

**COLLEGE PLANNING COMMITTEE (CPC) MEETING MINUTES
VENTURA COLLEGE
Wednesday, January 27, 2016 – **Approved 2/24 mtg**
3:00 - 4:30 p.m.
MCW-312**

Members Present: Phillip Briggs (Co-Chair), Alex Kolesnik (Co-Chair), Mary Jones, Robin Douglas, Bob Moskowitz, Jenifer Cook, Debbie Newcomb, Marian Carrasco Nungaray, Grant Jones, Michael Callahan, Bill Hart, Rebecca Russell, Mark Pauley, Peder Nielsen, **Ralph Fernandez**

Members Absent: ASVC Public Relations Director-Grace Reilley, ASVC Senator Internal Affairs-Jennifer Rivera, ASVC Treasurer-Joanna Ohide, Colleen Coffey, Eric Martinsen, Jay Moore, Pamela Yeagley, Patricia Wendt, Peter Sezzi, Rachel Marchioni, ~~Ralph Fernandez~~, Robin Hester Sandra Melton.

Non-Voting Members Present: Gwendolyn Lewis-Huddleston, Greg Gillespie, Karen Engelsen, David Bransky, Dan Kumpf, Kim Hoffmans, Lynn Wright, Patricia Ewins, Tim Harrison, Kathy **Schrader**. Rebecca Russell (Guest)

Recorder: Felicia Torres

Agenda Item		Action Due & By Whom
1. Public Comments	<p>Meeting called to order @ 3:11 pm</p> <p>Marian wanted to report that we have 438 students set to earn a degree in the spring.</p> <p>Greg reported that he is excited to report that VC will be applying for the ASPEN Institute Award. He has forwarded the information that will need to be gathered to Phillip Briggs.</p>	Phil-gather info for ASPEN application
2. Approval of Agenda – Action	<p>Agenda was distributed, as needed</p> <p>Motion to approve agenda – Mark Pauley Seconded – Marion Carrasco Nungaray Motion passes with majority</p>	
3. Approval of Minutes – Action November 18, 2015	<p>Motion to approve the Minutes from November meeting – Marian Carrasco Nungaray Seconded – Mark Pauley</p> <p>Discussion: Committee to discuss membership and clarify voting and non-voting membership.</p> <p>Motion passes</p>	Felicia, correct minutes. Greg was present during November meeting.

Agenda Item		Action Due & By Whom
<p>4. Educational Master Plan Timeline/Task Force – <i>Action</i></p>	<p>Draft Timeline to Develop 2017-2022 Educational Master Plan handout distributed. Co-Chair informed the committee that the college needs to update the Ed plan. It was previously a ten year plan and few knew where to find it. A brief history was then given and explain why it would be the right time to develop a new Ed plan and one that would drive the other plans in a more useful way. The idea to start work on it this year so that it can move through the processes would help so that it could be in effect for the following year. The thought is to compare the old plan with the new and see what works and spend all of next fall to get it all together and have it go into effect beginning January 2017. A suggestion to meet twice per month with a group of about five to six people would work best as far as schedules were concerned and for productivity purposes.</p> <p>A lengthy discussion and some questions regarding this process followed.</p> <p>The Co-chair requested volunteers to work on this and stated that this group does not need to be widely representative because it would still bring the ideas back to the committee to be discussed. He offered those interested in participating to send an email and he would work with them to get something started.</p> <p>Other questions and concerns regarding making a decision during this meeting were raised. It was then suggested that the committee members may want to take this information to their respective areas to get more ideas from people not on this committee and reported back to Phil.</p> <p>Another member suggested adding the Student Success Committee to the regular reporting section for future meetings.</p> <p>Motion to approve handout – Bob Moskowitz Seconded – Marian Carrasco Nungaray Discussion – None Motion passes</p>	

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<p>5. IEPI Goals – Discussion</p>	<p>IEPI handout distributed and update given. Co-chair said that this is very closely related to VC's Ed goals. He stated that the team that came out last time was affiliated with this IEPI and the college has to have its goals set by May. A discussion as to the expectations of setting the goals and moving forward continued. A suggestion to take a look at other colleges to use as models and think about where we want to be and compare that to where the college is now was brought forward.</p> <p>A suggestion was made that VC look at what is specific to this campus first and set goals that are realistic keeping in mind where and what the college can improve on.</p> <p>Phil agreed to bring data to the next meeting so that the group can continue discussing these goals.</p>	
<p>6. VC Integrated Planning Manual – Discussion</p>	<p>VC Integrated Planning Model-partial Draft handout distributed. Phil reported that VC will be changing its timeline process and since the integrated planning manual had not been updated in some time, now was a good time to do so. The handout was reviewed page by page very quickly. Co-Chair asked the committee to review it and send any feedback to him for February or March meetings in order to move it through the approval process. A request to have it distributed electronically was made.</p>	<p>Phil-send out a link to access the handout on the website.</p>
<p>7. Strategic Implementation Plan – Discussion</p>	<p>VC 2013-2016 Strategic Implementation Plan handout distributed.</p> <p>Greg went through this handout with the committee and explained the different areas in the handout and where VC addressed the objectives that were met and how everything is linking to the college's goals in the master plan. On the second page where you see VC strategic goals and objectives, he said that these were initially identified by the college before he got here, but now that we are in the third year, it's important to keep in mind that it gets updated every semester and the accreditation team will see that it is updated on a regular basis. If any corrections are needed or new ideas concerning this plan come to mind, please send them to Greg or Phil. A suggestion to add a note on the form that says</p>	

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	when the next review will be was made and the committee agreed that it would be useful.	
8. Partnership Resource Team (2nd visit) – February 8 – Discussion	<p>Last three handouts were distributed. (IEPI, List of Primary Successes..., IEPI, ...Innovation and Effectiveness...Plan, and IEPI, Tentative Agenda...Team Visit) Phil went reviewed the handouts with the committee and discussed them quickly as time was running short. He spoke briefly about the visit from the PRT that met with various groups on campus.</p> <p>He said that there were some successes, but were very few and the rest were ideas that they identified were areas to improve our integrated planning processes and hopefully we will be ready for their visit on February 8th.</p> <p>Greg asked the committee to look at the last handout and to keep in mind that this is a group of peers to help guide discussion in developing our own improvement plans. It would be great if two faculty could sit on each of the group discussions, not necessarily from CPC.</p>	
9. Making Recommendations Document Update – Discussion	<p>Most of the committee member are aware that it has been approved by the Academic Senate. It was reported that they are still working on making things more consistent and working on a calendar to see where each committee or group is meeting. The Senate is going through and finalizing the complete document and making sure this is readily available.</p>	
10. Committee Reports	<p>Alex – The Academic Senate met last year before the break. They had lots of discussion. Have an executive meeting planned for next week. A resolution regarding the condensed schedule was sent to OC and MC and have talked about it, but not sure where they are with that.</p> <p>Peder – Reported that he asked classified to volunteer for committees. He said that the Classified Senate members are very gracious that we able to have the 9+1 approved. The CS is also gearing up for a State Senate Board meeting on this campus and will be hosted by the VC. He said that as President, he is holding</p>	

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	<p>the classified staff to the 9+1 standard and reminding them that we need to have better representation on all governance committees.</p> <p>Kim – Reported that the Accreditation Steering Advisory group now has Eric Martinsen as a Co-chair. The group is in the throes of getting a final draft ready for the board review. It is still gathering evidence and will work with Felicia to get it all together for the final report. The timeline has been delayed a little and maybe go to May and June board meeting. Alex said that Eric did a great job in Kim’s absence.</p> <p>Mark – Reported that the BRC did not meet this month. They have had provision amounts and once they have final amounts he will discuss. The program reviews weren’t ranked. The committee is set to at what wasn’t funded and how we’re going to deal with them moving forward. They are looking to prioritize the ones that weren’t funded and decide how the extra money will be spent. They are not sure if the dollars are going to this year or what will happen from there.</p> <p>Debbie – Report that the SLO Advisory group is almost finished with a finalized training manual for SLOs. They are working on a service unit form. The co-chairs have met with a great number of coordinators and on April 12th they will have an ISLO form forum. She reported that there is frustrating data. VC is in the third year of a five year cycle and is frustrated that we don’t have 100% of the SLOs completed. She said that they may need the support from the administrators now, because faculty are still not participating in the SLO process.</p>	
11. Announcements/Information Items	None	
12. Adjourn	Meeting adjourned @ 4:24 pm	
	Next Meeting: March 30, 2016	