

**COLLEGE PLANNING COUNCIL (CPC) MEETING MINUTES
VENTURA COLLEGE
Wednesday, February 25, 2015
3:00 - 4:30 p.m.**

Present:

Greg Gillespie – CPC Chair, CPC Co-Chair; Lynn Wright, Sandy Melton, Susan Bricker, Bill Hart, Robin Douglas, Ralph Fernandez, Marian Carrasco-Nungaray, Bob Moskowitz, David Bransky, Michael Callahan, David Keebler, Eric Martinsen, Jenifer Cook, Kathleen Schrader, Peder Nielsen

Absent:

Alex Kolesnik, Will Cowen, Colleen Coffey, Dan Kumpf, Esteban Casas, Rebecca Chandler, Victoria Lugo, Patrick Jefferson, Patricia Wendt, Debbie Newcomb, Cari Lange, Grant Jones, Gwendolyn Lewis-Huddleston, Mary Jones, Tim Harrison

Recorder: Laura Brower

Called to Order: 3:05 pm

Agenda Item		Action Due & By Whom
A. Comments 1. Public	None	
B. Discussion Items		
1. Committee Reports	<p><u>Faculty Senate</u> – Alex Kolesnik was attending a conference in Nashville so was not present. The faculty senate did not meet last month.</p> <p><u>Classified Senate</u> - Peder Nielsen advised the classified senate is in full-swing preparing for their retreat scheduled for March 31st. A new voluntary classified staff professional development plan will be presented at the retreat. There will also be emergency preparedness scenario training. Peder publicly thanked President Gillespie for his support in helping the senate achieve their goals. He also mentioned that four classified employees will be attending the Classified Leadership Conference in June.</p>	

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	<p><u>Accreditation Committee</u> – Patrick Jefferson was attending the ACCCA conference so was not present. Mark Pauley reviewed the status of the last meeting. Things are proceeding well and they should be ready to start planning on schedule. He emphasized that there is still a need to recruit campus employees on the committees.</p> <p><u>Budget Resource Committee</u> – David Keebler was on vacation. Mark Pauley stated the BRC was doing a mock review of accreditation. They have divided up the sections to search for documents. The subcommittee is updating their charge to make sure it is reflective of their current tasks.</p> <p><u>Student Learning Outcomes</u> – Debbie Newcomb was also attending the ACCCA conference so was not present. Debbie provided the following information which Greg reviewed with the council.</p> <ul style="list-style-type: none"> • ISLO #2 Forum will be on Tuesday, March 10th at the Wright Event Center at 3:30 PM. All faculty are encouraged to attend. We are asking the departments that link to this ISLO to send at least a minimum number of attendees so that we can have robust discussions. We will have faculty speakers about how to incorporate these skills in the classroom and will have an application activity. • We plan to hold a DC training on accessing reports in TracDat (and any other TracDat needs) on Friday, March 10th. This is a tentative date. We hope to make it a required training for faculty. We will hold a similar training later in the semester for student services/department coordinators. 	

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	<ul style="list-style-type: none"> • An updated list of non-compliant departments will be shared with Patrick in the next few weeks. • Departments should be planning their SLO activities for this semester and asking for assistance from the SLO Facilitators if needed. • We are hoping to offer SLO Awards (for the first time!) at Mandatory Flex Day in August. • Our SLO Facilitators are presenting to administrators at the ACCCA Conference in SF today on the topic of “Using SLOs to Motivate and Build Campus Community”. 	
<p>2. Program Review Process</p>	<p><u>Non-Staffing priorities</u> – Greg Gillespie advised the Program Review Process is progressing according to the timeline. The committees are gathering their information which is due to the Deans on March 9. The deans will review and then will forward back to the committees the following week with their findings.</p> <p><u>College-wide initiatives/positions</u> - Greg Gillespie reviewed that certain positions at the college are college-wide. He discussed the procedure followed when hiring these types of positions. Discussion occurred on how priorities and information supporting requests for college-wide support are vetted to the campus. Greg Gillespie advised the goal is to have open discussion on all positions. It was suggested that the CPC agenda be sent prior to the meeting to all users at VC to allow for communication on the campus on current issues being addressed by CPC. It was agreed by the CPC to do this in the future.</p>	<p>Future CPC agendas to be sent to All Users. Laura will begin with March 25 agenda.</p>

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	<p><u>Process for next Year</u> –It was suggested a list of all college-wide initiatives be put together and brought back to CPC. Mark Pauley asked for feedback from each division. A task force was formed by Peder Nielsen, Mark Pauley, Michael Callahan and Martin Ericson to work with David Keebler on preparing a draft calendar for next year.</p>	<p>A task force was formed to prepare draft calendar.</p>
<p>3. Integrated Planning</p>	<p>Greg Gillespie distributed a list of nine goals for the CPC Council. He advised that the goal would be to get all plans on the same 6 year cycle that matches accreditation. Dave Keebler is working on the Education Master Plan and filling in the gaps that need to be updated. Jay Moore and Grant will discuss their revisions. Next year CPC would be involved in reviewing these new 6-year plans. Discussion followed and it was determined that by going through this process it will be helpful for accreditation. Dave Keebler is reviewing the district goals and college objectives and putting them into the Strategic Plan. Greg asked the CPC members to send him any additions they feel should be added.</p>	
<p>4. Enrollment Status and Plans</p>	<p>Greg distributed a handout showing the overall district and college goals for enrollment. The Board is approving that we may borrow FTES from the summer session if we do not meet our target. Enrollments from the early four week summer session should be adequate to meet the medium-sized college FTES base level.</p>	
<p>5. Governance Workgroup Update</p>	<p>Greg Gillespie distributed and reviewed a copy of the objectives and timeline of the Decision Making Review Action Team along with a copy of AB1725 – Shared Governance. He advised the team is aggressively working on the document and he will meet with them next week for an</p>	

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	update.	
C. Approval of Minutes – January 28, 2015	The minutes for the January 28, 2015 meeting were approved by consensus.	
D. Announcements/Information Items	There were no additional announcements.	
E. Adjourn	The meeting adjourned at 4:29 p.m.	
Handouts	Committees and Decision Making Review Purpose, Objectives and Timeline; AB1725 – Shared Governance; Resident and Non-Resident FTES; Ventura College FY16 Enrollment Plan by terms and campuses; Projected State Funded FY16 FTES; VCCCD Integrated Planning Manual (2012)	
	Next Meeting: March 25, 2015	