

**COLLEGE PLANNING COMMITTEE (CPC) MEETING MINUTES**  
**VENTURA COLLEGE**  
**Wednesday, April 28, 2021**  
**3:45 - 5:15 p.m.**  
**ZOOM**

Constituency	Representative		Constituency	Representative		Constituency	Representative	
Faculty Co-Chair	Dan Clark	X	Faculty	David Young		Classified Supervisor	Sue Royer	X
Classified Co-Chair	Sebastian Szczebiot	X	Faculty	Maria Flores	X	Classified Supervisor	Jeanine Day	X
Administrator Co-chair (non-voting)	Phillip Briggs	X	Faculty	Heather Aguailar		Student	Carlo Plascencia	
Faculty	Ryan Petitfils	X	Faculty	Preston Pipal	X	Administrator	Debbie Newcomb	X
Faculty	Sandy Melton	X	Classified	Nan Duangpun	X	Administrator	Jesus Vega	X
Faculty	Ralph Fernandez	X	Classified	<del>Coleen Scott</del> Trivett Katheryn Solorio	X			
Faculty	Vacant		Classified	Vacant				
Guests	Cathy Bojorquez, Grant Jones, Kim Hoffmans, Jennifer Kalfsbeek-Goetz							

Recorder: Felicia Torres

Agenda Item	Discussion Notes	Action?
1. Public Comments	No Public Comments	
2. Approve Agenda		
3. Approve Minutes <ul style="list-style-type: none"> <li>• 2/24/21</li> <li>• 3/24/21</li> </ul>		<p>P. Pipal moved to approve February minutes.</p> <p>S. Royer seconded.</p>

		<p>P. Pipal moved to approve Mar minutes. D. Newcomb seconded.</p> <p>12 yes; 0 no</p> <p>Motion carries.</p> <p>February &amp; March minutes approved.</p>
<p>4. Executive Team Update</p>	<p>J. Kalfsbeek-Goetz – continuing to work on the schedule. No other updates.</p>	
<p>5. CPC Items</p> <ul style="list-style-type: none"> <li>• VC Mission Statement Update</li> <li>• Facilities Master Plan Focus Group – May 5, 11:30 to 1:00 – <del>Orlando DeLeon</del> Sue Royer</li> <li>• Educational Master Plan Progress Update</li> <li>• College Outcome Group – Draft Policy for Shifting SLO Assessments – Discussion</li> <li>• CPC Evaluation results</li> </ul>	<p>D. Clark reported – The small workgroup grew to a small taskforce then to a Town Hall. The workgroup is now in the process of taking input and have composed three possible mission statements. The survey results are still being polished and looked at. The one that is chosen will move its way through the PG process to meet the tight deadline. Stay tuned.</p> <p>S. Royer reported – The focus group will is getting as many groups as possible scheduled before the break to allow the firm that was hired to conduct the analysis phase over summer. When the campus returns, we will be in the options and recommendations phase. It is really important that we get all campus communities involved in this initial phase. P. Briggs will send out the link to invite those on this committee. It is a great opportunity for feedback and can talk about what resonates with you and to share what you like and don't like about the campus. Hopeful that the meetings will help VC get a solid facility plan together to go forward for the next several years. Your opinions are very important. D. Clark agreed that it is a good idea to get involved. Currently working to secure a date with Classified Senate in the middle of May. The Master Plan will not be complete by August but there will be in some sort of draft format.</p> <p>P. Briggs reviewed the progress on the updated Educational Master Plan. There was no data to offer from the fall. There were 1000s of EW requests from students. The state is still not sure how to handle that. VC is still not clear on whether or not to come back was heavily impacted by Covid for</p>	

	<p>many students. P. Briggs went through the metrics and objectives and explained them thoroughly.</p> <p>P. Briggs brought the COG discussion item to the committee. He reviewed the document and explained that many classes are not offered regularly, but still have SLOs offered for those classes. Questions that still need to be determined are: Do we automatically shift the class to the next semester? Or do we remove the class from the cycle. The College Outcome Group want to come with a policy when dealing with these situations regarding SLOs. P. Briggs reviewed draft document presented and explained the reasoning for it. The SLO facilitators felt a need to develop a document to assist with the process. P. Briggs facilitated the discussion and the questions that followed.</p> <p>P. Briggs reported the survey results for the CPC evaluation and reviewed the comments quickly. The results are available through the <a href="#">CPC webpage</a>. Goal 4 is a good goal for next year.</p>	
<p>6. Accreditation Steering Advisory Group</p> <ul style="list-style-type: none"> <li>Action Items - None</li> </ul>	<p>K. Hoffmans reported. The timeline has been adjusted. ACCJC has changed their process. We have to submit months in advance, so the committee has also moved up its timeline to adjust to the change. Each section is working on their drafts and the DAC is working on theirs. K. Hoffmans is chair of the District Committee. She took an old report and farmed it out to various groups for input and further edits.</p>	
<p>7. Budget Resource Committee</p> <ul style="list-style-type: none"> <li>Action Items – None</li> </ul>	<p>J. Day reported. A few items came across their agenda. A good idea was for the big grants to come through to the FOG committee first, because if it's a grant that could effect parts of the campus, the BRC would like to know about that. They voted on it and will move forward as is. Worked on a rubric. They want the rubric to reflect an equity component and want to add it to the end of the request form to explain how it promotes equity for each program.</p>	
<p>8. Guided Pathways Committee</p> <ul style="list-style-type: none"> <li>Discussion Items – None</li> <li>Action Items – GP Scale of Adoption Assessment (SOAA)</li> </ul>	<p>D. Clark reported on round two on requests for proposals related to funding. The deadline is Monday May 3<sup>rd</sup>. Pls contact D. Clark or C. Wendt for any ideas for funding.</p> <p>No Action taken.</p>	

<p>9. Student Success Committee</p> <ul style="list-style-type: none"> <li>Action Items - None</li> </ul>	<p>D. Clark reported that the SSC had just met right before this meeting. The Student Equity Plan has been the focus this year. They are still identifying and addressing some issues from previous meetings. They broke out into groups and are identifying who will be responsible for each. They have been digging into the Equity Plan section by section.</p>	
<p>10. Governance Committee Updates</p> <ul style="list-style-type: none"> <li>Academic Senate</li> <li>Associated Students of VC</li> <li>Classified Senate</li> </ul>	<p>AS – D. Clark reported that an agenda went out. There is nothing earthshaking. They will start discussing it tomorrow. Also ironing out faculty representation for newly tenured faculty. If faculty would like to remain on CPC, email Dan.</p> <p>ASVC – No reps present. No report given.</p> <p>CS- S. Szczebiot reported that things are going good. They had a quiet meeting at the start of April which meant that they had time for reports. They will meet next week and will discuss the compressed calendar briefly. They have survey results as well and may inform the conversation as to whether or not the Senate will continue to meet over the summer.</p> <p>Announcement – We are changing travel and procurement card procedures and will do campus training next week.</p>	
<p>11. Adjourn</p>	<p>Next Meeting: Fall Semester</p> <p>Thank you for a wonderful semester, per Briggs!</p>	