor’s proposed budget and said the overall budget is very positive. The burden on the general fund is being addressed and there is also a COLA, and recognition of the STRS pension plan. They finished their gap analysis and discussed their charter. Teams worked on their standard element. They talked to stake holders, obtained evidence and brought it back for analysis.</p> <p>Greg Gillespie advised he attended a CCLC conference and gave information to the group about discussion on career development, workforce funding, and non-credit certificates.</p> <p><u>Student Learning Outcomes</u> – Debbie Newcomb advised they are currently disaggregating the SLO distance education</p>	

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	<p>data. They are holding the second SLO forum which will focus on quantitative analysis. This will be limited to a smaller audience as it does not apply across the campus. They are looking for ideas on where to store data that cannot go into the accreditation library as it is not part of public records.</p>	
<p>2. Program Review Process</p>	<p><u>Timeline Update</u> Tim Harrison advised he has met with the department chairs and has sent the timeline to the review leads. Direct links to general funding and initiatives tied to planning is the basis for resource allocation decisions.</p> <p><u>Non-Staffing priorities</u> – There has been a request to show degrees and certificates from last year. Michael Callahan will send this information out. Tim advises that we need to look 5 years ahead instead of year-to-year.</p> <p><u>Hiring Update and Diversity Training</u> - The diversity training session was held in Guthrie Hall. There have been two trainings to date and we have asked for more. There is a great need for additional training due to the new hiring taking place.</p> <p>Greg Gillespie gave his appreciation to the work the staffing priorities committees did to get positions identified. Everything is moving forward – 9 faculty positions plus 4 faculty growth positions. Classified is reinstating positions to 12 months from 10 months which will take effect in July.</p>	
<p>3. Student Equity Plan Overview</p>	<p>Patrick Jefferson stated the Student Equity Plan was presented and approved by the Board at its December 9, 2014 meeting. They are ready to implement the multi-year plan and build in activities to improve equity. He announced that Sharon Beynon has been provided full release time this</p>	

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	<p>semester for staff and faculty development and action research projects on the campus. Focus groups are taking place to see what issues exist. We have certain criteria from the state which we need to follow. Areas to emphasize and focus on are foster youth, disabled students, Latino and African American students. This spring the Dean of Institutional Equity and Effectiveness will be hired to help oversee all these areas of the plan and to look at the data every year and develop interventions. Equity is an across the institution objective that needs to be addressed.</p>	
<p>4. Enrollment</p>	<p>Greg Gillespie advised the marketing effort and wait list for classes has helped boost the fill rate but we are still behind our goal. The plan is to gain more enrollment with our 4-week summer session and regular summer classes. IDSN100 hours will be counted for accuracy. The DAC is hoping to grow as much as we can this year as the State will be funding at full amount. There was discussion on early registration for students. The Administrative Council, Deans and Department Chairs, who also met with faculty, discussed this at all their meetings</p>	
<p>5. Making Decisions at Ventura College</p>	<p>Greg Gillespie stated that with the upcoming accreditation the Making Decisions document needs to be reviewed. A committee has been assembled consisting of 3 representatives from faculty, classified, administration, and the ASVC student president. This committee will look at our number of committees, number of slots and overlaps, advisory groups and see if any streamlining can take place. Along with the revision will be conversation regarding participatory governance. A campus forum on participatory governance will also be scheduled for spring depending on availability of outside facilitators.</p>	

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C. Approval of Minutes – October 29, 2014 November 19, 2014	Minutes approved by consensus.	
D. Announcements/Information Items	<ul style="list-style-type: none"> – Greg Gillespie announced the Q&A session with the President scheduled for January 30th from 11:30am-Noon at Guthrie Hall. This is a first time event that will be repeated monthly at different days/times. – Peder Nielsen suggested that all agendas for meetings be posted for classified staff to review. Greg said he will bring up for discussion in the Making Decision committee. – Greg Gillespie advised he will schedule a tour of the Applied Science building for an upcoming meeting. – Patrick Jefferson advised that in lieu of an accreditation meeting on February 11 there will be an accreditation forum at 3:30 p.m. in Guthrie Hall. 	
E. Adjourn	4:35 p.m.	
	Next Meeting: Wednesday, February 25, 2015	