

**COLLEGE PLANNING COUNCIL (CPC) MEETING MINUTES
VENTURA COLLEGE
Wednesday, August 25, 2015
3:00 - 4:30 p.m.**

Present: Greg Gillespie, Gloria Arevalo, Sharon Beynon, Gianne Braza, Phillip Briggs, Michael Callahan, Marian Carrasco Nungaray, Colleen Coffey, Karen Engelsen, Ralph Fernandez, Tim Harrison, Bill Hart, Kim Hoffmans, Patrick Jefferson, Mary Jones, Grant Jones, Gwendolyn Lewis Huddleston, Rachel Marchioni, Sandy Melton, Bob Moskowitz, Debbie Newcomb, Peder Nielsen, Joanna Ohide, Mark Pauley, Celia Rodriguez, Susan Royer, Rebecca Russell, Robert Sanchez, Art Sandford, Patty Wendt, Corey Wendt, Lynn Wright, Pamela Yeagley

Absent:

Recorder: Jenifer Cook

Agenda Item		Action Due & By Whom
A. Comments 1. Public	Introductions	
B. Discussion Items		
1. Committee Reports	<p><u>Faculty Senate (Alex Kolesnik)</u> – Meeting was well attended and productive. Next meeting is next Thursday, Nov. 5th</p> <p><u>Classified Senate (Peder Nielsen)</u> – Had our first classified senate orientation and went well. Enjoyed the BBQ provided by the Greg.</p> <p><u>Accreditation Committee (Patrick Jefferson)</u> – Art Sanford led a team this summer and did a fantastic job. The next step will be working on sections of the draft. Need to keep on our radar planning, evaluation, and program review. Meetings should have agendas, minutes, notes, etc. We are getting our website up to date. Lastly, need to have all our SLOs up to date and in order. We will be looking for another faculty lead as Art Sandford is going to Oxnard College.</p> <p><u>Budget Resource Council (Mark Pauley, Tim Harrison)</u> – There was</p>	

Agenda Item		Action Due & By Whom
	<p>a meeting today focusing on accreditation issues.</p> <p><u>Student Learning Outcomes</u> (<i>Debbie Newcomb</i>) – During summer Debbie worked on a special project looking at TracDat and has determined that a lot of work that needs to be done. Greg encouraged everyone to make sure we are all compliant.</p>	
<p>2. Program Review Process <i>Phillip Briggs</i></p>	<p>Phillip Briggs has worked hard over summer to streamline the process. If you have input or questions about the timeline please don't hesitate to contact Philip.</p> <p>Philip discussed a few key metrics, success rates, college productivity, and gave an example of a questionnaire/survey that can be used by each program for their program review process. If you need more information about the data it is available. The recommendation is to do this program review process every year, then every three (3) years we will do a more comprehensive process. At the end of the year we will evaluate and give feedback.</p> <p>The new process will be reviewed and approved by the Academic Senate and Classified Staff Senate. CPC will consider formal approval at the October meeting.</p> <p>Student services will be working on being able to capture more data. One option would be doing a student survey for a month at some point of service so data could be gathered.</p>	<p>Phillip will send docs electronically to Jenifer Cook</p> <p>Academic Senate Review</p> <p>Classified Staff Senate Review</p>
<p>3. Planning Parameters 2015-16 <i>Tim Harrison</i></p>	<p>David Keebler and Tim Harrison should have the finalized document in September.</p> <p>Greg discussed that these Planning Parameters are the administration's update to college on where we are and where we are headed in the future.</p>	

Agenda Item		Action Due & By Whom
4. Making Decisions at Ventura College Document Review <i>Tim Harrison</i>	The task force will be getting together to finalize the document and hope to have final approval at the end of September or October.	
5. IEPI and PRT Visit <i>Greg Gillespie</i>	This partnership helps colleges prepare for accreditation. A team will come to VC in October or November and help us in two areas: 1) integrated planning process and the related documents 2) governance and communication. Will meet with both senates and CPC committee Our participation will provide Ventura College up to \$150,000 (one-time dollars) to help fund developed improvement plan activities.	
6. Institutional Effectiveness Review and Report <i>Michael Callahan</i>	Michael distributed a 5-year summary sheet with useful metrics that will be produced annually. He also provided an annual summary of college progress towards meeting institutional effectiveness targets for identified parameters.	
7. Calendar of Activities <i>Greg Gillespie</i>	Greg distributed a calendar of activities highlighting things that need to be completed over the next 18 months. The CPC committee will review this document each meeting to make sure we are on track.	
C. Action Items 1. Approval of April 29, 2015 Minutes 2. Approval of Program Review Process	Motion to Approve: Mark Pauley Second motion: Peder Nielsen Opposed: None Abstentions: None Correction to page 2 of 3: SLO annual report was presented. Remove "is now in TracDat" 1. Approval of Program Review Process (next meeting)	

Agenda Item		Action Due & By Whom
D. Announcements/Information Items		
E. Adjourn		
	Next Meeting: September 30, 2015	

DRAFT