



College Planning Council		
Minutes For Friday, September 22, 2017	10 AM - 12 PM	Cravens Multi-Purpose Room
Members Present:	Joel Kinnamon, Carl Farmer, Darlene Romano, Pablo Romero, Angel Meraz, Sarah Fry, Courtney Dousett, Andrew Johnson, Steve Dostal, Anthony Tesch, Linda Emerson, Maria Herrera, Denise Diamond, David Bashore, Robert Holmes, Lauro Jimenez, Arturo Delgado, John Ramont, Jeff Larson, Karen Tabor, Amanda Phillips, Sheri Willis, Lisa Howell, Mary Anne Gularte, Pamela Ralston, Annebelle Nery, Pam Hunter, Daniel Martinez, Joseph Aguirre, Katie Chartier	
Members not Present:	Rick Rawsley, Lily Casas, Isiah Estrada, Jessica Enders	
Guest(s):	Virginia Ortega, Don Berz, Gary Ginther, Liz Barnwell	
Parliamentarian:	Carlos Maldonado	
Recorder:	Sai Vang	

AGENDA

1. Call to Order/Roll Call: 10:02am		
2. ACTION ITEMS		
2.1 Approval of September 8, 2017 Minutes		
DISCUSSION	None.	
CONCLUSION	Approved as presented.	
FOLLOW-UP ITEMS		PERSON RESPONSIBLE
		DEADLINE
2.2 Administrative Procedure 5142: Educational Accommodations and Academic Adjustments – 2nd Reading		
DISCUSSION	<p>Motioned by Annebelle Nery to approve Administrative Procedure 5142: Educational Accommodations and Academic Adjustments – 2nd Reading, seconded.</p> <p>This was the 2nd reading of AP 5142. As presented in the 1st reading at the 9-8-17 CPC meeting, there were no specific recommendations by the Community College League of California (CCLC). Interim Director, Paul McKinley, updated AP 5142 and legal counsel provided additional review.</p> <p>The academic accommodations panel will convened when there is an appeal.</p>	
CONCLUSION	Motion carried unanimously.	
FOLLOW-UP ITEMS		PERSON RESPONSIBLE
		DEADLINE
2.3 Administrative Procedure 5144: Substitution of a Course Requirement for Students with Disabilities – 2nd Reading		
DISCUSSION	<p>Motioned by Annebelle Nery to approve Administrative Procedure 5144: Substitution of a Course Requirement for Students with Disabilities – 2nd Reading, seconded.</p>	

	This was the 2 nd reading of AP 5144. Course substitution occurs when a student is able to meet the academic requirements of a degree, including the major, the missing element to the degree is determined that they cannot complete that element due to a disability.		
CONCLUSION	Motion carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.4 Administrative Procedure 5145: Suspension of Disabled Students Programs and Services (DSPS) Services – 2nd Reading			
DISCUSSION	<p>Motioned by Annebelle Nery Administrative Procedure 5145: Suspension of Disabled Students Programs and Services (DSPS) Services – 2nd Reading, seconded.</p> <p>There were no changes from the 1st reading. There are some changes to requirements and eliminated the procedure for suspension of services due to violations of student conduct by the student discipline office. This is redundant. Student discipline will follow their process and suspension of DSPS services follow the procedure outlined in this AP.</p> <p>A student’s academic accommodation or adjustments cannot not be suspended if the discipline is not related to the service. We have other policies that deal with disciplinary matter not related to academic adjustment. For example, a student is disciplined because they cheated multiple times, by state and federal regulations; we cannot remove the academic accommodation.</p>		
CONCLUSION	Motion carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.5 Administrative Procedure 5146: Educational Assistance Class Repeatability for Students with Disabilities – 2nd Reading			
DISCUSSION	<p>Lauro Jimenez motioned to Administrative Procedure 5146: Educational Assistance Class Repeatability for Students with Disabilities – 2nd Reading, seconded.</p> <p>This AP refers to the special classes for DSPS students to support their academics. Those classes are repeatable.</p>		
CONCLUSION	Motion carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.6 Administrative Procedure 5150: Extended Opportunity Programs and Services (EOPS)/Cooperative Agencies Resources for Education (CARE) – 2nd Reading			
DISCUSSION	<p>Annebelle Nery motioned Administrative Procedure 5150: Extended Opportunity Programs and Services (EOPS)/Cooperative Agencies Resources for Education (CARE) – 2nd Reading, seconded.</p> <p>Changes were made to correct titles and addition of services offer. The current interim director and the previous interim director, Carol Lasquade, vetted the changes. The dean of the department also approved the changes.</p>		

CONCLUSION	Motion carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.7 Administrative Procedure 2340: Agendas – 1st Reading			
DISCUSSION	<p>Pamela Ralston motioned to approve Administrative Procedure 2340: Agendas – 1st Reading, seconded.</p> <p>AP 2340 relates specifically to placing items on the Board agenda and the process. If an item is placed on the agenda, the parameters in which the Board operates are outlined. Changes in the AP is also made to indicate where copies are posted 72 hours prior to meeting.</p>		
CONCLUSION	Motion carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.8 Administrative Procedure 2345: Public Participation at Board Meetings			
DISCUSSION	<p>Pamela Ralston motioned to approve Administrative Procedure 2345: Public Participation at Board Meetings, seconded.</p> <p>Changes made to AP 2345 are a combination of recommendations from CCLC (red text) and changes made to include current practices (blue text) to allow an exception for a person who utilizes a translator related to the 15 minutes maximum time allotted for any one subject.</p> <p>Lauro Jimenez suggested language to include additional time for persons with special accommodations. The suggestion will be reviewed for the 2nd reading.</p> <p>There were no objections to substitute the word “interrogate” with the word “question” on bullet 5.</p>		
CONCLUSION	Motion carried unanimously as amended.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Substitute the word “interrogate” with the word “question” on bullet 5.		Joel Kinnamon/Annebelle Nery	Next CPC: 10/13/17
2.9 APO Recommendation: Faculty Prioritization – 1st Reading			
DISCUSSION	There were no objections to postponing the 1 st reading of APO Recommendation: Faculty Prioritization.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3. INFORMATION/DISCUSSION ITEMS			
3.1 Board Policy 2340: Agendas			
DISCUSSION	This was the corresponding BP to AP 2340. The changes were recommendations from CCLC. This is the corresponding BP to AP 2340.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.2 Board Policy 2345: Public Participation at Board Meetings			

DISCUSSION	This is the corresponding BP to AP 2345. The significant change (red text) is an additional sentence from CCLC to provide alternative formats for persons with disability.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.3 Board Policy 2350: Speakers Addressing the Board			
DISCUSSION	<p>Change to title of BP 2350 is made to align with CCLC recommendation. Additional statement in bullet six aligns with CCLC to allow maximum of six minutes per topic for speakers who utilizes a translator.</p> <p>Lauro Jimenez made a general comment to underline inserts made to AP and BPs for individuals who do not have a color printer.</p>		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.4 End-User Data Subcommittee: Institutional Outcomes by Credits Earned			
DISCUSSION	<p>Annebelle Nery provided a presentation on Institutional Outcomes by Credits Earned.</p> <p>This past spring 2017, CPC reviewed the institutional level outcomes. There were two requests or action items that came out of the review:</p> <ol style="list-style-type: none"> 1. Did students as they earn credit units, learn more about the institutional outcome? 2. Did the graduates learn more about the institutional outcomes? <p>The Institutional Outcomes are published in the college catalog and on the college website.</p> <p>There are three ways the data is captured:</p> <ol style="list-style-type: none"> 1. Faculty map Student Learning Outcomes (SLO) to the institutional outcomes, and 2. Institutional outcomes are map from the CCSSE survey 3. Survey of graduates <p>The next steps are to have campus-wide discussion at APO, CPC and Academic Senate. APO will review in terms of wider gaps or lower responses in order to disaggregate the data.</p>		
CONCLUSION	APO will review to provide clear definitions for students to understand the institutional outcomes. For “Critical Thinking and Communication”, this may not be clear for students. APO will also bring recommendations to CPC and refer 10+1 issues to the Academic Senate.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.5 Enrollment Management Committee Update			

DISCUSSION	<p>The Committee held its first meeting for the 17-18 academic year. Pamela Ralston and Annabelle Nery welcomed the new co-chair, Academic Senate President Carl Farmer.</p> <p>The committee discussed meeting the FTES fall 2017 target increase of 3% of which we exceeded at 4% for credit courses. When noncredit courses are included, the increase is much higher.</p> <p>The committee discussed a project by the deans. The project is to formally schedule two semesters. The special focus is on the extended campus. The deans will bring a preliminary schedule to the committee.</p> <p>The committee also discussed the tools provided by the research office. The committee also supports the work of the Facilities Master Plan.</p> <p>Lastly, a taskforce was formed to review and revised the enrollment management plan to align with the educational master plan and facilities master plan. The members of the taskforce is made-up of members from the committee.</p>		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.6 Budget Subcommittee Update			
DISCUSSION	<p>The Budget Subcommittee is working on developing a more user-friendly budget process for all constituent groups. The committee reviewed a few items: the committee description with a focus on membership; began developing the next adopted budget; address the deficient in the next few year, and retirement benefits.</p>		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.7 Facilities Advisory Committee / Facilities Master Plan Update			
DISCUSSION	<p>Presentations about the Facilities Master Plan were made at the fall Flex, CPC on 9/8/17, Citizens Oversight Committee on 9/12/17 and an input session was sent to the college distribution group on 9/18/17. Lisa Howell expressed that she was pleased to have about 25 people at the input session.</p> <p>Outreach continues in October and November. All constituent groups are highly encouraged to participate. The consultants will be on campus on October 16 and 17. There will be department meetings to be scheduled. The Facilities Advisory Committee will meet on October 16 in the MPR. That will be another opportunity for more engagement. A representative will present at the Sept. 19 Academic Senate meeting.</p> <p>Lauro Jimenez expressed his appreciation of the inclusive outreach efforts. He has placed the Facilities Master Plan on the next CSEA agenda.</p>		

	Denise Diamond shared a concern regarding the union offices. Not many people have visited the offices due to the location. The equipment are not up to date and the space is unusual. Lisa Howell will make sure the consultants visit the union offices.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.8 Prioritization Update: Library Needs & Learning Support Center Services Requests			
DISCUSSION	<p>Historically the library needs and learning support center services requests from the PRUs were never consolidated because we did not know where to send them. In planning for accreditation, we wrote that we could consolidated the lists. The Library Needs list was forward to the Library and the Learning Support Center Services list was forward to TASC. Each area will review to see if the requests are still viable. TASC updated the Learning Support Center Services requests with comments for next steps.</p> <p>The Library reviewed the consolidated Library Needs list. The consolidated list will be share at the next CPC meeting. Gary Ginther and Andrew Johnson both shared their experience in the process. Gary encouraged departments to contact their library liaison. Andrew shared that he was surprised by several of the requests which he never seen before. This has foster more dialogue between the library and departments.</p>		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
4. Adjournment: 10:45am			
Next Meeting: Friday, October 13, 2017 10:00-12:00 PM		Location: Cravens Multi-Purpose Room	