

COLLEGE PLANNING COMMITTEE (CPC) MEETING MINUTES
VENTURA COLLEGE
Wednesday, March 22, 2017 – Approved 8/23 Mtg (Tentative)
3:30 - 5:00 p.m.
CCCR

Voting Members							Non-Voting Members			
1	Faculty Co Chair	Alex Kolesnik		Classified – President	Pamela Yeagley	X	Administrator - President	Greg Gillespie	X	
2	Faculty	Mark Pauley		Classified	Peder Nielsen	X	Administrator – Co chair Dean	Philip Briggs	X	
3	Faculty	Michael Callahan	X	Classified	Cindy Jones	X	Administrator - VP	Kim Hoffmans	X	
4	Faculty	Will Cowen		Classified	Gabriela Wood (Navas)		Administrator - VP	Damien Peña		
5	Faculty	Jamie Harmon	X	Student - ASVC	Tatiana Juarez		Administrator - VP	David Keebler	X	
6	Faculty	Dan Clark	X	Student – ASVC	Gianne Braza		Administrator - Asst. Dean	David Bransky	X	
7	Faculty	Marian Carrasco Nungaray	X	Student – ASVC	Grace Reilley		Administrator - Asst. Dean	Karen Engelsen		
8	Faculty	Ralph Fernandez		Supervisor	Alma Rodriguez		Administrator – Dean	Tim Harrison		
9	Faculty	Mary Jones		Supervisor	Grant Jones	X	Administrator – Dean	Dan Kumpf	X	
							Administrator – Dean	Gwendolyn Lewis- Huddleston		
Guests								Administrator – Dean	Kathleen Schrader	
				Classified Rep	Annette Robinson	X	Administrator – Dean	Lynn Wright	X	
				Classified Proxy	Victoria Jimenez	X	Title V - Velocidad	William Hart	X	

Agenda Item	Discussion Notes	Action?
1. Public Comments	<p>Meeting began at 3:34 pm; Quorum was okay Jaime is a replacement for Frankie Ramirez. Introductions were made for the new members.</p> <p>Phil announced the Planning Retreat for the following Friday at the Ventura Beach Marriott @ 8:00 am. To be organized by the offices of the President and Vice Presidents.</p>	

2. Approval of March Agenda - <i>Action</i>		Peder Nielsen motioned to approve the agenda. Marian Carrasco Nungaray seconded
3. Approval of 2/27/17 Minutes - <i>Action</i>		Dan Clark motioned to approve minutes for February. Michael Callahan seconded. Minutes approved.
4. 2017-2023 Educational Master Plan – 2 nd Reading – <i>Action</i>	<p>Phil updated committee regarding the approval status of the Educational Master Plan. We have already approved the first reading of Educational Master Plan. It has been up on the CPC webpage for a little over a month. A draft of the plan was sent out to all users along with a survey during the beginning of February. We looked at comments and approved the first reading during the February meeting. After it is approved here it still needs to move through the senates for approval and will take a couple of months.</p> <p>An important objectives for the college in the plan is to be in the top 5 in the state. The #5 college in the state is at 60%. Copies were not provided during the meeting, but members were advised to review the plan online.</p> <p>Phil asked for a motion to approve the second reading of the 2017-2023 Education Master Plan. The Academic Senate will have a second reading soon.</p>	Peder motioned to approve seconded Marian Approved for second reading
5. 2016 Program Review Initiative Prioritization – Executive Team – <i>Discussion</i>	<p>Handout #1 – VC Program Review Initiatives Prioritization Process Phil announced that the executive team was present to discuss the process as outlined in the handout and facilitated the discussion. He said that the college has met the deadlines that were set for this year and the lists have been posted online for those interested and displayed the webpage on the screen. A discussion regarding the process of prioritization followed.</p> <p>Greg added to the discussion by saying that the desired outcome is that the process is straightforward at the dean and department levels and the outcome was similar when it got to the executive team level.</p> <p>Handout #2 – VC-Program Review Preliminary FY18 Funds was distributed and briefly discussed.</p>	
6. 2017 Comprehensive Program Review – <i>Discussion</i>	Handout #3-VC Proposed Comprehensive Program Review Process Phil explained to the committee that once the Education Master Plan is approved and everyone is on board, the college will be able to move forward. This is just a proposal and in the beginning stage. He asked those	

	<p>in attendance to share their initial thoughts. A discussion followed and was facilitated by Phil. He clarified that the reviews themselves would be staggered on a three-year cycle and start a rotating process. The intent of the comprehensive process is for each program to set its own goals to align with the Educational Master Plan.</p> <p>Some concerns raised included the ability to see where dollars were being allocated, how this process would affect bad budget years and how it would address the third year and closing the loop.</p> <p>Phil said that the Institutional Equity and Effectiveness division was working on getting the program review forms into a new online system which will then allow for better future tracking of requests and collecting data.</p>	
<p>7. Program Discontinuance Process - <i>Discussion</i></p>	<p>Handout #4 – VC Program Discontinuance Process Phil explained briefly reviewed the handout with the committee. He explained what the current process is and that the planning parameters are looked at in the spring;</p> <p>He added that it was possible that students finishing classes, but did not apply for earned certificates, may have contributed to programs being discontinued. It is unclear to say for sure, because of the data that was provided at that time.</p> <p>One major factor in the process moving forward will be to look at the way the programs will meet the needs of the community, which in turn will go through the appropriate processes for approval and implementation.</p> <p>AP4021 explains the procedures that the colleges of the district are expected to follow for program discontinuance.</p>	
<p>8. Committee Reports</p> <ul style="list-style-type: none"> a. Budget Resource Committee Mark Pauley, David Keebler b. Faculty Senate Alex Kolesnik c. Classified Senate Pamela Yeagley d. Accreditation Advisory Kim Hoffmans, Eric Martinsen 	<p>BRC - met last month and it looking at changes in the allocation model and process model. They spent the majority of the meeting prioritizing equipment requests.</p> <p>Faculty Senate - Discussed budget allocation model and approved 7211. They approved the 16-17 faculty handbook.</p> <p>Classified Senate - Had their annual spring retreat and adopted its constitution and bylaws. A big change to for the senate was the decision to split elections for the executive board officer’s seats. During each election cycle only two of the offices will be filled while the other two stay on board. The Classified Senate will vote to adopt the Education Master Plan during the next meeting.</p>	

<p>e. Student Learning Outcomes Advisory Debbie Newcomb</p> <p>f. Student Success Committee Damien Pena, Corey Wendt</p>	<p>Accred. Adv. – Met March 1st and reviewed the accreditation reaffirmation letter. There is one recommendation that the group has to take action on in the next several months. They are hoping that DCAP is planning on taking the lead role so that we have SLOs and SUOs as part of our evaluations, as applicable. DCAP gave an update on negotiations. One of the main discussions was the charge of the committee. They see the advisory group as having a bigger role moving forward with continual quality improvement and staying in compliance.</p> <p>SLOAG - meeting tomorrow. They plan on getting into more detail for the Year of Reflection and see what that is going to look like in the next year.</p> <p>SSC – Today’s meeting was cancelled. No report given.</p>	
<p>9. Adjournment</p>	<p>Meeting adjourned @ 4:44 pm.</p> <p>Next Meeting: Wednesday, April 26, 2017</p>	