

**COLLEGE PLANNING COMMITTEE (CPC) MEETING MINUTES
VENTURA COLLEGE
Wednesday, February 24, 2016 – **Approved 3/30 Mtg**
3:00 - 4:30 p.m.
MCW-312**

Members Present: Phillip Briggs (Co-Chair), Mark Pauley, Peder Nielsen, Sandy Melton, Jennifer Rivera-ASVC, SIA, Joanna Ohide-ASVC, Treasurer, Grace Reilley-ASVC-PRD, Marian Carrasco Nungaray, Ralph Fernandez, Jenifer Cook, Pamela Yeagley, Michael Callahan, Debbie Newcomb, Grant Jones, Eric Martensen, Bob Moskowitz, Alex Kolesnik (Co-Chair), Robin Douglas, Peter Sezzi

Absent: Susan Royer, Alma Rodriguez, Patricia Wendt, Colleen Coffey

Non-Voting Members Present: Kim Hoffmans, Lynn Wright, Dan Kumpf, Bill Hart, Tim Harrisson, Gwendolyn Lewis-Huddleston

Recorder: Felicia Torres

Agenda Item		Action Due & By Whom
1. Public Comments	Meeting called to @ 3:06 pm Lynn made the comment that, "It's a beautiful day, glad to be here."	
2. Approval of Agenda – Action	Motion to approve Agenda - Mark Pauley Seconded – Peder Nielson Motion passes, agenda is approved	
3. Approval of Minutes – Action November 18, 2015	Motion to approve the minutes – Debbie Newcomb Seconded – Mark Pauley Discussion augmentation: Kathy Shrader, correct to Schrader and add Ralph Fernandez to Members Present list; AK, approving minutes as amended. Minutes approved	
4. CPC Membership - Discussion	The Membership draft handout was distributed and explained. Phil explained to the committee that this was the list of members derived from the charge that was posted to the website and needed feedback for the blank spaces. He asked the committee to review it and let him know what corrections needed to be made. He explained that the members on the list would be in effect until the end of the spring semester and will extend through the next two to three meetings only. The committee will review the list again at the beginning of the fall semester. The list was then reviewed and names were added accordingly.	Felicia-Update names on membership list for next CPC meeting.

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	<p>Kim asked the committee to consider her recommendation to have managers/administrators and maybe supervisors or deans to have the ability a vote on the recommendations being made by this body.</p> <p>Some explanation was given for the reason they were not included in the past, but it was stated that it could be looked at again moving forward since the governance process was changing with the Making Recommendations Document.</p>	
<p>5. Educational Master Plan Taskforce Update – Discussion</p>	<p>Evaluation of 2009-2019 Ed Master Plan Goals and Objectives handout was distributed to the committee.</p> <p>Co-Chair Phil said that he has been working with a task force to go through and evaluate each and every goal and asked the task force if the goals and objectives have been met. The draft that was distributed is not the final and completed version, but he wanted to show that it is being updated and he also wanted to show the committee a benchmark of where VC stands at the present time with meeting these objectives. So far, VC has completed the 5 goals presented in the handout. He explained that the task force is still talking about whether or not VC could prove that each goal was met. It is important to note that there were over 200 objectives to begin with and understand that this is an ongoing process and needs to be reviewed and updated on a regular basis.</p> <p>He is now asking for the committee members to take this back to their respective areas for feedback at the March meeting in order to move forward. He reminded the committee that the Educational Master Plan needed to be updated by January 1st of 2016 (clarify this date with Phil).</p> <p>Peder thanked the members of the committee for their continued support of the Classified and acknowledged the fact that they were mentioned in the document. When it comes to this campus, he said that VC has been ahead of the curve.</p> <p>Phil requested feedback and asked those who may want to add or change anything in the document to please send those via email so that he may incorporate the changes necessary into the next draft to be presented at the next meeting.</p>	

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<p>6. Planning Retreat - Discussion</p>	<p>Kim updated the committee on the IEEPI PRT visit and talked about the feedback that she had received. She said that she would like for there to be more of a campus-wide discussion about it. She then floated various ideas regarding the process to do that and suggested that an off-campus meeting would possibly benefit the discussion. Another possibly she presented was to have a guest speaker join the meeting and help facilitate the discussion around integrated planning. Eva Conrad is very interested in working with VC.</p> <p>Kim suggested a few dates and ideas to get an idea of the best timing for faculty in April. Peder is looking looked into different and nicer venues around the area that may be able to accommodate this type of meeting. and she will He will work with managers and supervisors to have a skeleton crew available on campus. She Kim recognized that the invite should go out to everyone on campus, but also explained that the campus cannot be closed down. Offices should stay open for students.</p> <p>The discussion continued regarding the topic. The majority of the comments from those in attendance was that it was a good idea and Friday worked best between the hours of 8AM-2PM on the 29th of April. The date is tentative for now.</p>	
<p>7. IEEPI Goals – Discussion</p>	<p>The IEPI Metric Data handout was distributed.</p> <p>Before moving onto this discussion item, Eric asked to include a bullet point list for “big take aways” at each meeting moving forward. He said that it was something that had been started in other committee meetings and could possibly help with accreditation for documenting discussion topics.</p> <p>The handout was then reviewed page by page: Page 1 – Phil began by explaining the set short-term goal for next year and long-term goals. A discussion followed in regard to how the percentages were obtained. Phil then explained in detail the information from the handout.</p> <p>During the last CPC meeting, it was decided that the committee would look at this data and decide what goals the college was going to go with. He then asked the committee to consider the goal that the college was going to set for the future. The discussion continued and</p>	

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	<p>suggestions were made. One of the ASVC representatives, Joanna (?) said that 75% for a long-term goal would be a suggested target from their perspective on the discussion.</p> <p>Co-chair Alex said that VC has to set a long term goal, but we should be careful of the factors that would impact our goal in the future.</p> <p>Kathy said that she would really like to see this in relationship to remedial students during the same time period, because she would like to see if there are any correlations to that, looking at the information in the handout.</p> <p>Peder suggested taking a cautious approach to setting the goal. There is such a large amount of dollars going into the initiative and the college should be able to show that whatever goal it sets, it is also paying off for the college. Discussion about the data and success rates continued.</p> <p>Phil said that he could bring some information back to the next meeting regarding the statewide average and some high and lows. Another place to locate some of the numbers would be online through the Chancellor's Office website.</p> <p>Motion to choose "Fully Accredited" as the Accreditation Status for VC - Peder Seconded – Bob</p> <p>Motion passes</p> <p>Page 2 – Phil explained the information presented and how it was obtained. He discussed the different ways the rates were calculated. He shared his findings for working with the data and analyzing it then presenting it in a way that a person who doesn't work with the data to the same extent would understand it. He said that 6 years are needed to be able to gather relevant data.</p> <p>After a short discussion, Phil asked the committee to help select the option for the 6-year Completion Rate for Unprepared Students.</p> <p>Motion to select the first option, "5-year Average = 42.1%" - Mark</p>	

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	<p>Seconded – Eric</p> <p>Discussion: Peder said that he would like to see HSI data and see if other schools are at the same rate or where they are.</p> <p>Motion for selecting #1 passes</p> <p>Page 3 – Alex briefly summarized the information and shared some key points from the DCAS meeting. Overall, we are in good shape relative to other districts.</p>	
<p>8. VC Integrated Planning Manual – Action</p>	<p>The Integrated Planning Manual (in color) was distributed. Phil explained how the integrated planning happens on the campus. Grant pointed out the year that was entered for the Technology Plan was not the year that he had been working with, where Phil explained that it was changed because they wanted it to correlate with the other plans. A suggestion to put some sort of a disclaimer would clear up any confusion rather than changing the yearb, since most records indicate a different year.</p> <p>Phil suggested to the committee to make a motion to acknowledge the change at the accreditation meeting so that there is documentation.</p> <p>A discussion to look at the plans and how the process all worked together continued.</p> <p>Motion to approve the Integrated Planning Manual – Peter Seconded – Mark</p> <p>Discussion: Peder didn't feel like this should be moved until one of the senates, specifically the Classified Senate, had time to have a final approval; Kim suggested that maybe he wait until that was done, so he abstained.</p> <p>1 abstention, Peder</p> <p>Motion passes</p>	
<p>9. Strategic Implementation Plan – Action</p>	<p>Would like to approve it today so that it could go to the CPC (?)</p> <p>Motion to approve Strategic Implementation Plan - Eric</p>	

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	<p>Seconded – Sandy</p> <p>Discussion: Any correction could just be sent via email to Co-Chair</p> <p>Abstention: Peder</p> <p>Motion passes</p>	
<p>10. Committee Reports</p>	<p>Alex- Academic Senate met last Thursday and had a lengthy discussion about the AS bylaws. They have decide to take the current template syllabus on their webpage and replace it with SLO objectives. The AS heard all arguments that were presented and decided to go with not having a template. They felt that the checklist will have the required elements that all faculty will need to develop their syllabi for their courses.</p> <p>Peder-Reported that the CS had met and a lot of this was brought up for discussion. He let the membership know that the plans moving forward for approval should be looked at in March and have them passed as requested. He announced the March 22nd Classified Retreat that he is preparing for and also said that VC will be the host campus for the CS State Board Meeting. He said that putting this together has required him spending a lot of his extra time to put together, but it is the first time that this this type of meeting has been hosted by the district. He anticipates that VC President will host and welcome the board members and Grant will then show off the new building and its new features. An event like this will allow us to give VC some exposure to some state representatives. All are invited to meet these board members. The meeting will be held in the Student Activities conference room with a Welcome Luncheon on Friday.</p> <p>Kim and Eric-The accreditation team is approaching a complete first draft. Standard by standard is being presented to the Academic Senate for approval. Peder has sent out link to have it looked over by the Classified Senate. The different subcommittees are looking at and focusing on bringing website up to date as that will be an important element of the report. Any changes that the campus community sees the need for addressing should email their requests to Rhonda Lillie and copy their deans and supervisors so that they can approve the change and it can be corrected on the website. This is just one part of accreditation effort. Digging around on the website</p>	

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	<p>and making sure all of the links are what they say they are. It needs to be up to date as much as possible. The DCAP meets Friday and all of the colleges are bringing their copy to the table for discussion. We know that date for the visit is now 9/29/16.</p> <p>Mark-The BRC discussed the scope of the last program review. They looked at what is a facilities issue vs a planning issue. They are still discussing what VC can do to have a more accurate view of what costs what and how it is going to deal with it. They will take a look at program review at the March meeting;</p> <p>Debbie-The SLO committee is working with services units and will have one more training this Friday 2/26 in MCE-340 for the service units. There will be training for TracDat for deans and administrators on March 4th and would like to incorporate a hands on training. Chief has created fliers for announcing the events. She is hoping to get some guest speakers to talk about service units.</p> <p>There will be the first ISLO Forum on March 4th from 9-11AM in MAC-202. There will be a light breakfast, activities and door prizes.</p> <p>In the month of April, Debbie and Andrea will have openings each Monday afternoon and on Friday morning to meet with department chairs to go over their final TracDat checklists and sign it off. Department Chairs should have everything done before those appointments. ISLO #3 Forum (Critical Thinking and Problem Solving) on Tuesday, April 12th.</p> <p>The SLO Committee has asked to be an advisory group under CPC. This was requested at Academic Senate. A process has been developed for ensuring that SLOs are the same in TracDat, CurricuNet and the webpage. Verifying SLOs in syllabi will be nearly impossible. Deans (or their Admins) can verify that they exist but won't know if they are accurate.</p> <p>Pat and Corey, not present to give update.</p>	
11. Announcements/Information Items	None	
12. Adjourn	Meeting adjourned @ 4:41pm	Felicia-post handouts to

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		committee webpage when ready
	Next Meeting: March 30, 2016	