**VENTURA COLLEGE**

**College Planning Council - Meeting Minutes**

**MCW Conference Room**

**Wednesday, December 7, 2011**

1. **CALL TO ORDER**

This meeting was called to order at 3:05 p.m.

Attendees:

 Bransky, David – Asst. Dean/Student Services

 Bricker, Susan – Supervisor/Admissions and Records

 Callahan, Michael – Institutional Researcher

 Calote, Robin - President

 Carrasco-Nungaray, Marian – Counseling

 Chavez, Daniel – ASVC

 Cogert, Barbara – Classified Senate President

 Cowen, Will – Athletics

 Garcia, Jenna – English

 Gardner, Ty – Biology

 Gorback, Karen – Asst. Dean/CTE and Community Education

 Haines, Robbie - Biology

 Hajas, Sandy – Supervisor, LRC

 Harrison, Karen - ESL

 Harrison, Tim – Dean/Communication, Kinesiology, Athletics, and Off-Site Programs

 Hull, Becky – Past Academic Senate President

 Huddleston, Gwen – Dean/Distance Education, Professional Development, Social Sciences

& Humanities

 Jameson-Meledy, Kathryn – Grant Developer/Writer

 Jones, Grant – Director, Information Technology

 Keebler, Dave – V.P. Business Services

 Kumpf, Dan – Mathematics

 Lange, Cari – Academic Senate Vice-President

 Lara-Cruz, Christopher – ASVC President

 Lugo, Victoria – Dean/Student Services

 Melton, Sandy – Nursing

 Moore, Jay – Director/Facilities, Maintenance and Operations

 Mortensen, Jerry – Asst. Dean/CTE

 Moskowitz, Bob – Art

 Oliver, Dave – Dean/Math & Sciences

 Sanchez, Ramiro – EVP

 Scott, Kathy – Co-chair

 Sezzi, Peter – Co-chair

 Weinstein, Jeff – Supervisor/Business Services

Minutes: Linda Resendiz

1. **PUBLIC COMMENTS**

Peter took responsibility regarding the depth of prior minutes. Kathy said that this is new to Beth and asked if anyone wanted to help and capture all of the discussion during the meeting to please do so. Discussions at the meetings will be captured to the best of the recorder’s ability.

There were no public comments from the members.

1. **ANNOUNCEMENTS/INFORMATION ITEMS**

Kathy mentioned that she is putting together the comments that were received regarding Program Review. Once all the comments are collected, she will send out a report to everyone. Peter asked if anyone had completed the survey monkey that went out. He had heard that the survey had crashed on a few people. Kathy encouraged everyone to comment. Robin said that it is important to encourage people to participate as it is part of the accreditation recommendations. Kathy said that the accreditation people asked frequently about how we were evaluating our work on the various accreditation recommendations.

1. Review of Program Review College Initiatives: Kathy said the executive team (Robin, David, and Ramiro) did the college priorities based on the rankings the committees (Technology, FOG, etc.) did. The final initiatives will be posted on the Program Review website.

David Keebler presented all the initiatives which were derived from the program reviews. He explained the format of the VC Program Review initiatives. He said that each program was asked to rank their initiatives. When the program review went to the division, they were asked to rank the initiative as required with either a high, medium, or low priority. He said these rankings will be put back to the program levels next year to see what has been done during the year. Faculty growth positions went to the Staffing Priorities Committee, which ranked the presentations it heard, had this ranked list affirmed by the Senate and was then sent to President Calote. It is unknown yet if we will have any growth faculty positions this year. Personnel initiatives that are not faculty went right to the executive team. They agreed to fund the top 3 given the situation with the budget. These positions are currently funded by grants. Technology initiatives will be funded up to $150,000. The Technology Committee met and prioritized the initiatives. The high priority initiatives will be funded this year. The medium and low priorities will continue on next year’s program review. Robin mentioned that for some initiatives for equipment, it was not made clear if there was space for the equipment. Money has been reserved for these requests but does not mean it will be spent if there is no space available. The initiatives for other equipment, other than computer have funds in 445 with a balance of $440,000. BRC decided that we can spend half of the money this year with the rest to be carried over to next year.

1. **ACTION ITEMS**
2. Approval of Minutes: October 24, 2011, October 26, 2011, October 27, 2011 and November 9, 2011:

Kathy sent out all the meeting minutes electronically and asked if everyone had received them. All meeting minutes were reviewed as follows:

October 24, 2011: Motion to approve the minutes was made by Robbie Haines and seconded by Ty Gardner. October 24th minutes were unanimously approved.

October 26, 2011: Motion to approve the minutes was made by Dan Kumpf and seconded by Bob Moskowitz. October 26th minutes were approved with one abstention and one minor correction which Kathy noted.

October 27, 2011: Motion to approve the minutes was made by Tim Harrison and seconded by Robby Haines. October 27th minutes were unanimously approved.

November 9, 2011: Motion to approve the minutes was made by Becky Hull and seconded by Marian Carrasco-Nungaray. November 9th minutes were approved with one abstention and with corrections made by Marian and Paula.

Peter Sezzi said that he would make all the corrections to the minutes in Beth’s absence.

1. **DISCUSSION ITEMS**
2. Meeting Schedule and Topics for Next Semester: Kathy said that this is the last meeting of this semester. The meeting dates for the next semester will be emailed to everyone. The meetings will be scheduled every 2nd and 4th Wednesday of the month starting at 3 p.m. There will be no meeting during spring break nor will the committee meet the first week of class.

Topics provided by committee members for future meetings:

1. Review a portion of the Institutional Effectiveness Report compiled by Michael Callahan
2. Surveys
* Student satisfaction
* Comprehensive student services
1. USC Rossier School of Education Benchmarking Project for community colleges
2. Allocation model
3. Qualitative research
4. Course data (retention, persistence, success, graduation, transfer)
5. Compare our success data to data at like schools (similar to ARCC data)
6. Planning parameters
7. College Mission
8. College Educational Master Plan
9. **OTHER**

None.

1. **ADJOURNMENT**

The meeting was adjourned at 4:11 p.m.