

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

Present:

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

Absent:

Greg Gillespie, Will Cowen, Colleen Coffey, Dan Kumpf, Esteban Casas, Victoria Lugo, Ralph Fernandez

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 met and discussed the Making Decisions handbook and class sizes.</p> <p><u>Classified Senate</u> - Peder Nielsen advised he attended the Classified Senate meeting in Fresno, CA. This was his first time to attend. Next year Ventura College will be hosting this statewide meeting. Peder also advised that five classified employees will be attending the Classified Leadership conference in June. The district wide Professional Development committee will be presenting at that meeting.</p> <p><u>Accreditation Committee</u> – Patrick Jefferson advised the accreditation committees have been meeting and have</p>	

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	<p>completed most of their gap analysis. The goal is for this spring to have a rough draft completed for every standard to work on over the summer. A draft for campus-wide distribution and review is targeted to be completed for next fall semester.</p> <p><u>Budget Resource Committee</u> – The members of the BRC are writing their first draft of related areas in accreditation standard section III. David Keebler and Mark Pauley will oversee the creation of the first draft of this section of the accreditation report. The council has reviewed the BRC charge and also the college budget model. The committee will send the BRC charge updates to the college Decision Making action team for review.</p> <p><u>Student Learning Outcomes</u> – Debbie Newcomb advised they held the second SLO forum on March 10 which focused on quantitative analysis. It was a successful event and the feedback was very good. Information was provided to Michael Callahan for use in Patrick Jefferson’s annual college report to ACCJC. TracDat training will begin soon.</p>	
<p>2. Program Review Process</p>	<p><u>Non-Staffing priorities update</u> – Tim Harrison thanked all of those that helped create the priorities spreadsheet. He advised the spreadsheet is still in draft form as he explained how the document is intended to be used. Grant Jones reviewed his staffing initiatives for an example of how information is being collected and reported. Each division presented their staffing initiatives to the CPC committee.</p> <p><u>Process Review Team Update</u> The team members are David Keebler, Mark Pauley, Peder</p>	

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	Nielsen, Michael Callahan, Eric Martinsen and Marian Carrasco. David Keebler advised they would like to have 3 or 4 paragraphs that will serve as a finding. Then the findings would be linked to strategic goals to tie things together. Planning must be tied to the budget. They would like all major initiatives to go through program review.	
3. Annual and Summer Enrollment Update:	David reviewed two handouts indicating where we are presently and what are targets are for summer including the four-week session. Patrick Jefferson explained the Argos software and how it pools information from Banner. This software will make it easier for the Dean's to extract information helpful in class scheduling.	
4. Making Decisions at Ventura College Work Team Update	David Keebler distributed the draft copy of the Making Decisions handbook. The team is trying to consolidate committees so there is no redundancy. Dave stated the integrated planning includes the district and management is accountable for certain decisions. He explained how governance adds value to decision making. He asked that if any members on the council should have concerns regarding the handbook to please contact him.	
5. Initial Discussion on Planning Parameters for 2015-16 Academic Year	David Keebler explained that last year's planning parameters should be reviewed in order to give feedback of what was helpful and not helpful. The executive team reviews and gives their input to all staffs.	
6. East Area 1 Development – Santa Paula Update	Meeting ran out of time. This item will added to April 29's agenda.	Laura B. to post on next agenda
7. Tour of Applied Science Center Building	David Keebler led interested members of the CPC on a tour of the new Applied Science Center Building.	
C. Approval of Minutes –	February 25 and March 25 minutes will be reviewed at the April 29 meeting.	

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D. Announcements/Information Items	There were no announcements due to the length of the meeting.	
E. Adjourn	4:30 p.m.	
Handouts	Planning-Decision Process map; Planning Parameters-Planning Background; Program Review Process map; Ventura College FTES Analysis; Applied Science Center information; Email describing Making Decisions Action Team	
	Next Meeting: Wednesday, April 29, 2015	