

**COLLEGE PLANNING COUNCIL (CPC) MEETING MINUTES
VENTURA COLLEGE
Wednesday, November 19, 2014
3:00 - 4:30 p.m.**

Present:

Peter Sezzi – CPC Co-Chair; Alexander Kolesnik, Bill Hart, Bob Moskowitz, Dan Kumpf, Esteban Casas, Michael Callahan, David Keebler, Debbie Newcomb, Grant Jones, Jenifer Cook, Mark Pauley, Mary Jones, Patricia Wendt, Robin Douglas, Sandy Melton, Tim Harrison, Colleen Coffey, Marian Carrasco Nungaray,

Absent:

Greg Gillespie – CPC Chair, , Kathleen Schrader, Peder Nielsen, Rebecca Chandler, Victoria Lugo, David Bransky; Art Sandford, Eric Martinsen, Gwendolyn Lewis-Huddleston, Ralph Fernandez, Susan Bricker, Will Cowen

Guests:

Recorder: Laura Brower

Time: Called to Order: 3:05 p.m.

Agenda Item	Discussion	Action Due & By Whom
A. Comments 1. Public	None	
B. Discussion Items	None	
1. Committee Reports		
	<p>a. Faculty Senate – Peter Sezzi- the Academic Senate met on November 6 and will be meeting again on December 4. The faculty priority recommendations from the Senate will forward them to the President. An agenda will go out next week for the December 4 meeting and the recommendations will be listed on that agenda.</p> <p>b. Classified Senate – Peder Nielsen –The classified senate has begun to gather classified staffing priorities from the Deans.</p>	

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	<p>c. Accreditation – A team from Ventura College attended an ACCJC workshop on Accreditation at Allen Hancock College. Updates on the new standards and discussion of current standards occurred. In the spring semester standard teams will conduct a gap analysis and prepare a preliminary narrative. The focus is to have involvement in the process across the college.</p> <p>d. Budget Resource Committee – Mark Pauley, David Keebler advised they completed a second round of gap analysis for their standard.</p> <p>e. Student Learning Outcomes – Debbie Newcomb, Bill Hart- communicated assessment deadlines and are doing trainings. The SLO committee has done a gap analysis. Distance Education is working to disaggregate between face-to-face and hybrid classes in order to differentiate between them. Patrick inquired about course outline SLO's. He was advised that all should be completed.</p>	
<p>2. Standard IV Preliminary Assessment</p>	<p>Patrick Jefferson advised governance leadership will be doing needs analysis very shortly. This will be retooled so that we are all on the same page. Conversation is important and to be successful we need to work more collaboratively. We have been charged by the President to have conversation regarding this.</p>	
<p>3. Program Review</p>	<ul style="list-style-type: none"> • Faculty Staffing Report: - this report will be discussed at the next meeting • Timeline Update: Tim Harrison distributed and reviewed the FY15 College Staffing Priorities document. This document will help make priorities even better for next year. Tim advised to use him as the main contact for any errors. 	
<p>4. Student Equity Plan Update</p>	<p>Patrick Jefferson: The group has met 7-10 times with a good representation of faculty and staff. They have come up with a</p>	

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	<p>pretty good sustainable process for institutionalizing equity on campus. Areas of focus for spring semester: Take some time to talk to all groups, talk to students, staff and faculty. Put interventions in place and collect data cycles of evaluation as we go. Michael has obtained a lot of data on gaps and identified focus areas. The draft will be viewable to the committee by tomorrow, and then given to the campus for feedback prior to going to the board. We are letting the data lead us; looking at the data to see what things jump out at us according to the criteria that we must meet. We may have things in place already. It is important to keep things sustainable. The plan must be approved by the board.</p>	
<p>5. Enrollment Update</p>	<p>Dave Keebler reported fall enrollment is flat from last year. We need to pick up additional FTES from spring and an early four week summer term.</p> <p>Marketing was started and will continue through spring semester. Postcards are being sent to all households. Notifications regarding wait lists and three day wait lists are occurring.</p>	
<p>6. Positions</p>	<p>a. <u>Dean of Institutional Equity and Effectiveness</u> Patrick explained program review helped lead the effort that really has responsibility day in and day out. Gaps that need some leadership in. Most campuses have moved to this full time position many years ago. Michael is just one person and there is just too much work. This position will act across the campus on all our decision making. Position will report directly to the president. This is a template, a draft. Tim reviewed the chart - add faculty and support staff.</p>	
<p>C. Approval of Minutes –</p>	<p>October 29, 2014 Minutes will be approved at Jan. 28th meeting</p>	
<p>D. Announcements/Information</p>	<p>Review of committees: Look at current structures and make</p>	

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Items	recommendation to simplify or reduce. Mark Pauley volunteered to head up committee in the spring for next academic year. Will need to make sure meeting times meet with the block schedules.	
E. General Announcements	<p>Gwen Huddleston advised of upcoming opera beginning this and encouraged everyone to attend.</p> <p>Tim Harrison – Advised they are taking on intervention team on discipline – presenting to administration on how we are handling and what are the challenges in Title IX and things we can do to improve.</p> <p>Dan advised chemistry and astronomer/physics both participated in student orientation. Astronomer was here on Monday working with physicists.</p> <p>Patrick Jefferson participated as a judge in the student talent show and was very impressed at the tremendous amount of talent that our students have on campus here at VC.</p> <p>Marian Carrasco Nungaray stated there have been three university tours and there are three more scheduled. There have been excellent common, independent, as well as scholarship workshops. She also advised our ADTS' are ranked 12th out of 110.</p>	
F. Adjourn	4:45 p.m.	
Handouts	FY 15 College Staffing Priorities; Committee List w/charts; Administration Comparison to Institutions with Similar Student Enrollment	
	Next Meeting: Wednesday, January 28	