

COLLEGE PLANNING COMMITTEE (CPC) MEETING MINUTES
VENTURA COLLEGE
Wednesday, April 25, 2018
3:45 - 5:00 p.m.
CCCR

Voting Members							Non-Voting Members			
1	Faculty Co Chair	Lydia Morales	X	Classified – President	Sebastian Szczebiot	X	Administrator - President	David Keebler (Interim)		
2	Faculty	Ryan Petitfils		Classified	Sarah Mossembekker		Administrator - Co chair Dean	Philip Briggs	X	
3	Faculty	Marian Carrasco Nungaray	X	Classified	Jason Robinson	X	Administrator - VP	Kim Hoffmans	X	
4	Faculty	Will Cowen		Classified	Gabi Wood		Administrator - VP	Damien Peña	X	
5	Faculty	Patty Wendt		Classified – Alternate	Nan Duangpun	X	Administrator - VP	Cathy Bojorquez	X	
6	Faculty	Eric Martinsen	X	Student – ASVC, Vice President	Jessica Perez		Administrator - Asst. Dean	David Bransky	X	
7	Faculty	Sandy Melton		Student – ASVC, Inter-Club Council President	Tatiana Juarez		Administrator - Dean	Felicia Dueñas		
8	Faculty	Preston Pipal		Student – ASVC, Student Representative	Marleen Delgado		Administrator - Dean	Tim Harrison	X	
9	Faculty	Robert Lawson		Supervisor	Alma Rodriguez		Administrator - Dean	Dan Kumpf		
10	Faculty	David Young		Supervisor	Jeanine Day	X	Administrator - Dean	Gwendolyn Lewis-Huddleston		
							Administrator - Dean	Debbie Newcomb		
Guests								Administrator - Dean	Lynn Wright	X
				Supervisor	Grant Jones	X				

Recorder: Phil Briggs

Agenda Item	Discussion Notes	Action?
1. Public Comments	Eric Martinsen – many groups on campus are embarking on long-term planning projects. Tools available to them are limited, and it may be a good idea for CPC to put together a toolkit for long-term planning. Things could get done much better if best practices or templates were available – backward design, timelines, etc.	

	Kim Hoffmans – discussion in Deans Council about creating a taskforce or subcommittee of A.S. related to zero cost textbooks. First agenda item of next year to develop a taskforce to develop intentional plan for zero cost textbooks.	
2. Approval of Agenda - <i>Action</i>		No vote
3. Approval of 3/22/18 Minutes - <i>Action</i>		No vote
4. Strategic Plan Update – <i>Discussion</i>	Approved at Academic Senate, Classified Senate, ASVC, and President.	
5. Making Recommendations Document – <i>Action</i>	Discussed	No vote
6. Guided Pathways Update – <i>Discussion</i>	Lydia – formalized design team and taken it back to Academic Senate and Classified Senate. Presenter is coming from Bakersfield on Friday to describe next steps and best ways to move forward. Will use presentation as guidance for moving forward on Guided Pathways. Friday – free lunch, prizes. Hope that all can attend. Fun, fun, fun, fun, fun. Prizes from athletics, financial aid, and ceramics. Sebastian sent out agenda. Lesley Bonds from Bakersfield will send out her powerpoint. Key points are in agenda.	
7. Program Review Process – <i>Discussion</i>	Gabi – add initiative id to request. Need education on differences between instructional supplies and equipment. In general, it is important to define each category explicitly. Kim – other murky area is where categories overlap – i.e. – new computer lab would need facilities, equipment, and technology. Eric – 3-year process. Any feedback on staggered cycle. Cathy – checking with Jay/Grant about costs of requests. If a request has a low estimate, and is approved, but in reality the cost is much higher, should the request be funded? Tim – was there a long-term goal to remove facilities request from program review entirely from program review? Cathy – discussion about breaking out facilities requests into two different categories – major projects and minor projects. Would need to develop criteria to define both types. Kim – could use dollar amount as criteria. Phil – could take major projects through separate process through FOG related to facilities master plan. Minor projects could go through current prioritization process.	

Lynn – way to identify categorical funding. Duplications and overlap among categories.
 Tim – final step of receiving funds? Cathy – issues with rollover.
 Eric – final letter of funding to notify each program if their resource requests have been funded or not.
 Marian – false hope in program review. Need to let people know that funds are limited. How do you let people know what is a reasonable request. Eric – way to better link with long-term planning. Lynn – way to graphically see what is in the strategic plan while completing program review.
 Tim – program plan versus program review. Nice to meet with Executive Team to discuss comprehensive program plan. Would like to have some feedback for those who completed the comprehensive program review.

8. Committee Reports

- a. ASVC
Jessica Perez or designee
- b. Academic Senate
Lydia Morales
- c. Classified Senate
Gabi Wood
- d. Budget Resource Committee
Mark Pauley, Cathy Bojorquez
- e. Student Success Committee
Damien Pena, Bea Herrera
- f. College Outcomes Group
Nathan Cole, Asher Sund
- g. Accreditation Advisory
Kim Hoffmans, Eric Martinsen

ASVC – no report

Academic Senate – hand written

Classified Senate – Gabi and Seb will read names at graduation Senate meeting next week – making recommendation, no SLO no Dough. Classified orientation coming up - spearheaded by Gabi, beginning will be for new staff, end will be for all classified staff to meet and discuss. New Classified Senate VP - Olivia Long will be replacing Gabi. Two candidates for Secretary - Felicia Torres and Erin Askar. Classified Leadership conference in Ventura in June - 10 classified staff will be attending. Gabi has also been working on a classified manual and working on an acronym document for Guided Pathways meeting - will make available to all employees afterwards.

Budget Resource Committee – No report

Student Success Committee – Recommended rankings for all 3 categorical funding sources for \$600K to executive team for review. Will use MR evaluation tool to plan accordingly for the future.

College Outcomes Group – No SLO, No Dough

	Accreditation Advisory – Completed and submitted 18 month follow up report, which will go to their June Board meeting. Made plans for next year. Completed end of year evaluation.	
9. Adjournment	Next Meeting: Fall 2018	

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