

COLLEGE PLANNING COMMITTEE (CPC) MEETING MINUTES
VENTURA COLLEGE
Wednesday, November 28, 2018
3:45 – 4:20 p.m.
ASC-120

Constituency	Representative		Constituency	Representative		Constituency	Representative	
Faculty Co-Chair	Lydia Morales	X	Faculty	Preston Pipal		Classified Supervisor	Sue Royer	X
Classified Co-Chair	Sebastian Szczebiot	X	Faculty	Robert Lawson		Classified Supervisor	Arlene Reed	
Administrator Co-chair (non-voting)	Phillip Briggs	X	Faculty	Sandy Melton	X	Student	Vanessa Luis	X
Faculty	David Young		Faculty	Ralph Fernandez	X	Administrator	Debbie Newcomb	
Faculty	Eric Martinsen	X	Classified	Jason Robinson	X	Administrator	David Bransky	X
Faculty	Maria de la luz Flores	X	Classified	Nan Duangpun	X			
Faculty	Patty Wendt		Classified	Sarah Mossembekker	X			
Guests	Grant Jones, Damon Bell, Damien Peña, Kim Hoffmans, Cathy Bojorquez, Felicia Dueñas							

Recorder: Phillip Briggs

Agenda Item	Discussion Notes	Action?
1. Public Comments	None	
2. Approval of Agenda - <i>Action</i>		<ul style="list-style-type: none"> • Jason Robinson • Sue Royer • Unanimous Approval
3. Approval of 10/24/2018 Minutes – <i>Action</i>		<ul style="list-style-type: none"> • Eric Martinsen • Jason Robinson • Unanimous Approval
4. Accreditation Steering Advisory Group Recommendation – <i>Discussion</i>	ASAG recommends to CPC to standardize minutes through the making recommendations document based on the following criteria	

<p><i>(Action)</i></p>	<ul style="list-style-type: none"> -Agenda to be posted 72 hours before meeting online and link distributed via email to committee members -Make accessible minute's template and train minute takers on how to utilize (perhaps through PD Committee) -Post draft minutes and final approved minutes from previous meeting online within one week of current meeting -Co chairs to ensure that guidelines are followed for each committee <ul style="list-style-type: none"> • Discussion <ul style="list-style-type: none"> ○ Better communication ○ All committees on shared governance diagram ○ Sign-in sheet not allowed for Brown Act? <ul style="list-style-type: none"> ▪ Guest in particular may not be required to sign in, unless they give a public comments 	
<p>5. Making Recommendations Document Taskforce Update – <i>Discussion</i></p>	<ul style="list-style-type: none"> • Questions about Professional Development Committee <ul style="list-style-type: none"> ○ Relationship between Faculty and Staff PD Advisory Groups and full PD committee <ul style="list-style-type: none"> ▪ Are the two advisory groups necessary? How would they be ▪ Discussion about 10 + 1 and 9 +1 and their relationships to the governance diagram ▪ Discussion about how PD agenda is set and how resources are spent ▪ Discussion about how to prevent siloes in PD, and how money is allocated to both faculty and staff PD through state chancellor, grants, etc. • Described the roles and committee pages • All groups on diagram should be on page 8 (i.e. Tech Review, General Ed, Faculty and Staff Advisory Groups) • Change name of document? • Discussed removing days/times on committee pages? <ul style="list-style-type: none"> ○ Remove changes to days/times ○ Meets once/twice a month on page ○ Include calendar with days/times in document • Color code committees on diagram as far as roles • Some minimum process for approving changing days/times <p>Add point on page 7 that if changes are made, the document will be updated</p>	

6. VP Program Review Presentations a. (Room ASC-130; time certain @ 4:30 p.m.)	VP Program Presentations are available for review on the CPC committee webpage. https://www.venturacollege.edu/committees/college-planning-committee	
7. Adjournment	Next Meeting: January 23, 2018	