DRAFT

College Planning Council Minutes
May 9, 2012
3:00 – 4:30 p.m.
Multidisciplinary Center West (MCW)-312

1. Call to Order at 3:03 pm

Attendees:

Annala, Lori – Classified
Bransky, David – Asst. Dean/Student Services
Bricker Susan – Supervisor/Admissions and Records
Callahan, Michael – Institutional Research
Cogert, Barbara – Classified
Douglas, Robin – Supervisor/Child Development Center
Fernandez, Ralph - CTE
Garcia, Jenna – English
Gardner, Ty – Biology
Gorback, Karen – Asst. Dean/CTE and Community Education
Hajas, Sandy – Supervisor/Learning Resource Center
Harrison, Tim – Dean/Communication, Kinesiology, Athletics, and Off-Site Programs
Lewis Huddleston, Gwendolyn – Dean/Distance Education, Professional Development, Social Sciences, and Humanities
Hull, Becky – Past Academic Senate President
Jameson-Meledy, Kathryn - Grant Developer/Writer
Jones, Grant – Supervisor/Computer Technical Services
Lara-Cruz, Christopher – ASVC
Lugo, Victoria – Dean/Student Services
Mortensen, Jerry – Asst. Dean/Career and Technical Education
Moskowitz, Bob – Art
Nielsen, Peder – Classified Senate President
Pauley, Mark – Academic Senate Treasurer
Scott, Kathy – Co-chair
Sezzi, Peter – Co-chair
Weinstein, Jeff – Supervisor/Business Services

II. Public Comments
Lugo said that SEzzi and Scott did an outstanding job and thanked themfor their leadership. Sezzi apologized for letting one meeting go on to long and thanked Lara-Cruz for ending the meeting

III. Announcements/Information Items
Scott said Calote will walk through the planning parameters with this group in the Fall. She was at a building dedication.

Sezzi said he met Calote today and Two of areas have met with her individuall; Special Ed don't be surprised if it's not on the list in the Fall. They are still talking about the Reserve Academy.

a. Planning Parameters

b. Pertinent committee reports

- DCAP

Sezzi – it meets tomorrow. They will be adopting some core measurements of effectiveness for the District office. WASC will be back in the Fall

- BRC
  Pauley said there is no new information at this point.
- Academic Senate
  Sezzi said Ted Prell for SVc to students, svc to faculty Cari Lange, Mark Pauey and Casey Mansfield service to collge
- SLO Committee
  Gardner – there will be training for TracDAt at the end of May. They are looking at a two-year rotational plan. It will be flexible so that areas can have a 2-year cycle that is best for their area.

  Scott said for Fall we have to PSLOs for Instructional areas and we will be assessing Communication as the first ISLO. We want to make sure all the departments have done their mapping.

  Sezzi pick one ISLO that most accurately reflects your area and map to that.

- Classified Senate
- Nielsen said they and Robin are having a Classified Appreciation Barbecue at the Sportsplex area on May 22. They are doing service awards also. Reminder 4/40 starts next week.

- ASVC

Lara Cruz – last meeting last Tuesday where they swore in their officers and they talked to Clare Geisen and Dave Fuhrmann about a new app. End of the year event – almost 200 people came. They gave out free scantrons, Dodger tickets

- Program Review Subcommittees

1. Services
   Bricker has been leading the Services area. Student Services Inst. Support, Admin services and a couple of Counselors, This is probably an ongoing process. They reviewed the SUO form and they have some recommendations (cosmetic) making the form a little more applicable to services. They identified a couople of things as far as Closing the Loop. One recommendation crosses is to have a parallel on the ISLO form – increasing collaboration with instructional faculty.

   Something that became apparent in the services because they don't have classroom situations they have to go after their data with broad subsets and they have to do it by themselves. One real issue is having acces to the Inst. Researcher. This is a college initiative, so they need access to an inst. Researcher to really be able to do a thorough job. She doesn't know how this can be accomplished.

   Lugo said the other problem is do we have an institutional access to Survey Monkey? As a committee can we all have access to x, y and z

   Lara-Cruz spoke about ???? are we moving forward with that. Bricker said one of the stumbling blocks is where are they going to get the swipe card? They key is logging in and finding out why they are there.

Bricker said they discussed ISUOs. They have two, one that Kathy and Ty crafted, and one that is applicable to institutional compliability.

Scott said she called WASC and two of their vice-presidents talked. Them. She asked them Should the services be mapping to ISLO? WASC said they do support it. Everyone has to have their arrows pointing to the collge mission. Other schools do it. It is very commonly done said by Susan Clifford.

Bricker said it demonstrates that the services support the college mission when they do map to ISLOs. Bricker said she will forward the recommended ISUOs to Scott and Sezzi.

Harrison – talking about Inst. Researchers, he think it would be helpful whether it comes from this committee, how many I.Reasearchers we should have. He thinks it should be out there in the next Planning Parameters. Harrison thinks Callahan could make some recommendations. Callahan – when accreditors were here they found it hard to believe he was only 60% institutional.

Scott said if we get the new grant there is a Researcher position.

Bricker said we need a researcher who is not grant-based.

Gardner – alternatively it might be nice if the stats classes could run some of the numbers. This may not be possible because there would have to be a lead person.

2. Process

Process group met and they are going to have to meet again. Some things were accomplished. They want to simplify Program Review. With TracDat it should be easier. We will just focus on a couple of areas this is for fall. In the Programs, high, medium and low will be done all the way across. They want to have a flex day discussion in the division meetings about Program Review. They felt strongly that the division needs to meet prior to the ranking meeting. For example, some areas may want to collaborate on something. All the Program Reviews should be available to review prior to the ranking meeting.

Sezzi said we need to facilitate times to meet prior to the ranking meeting so people can collaborate.

Scott said they felt there wasn't consistintely so maybe one of the facilitators would lead the meeting and the dean would be part of the meeting. Some deans do want to participate in these meetings rather than facilitate the meeting.

Moskowitz said their division meeting went smoothly.

Sezzi said one change that has happened is not all course outlines are due October 1. They are staggered.

Some people felt its very important to rank every area so that people

Presentations – would present just the high, if someone really felt they wanted to support a lower one, they could

Pauley said if you got on the list and didn't get funded this year, you're priority for next year. That may have to change as a philosophy.

Sezzi – here's a list of things – what was funded, what was not, do you still want it to be funded.

Scott said only 1/3 of what was allocated was spent. Weinstein it was more that it wasn't spent in a timely fashion. About $80,000 was not spent –

Per Keebler, If you are in the group that did not use the allocation so it can be spent throughout the summer.

Mortensen had two situations why they didn't – Nursing had gotten some money for some equipment, when they went to purchase it, it was flawed. So, they decided to wait and not spend the college money unwisely and they will ask for it next year but will explain why they didn't purchase it this year.

Bricker – how were people notified – the Inititatives Spreadsheet to All Users, and the deans were told to tell their division to spend the money. There should be an individual notification.

Sezzi - We have one more meeting on Friday. They are going to talk about the Voting at that meeting.

- Other
  Harrison, Keebler were on the HROC, Human Resources Operation Commeettee, Any issues with HR, general questions, get your questions to them. The 3 EVPs, one dean from each college, Patricia, Michael & Jay. Tim will be the Liason and will report back to this committee.

  ADD HROC to this list

Hull said we don't have faculty on HROC because we have faculty on DCHR.

Lara-Cruz does that mean that the flowchart will have to be re-done?

IV. Action Items

a. Approval of Minutes: April 25, 2012
   Change Cowen, Pauley first, Analla seconded
   2 abstentions

   Lugo – is it 75
   Students who have more than 75 units completed or in progress.

b. Core Indicators of Effectiveness –
   Callahan – Item number one – name change, retention rate is now completion rate Michael went over the changes. He received some data, what he found is that the average is higher than 08/09. He is suggesting using that one year as the baselie.

   #2. He is suggesting we use 08/09 as the baseline.

   #3. Another name change, it used to be persistence rate, now RP says retention. Callahan - a student is enrolled in the fall, she persists (or is retained) if she enrolls in Spring. Enrollment needs a grade notation of A through W.

   Callahan everything else remains the same on the first page.

   #7A – he gave the actual numbers. If we use 08/09 as the base year, we have increased.
   7C – he's suggesting to use 2009-2010 as the base year. Scott said this is the one that the counselors wanted on the form.

#8 – He's suggesting to remove Auto Technician as there is no data available.

We will have to work on this one over the summer.

Sezzi is everyone okay with this document? He asked Hull if they were okay with 7C.
Nielsen first , Pauley seconded,

Hull asked if we could have a glossary of terms added to this document.

V. Discussion Items
   a. Institutional effectiveness data
      - Services (Sandy Hajas and Jeff Weinstein)
        Scott said she wanted them to present data so we could see how they collect data. Hajas handed out the Survey of Library Use by VC Students and comment cards. This is how they collect data. On the survey she put some information about Survey Monkey. It's very easy to learn and use. She buys the gold account. It gives you great latitutde and you can download into Excel and Access. Currently they are doing their library survey by themselves.

        Hajas spoke about the comments cards. Students use them a lot.

        Bricker – what do they do with the hard copy information they collect. When they are doiong their SUOs, they compile the information together. They tallied the responses from the comment cards.

        Lugo – do you do this all year and the answer was yes. They tabulate when they are doing their SUO>

        Sezzi said they extrapolate for the Library. They do two weeks out of each semester.

        Weinstein – Fiscal Services has kind of evolved over the last 18 months. He went over his handout. They use Banner reports to process data.

      - Students (Chris Lara-Cruz)
        Lara-Cruz handed out handouts. They formed a resolutions committee and they decided to come out with a survey. Two of the students were in a stats class and they, with the help of their teacher, were able to compile the information. Lara-Cruz went over the handouts. With this data they know what the students' concerns are.

        Nielsen – do you think it's because of the location of the ASB office. It's kind of in the back end of the building.

        Lara-Cruz said being connected with Student Activities has made it more eye-opening. It took about three weeks to put this together.

   b. CPC Goals for next academic year
      Scott said we know we have to get through a new Program review process in the Fall. Try to re-look at the Educational Master Plan in the Spring 2013. Those are two things for sure. We can pick a couple of the Core Indicators and focus on them next year – one of them is #12.

      Sezzi said if there is anything else the committee thinks of, you can email Sezzi or Scott.

   c. Results from survey regarding committee effectiveness

Sezzi passed out the self-assessment. He asked if we want to look at this now or at the Fall. We'll bring this back at the first meeting of Fall. We had a really high response rate.

Lugo asked if this is a one-year appointment and the answer was yes.

Lara-Cruz – are we going to look at the college mission statement and Scott said yes.

If you're interested in being on the committee next fall, let your dean know, and the Senate votes on the names.

VII. Adjournment – the meeting was adjourned at _____pm.