College Planning Council

Minutes For Friday, March 23, 2018	10 AM - 12 PM	Cravens Multipurpose Room
Members Present:	Joel Kinnamon, Carl Farmer, Darlene Romano, Andrew Johnson, Sarah Fry, Linda Emerson, David Bashore, Scott Klinger, Keith Prouty, Lily Casas, Andie Aldana, Jeff Larson, Scott Adkins, Sheri Willis, John Ramont, Mary Anne Gularte, Pamela Ralston, Annebelle Nery, Daniel Martinez, Carlos Maldonado,	
Members not Present:	Pablo Romero, Veronica Daut, Courtney Doussett, Sally Kalpakoff, Anthony Tesch, Maria Herrera, Denise Diamond, Arturo Delgado, Karen Tabor, Amanda Phillips, Pam Hunter, Katie Chartier	
Guest(s):		
Parliamentarian:	Carlos Maldonado	
Recorder:	Sai Vang	

AGENDA

1. Call to Order: 10:05am	
2. ACTION ITEMS	
2.1 Approval of February 23, 2018 Minutes (J. Kinnamon)	
DISCUSSION	
CONCLUSION	February 23rd, 2018 minutes approved as presented.

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE

2.2 Approval of March 9, 2018 Minutes (J. Kinnamon)	
DISCUSSION	
CONCLUSION	March 9th, 2018 minutes approved as presented.

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE

2.3 Guided Pathways Plan – 2nd Reading (P. Ralston)	
DISCUSSION	Pamela Ralston motioned to approve Guided Pathways Plan – 2nd Reading, seconded.
	Last semester, CPC was introduced to the Guided Pathways Initiative. An institutional self-assessment about the college in relation to the component parts of the Guided Pathways Initiative was submitted to the state. By completing the self-assessment, the college was eligible for funding. COD's allocation for the first year is about $350,000. The state is loose on the spending guidelines, which allows the college to spend those funds on planning and paid opportunities for professional development.
	A taskforce of faculty and administration have met five times to develop an 18-month plan for the initial work. One of the taskforce's plan is to start with professional development to share and highlight the work the college is already doing well. The plan is flexible and activities can be

	change as ideas are developed. For example, an art/music pathways to assist students to complete the required courses for their degree. A larger taskforce will be convene with more cross-functional teams including staff and students. A pilot project in student success tracks students who take two or more courses in one program. The hypotheses is that those students will more than likely major in that program. Research will continue this summer to track and identify students to develop an advisory program. Curriculum discussed hosting an advisory day for students to meet faculty and learn more about programs and majors.
CONCLUSION	Motioned carried unanimously.

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE

2.4 Administrative Procedure 5530 Student Rights and Grievances – 1st Reading (A. Nery)

DISCUSSION	Jeff Larson motioned to approve Administrative Procedure 5530 Student Rights and Grievances – 1st Reading, seconded. The changes to the administrative procedure are noted in red from CCLC and the changes in blue are local changes made by the college. There are no other significant changes.
CONCLUSION	Motioned carried unanimously.

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE

2.5 End-User Data Subcommittee Recommendation: College Goals – 1st Reading (D. Martinez)

DISCUSSION	Lily Casas motioned to approve End-User Data Subcommittee Recommendation: College Goals – 1st Reading, seconded. The End-User Data Subcommittee was tasked with making recommendations to established institutional set-standards required by ACCJC. Colleges are required to set both, minimum standards and aspirational standards. The goals recommended by the subcommittee are: • Student Course Completion • Degree Completion • Certificate Completion • Transfer • Job Placement Rate The method for determining the average goal is over five years of data, the minimum standard is minus 2 standard deviations, and the aspirational standard is plus 2 standard deviations. In normal distribution theory, 95% of observations will occur in plus or minus 2 standard deviations.

	The Job placement goal is based on three years and not five years of data. The programs listed are disciplines by TOP code that have three years of data.
CONCLUSION	Motioned carried unanimously.

3. INFORMATION/DISCUSSION ITEMS

3.1 Facilities Advisory Committee Update (J. Ramont)

DISCUSSION	The committee met on Monday, March 19th. Information and discussion centered on the Facilities Master Plan (FMP) comment button/page on the front page of the college website. As comments are received, they will be made available on the FMP webpage. The comment feature will be available for feedback during the planning phase of the FMP. The best way to encourage students to provide comments is through Facebook. Additionally, the survey results from the FMP survey of students, faculty and staff in October 2017 are available for review on the FMP webpage.
CONCLUSION	

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE

3.2 University Center (A. Phillips)

DISCUSSION	The Co-chairs for the University Center Workgroup are Kelly Hall and Carl Farmer. They have organized some primary criteria using information from a presentation given a few years ago. As they learn more about their role, a call will made for a larger workgroup. Part of their plan is to visit College of the Canyon's University Center to learn and borrow ideas.
CONCLUSION	Kelly will send a notification for the next agenda. This will be an open call meeting.

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE

4. Adjournment: 10:32am

Next Meeting: Friday, Friday, April 13, 2018	10:00-12:00 PM	**Location:** Cravens Multipurpose Room