



College Planning Council		
MINUTES for Friday, September 30, 2016	10am-12pm	Cravens Multipurpose Room
Members Present:	Joel Kinnamon, Christen Smith, Lisa Soccio, David George, Rick Rawnsley, Maria Jasso, Sarah Fry, Courtney Doussett, John Learned, Carl Farmer, Linda Emerson, Denise Diamond, David Bashore, Lauro Jimenez, Mary Lisi, Luis Castellanos, Nick Meade, John Ramont, Mary Lou Marrujo, Karen Tabor, Amanda Phillips, Sheri Willis, Annebelle Nery, Daniel Martinez, Carlos Maldonado, Katie Chartier	
Members not Present:	Andrew Johnson, Catherine Levitt, Jessica Enders, Lisa Howell, Mary Anne Gularte, Pamela Ralston, Pam Hunter,	
Guest(s):	Cheryl Contopulos, Carol Scobie, Florante Roa, Veronica Daut, Liliana Casas, Kim Dozier, Leanna Stickel	
Recorder:	Sai Vang / Julia Breyer	

AGENDA

Call to Order/Roll Call: 10:07am		
1. Approval of May 13, 2016 Minutes and September 9, 2016 Minutes – Action Item		
DISCUSSION	May 13 th Minutes, no amendments or corrections. September 9 th Minutes, correction on members presented. Lisa Soccio was present and not Judith Cook.	
CONCLUSION	May 13 th Minutes, accepted as presented. September 9 th Minutes, accepted as presented with the amended correction.	
FOLLOW-UP ITEMS		PERSON RESPONSIBLE
Correct September 9 th Minutes		Julia Breyer
DEADLINE		
Discussion Items		
2. Outreach and Training Subcommittee		
College Planning Council Training by David Bashore and Jessica Enders		
DISCUSSION	<p>VP Nery and David Bashore provided the College Planning Council (CPC) Training/Orientation. The presentation was recorded for future viewing by the college community. Jessica Enders was scheduled to provide the training but had an emergency and VP Nery filled in.</p> <p>When the College participates in a participatory governance or structure, there should be annual trainings. Because COD has never provided College Planning Training before, all members will be trained.</p> <p>The Outreach and Training Subcommittee is charged with training the college community about CPC. The topics covered were:</p> <ul style="list-style-type: none"> • <u>AB1725 Provisions</u>: the Law ensures that all faculty, staff, and students have the right to participate in the district and college governance. The Academic Senate makes recommendations on areas of curriculum and academic standards. 10+1 is a partnership between faculty and the District to consult on policies and procedures regarding academic and 	

professional matters. A 10+1 training was completed last fall for faculty.

- The Role and Purpose of CPC: CPC is an advisory committee to the Superintendent/President on college-wide issues and serves as the primary policy and planning recommendation group. CPC functions to discuss campus-wide issues and make decisions as appropriate, oversee the strategic planning process, make recommendations to the President, create ad-hoc task forces, and is a campus-wide communication tool.
- Scope of Membership: 15 faculty, 2 students, 13 staff/management and 5 non-voting members. Members are expected to focus on tackling college wide issues while infusing individual perspective, commit to be an active member, communicate back to their constituents for feedback especially on action items, and observe standards of ethical conduct. VP Nery emphasized that there is great room for improvement regarding communication. It is the responsibility of the member to report back and give CPC a report on the feedback of their constituent group. Appointed members serve a three-year term. Student terms are annually and nominated by ASCOD.
- Procedures/Decision-making: The Superintendent/President can accept and/or reject any recommendations. The Superintendent/President relies on the advice of CPC to make decisions. The Consensus method is relied upon. A quorum must be present to take action. Quorum is 50% plus one of the membership.
- Handbook & Operating Procedures: The CPC Handbook provides a list of CPC subcommittees and operating committees, and their committee descriptions of their role and products. New committees can request to be included in the College Planning Council so their work can be recognized and evaluated. Human Resources committees are currently evaluating their charter now that a permanent VP is in place.
- Planning Process: People are excited to participate when planning works and is integrated. CPC is responsible for developing, implementing, and monitoring the strategic planning process. The Superintendent/President honors the strategic plan, processes, and procedures developed by CPC. The Prioritization Process flow chart provides a visual illustration of the process.

For the first time in the process, 15-16 Facilities requests were consolidated and sent to the Facilities Advisory Committee for review. Each VP and the respective managers were asked to review their request(s) and placed on the Facilities Advisory Committee for consideration. This process will be evaluated after the process is complete in fall.

Daniel Martinez asked why non-voting members are counted towards quorum. Dean Maldonado stated that non-voting members are defined as members therefore they count towards quorum. A follow-up question asked why non-voting members are classified non-voting. Daniel Martinez suggested that

	<p>nonvoting members should not be considered in the quorum. VP Nery replied that it is a local decisions. CPC will assess itself as a committee and those concerns can be addressed. The committee assessments completed by all committees will be evaluated by APO. APO will evaluate what is working for committees and what is not. Recommendations will be presented to CPC.</p> <p>Rick Rawnsley requested for CPC Minutes to be sent the Monday before a scheduled CPC meeting.</p> <p>Sara Fry asked where the new faculty prioritization group/process where it fits in the CPC handbook. VP Nery replied that the group reports out to CPC. The new faculty prioritization process is in the CPC Handbook appendix section. The staff prioritization process taskforce is currently working the updated process. Once that process is approved, revisions will be made.</p> <p>Linda Emerson asked if there is a communication method about resource allocation and how funded requests are announced. For the first time in this process, APO recommended for Budget Subcommittee to review and include their role in resource allocation in the prioritization process. VP Nery stated that we are still learning from this process. Courtney Doussett stated she is working on her PRU but unsure what equipment to request approved items from 15-16 has not been announced. VP Nery suggested that all requests should be placed on the PRU. John Ramont is working on a final list that has been approved and purchased. An email notification was sent to managers and their admin support for approved equipment to be purchased. President Kinnamon asked for the email to be sent to the entire college. The email notification has been posted on the CPC page for reference.</p> <p>Linda Emerson suggested a process where information on approved items be formalized. Other questions regarding prioritization process are to be sent to VP Nery and Sai Vang to send to APO for review.</p> <p>Dr. Kinnamon thanked David Bashore and VP Nery for the training.</p>		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
3. Budget Subcommittee			
DISCUSSION	<p>John Ramont reported that the Budget Subcommittee met on September 12th. They met to review the adopted budget and follow-up on previous agenda items. There is excess funding from the approved equipment purchases. The subcommittee discussed to recommend funds is used for the technology refresh cycle. They reviewed the charter. And discussed about enrollment and its impact on funding. The next meeting is Monday, October 10th.</p>		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
4. Facilities Advisory Committee			

DISCUSSION	John Ramont reported that the first meeting of year was Tuesday, September 27th. The committee reviewed the role and responsibilities according to the charter. They also reviewed facility items approve last year: the Child Development Center yard and the Kinesiology exercise equipment.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
5. Assessment of Planning & Outcomes (APO) Subcommittee			
DISCUSSION	VP Nery deferred her report to the APO action items.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
6. Health & Welfare Committee			
DISCUSSION	VP Nery reported that the committee met on Monday, September 19 th . The committee discussed the health benefits issues and assignments were made for the following meeting. At the next CPC meeting, VP Gularte will asked CPC about their participation in the committee.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
7. Enrollment Management Committee			
DISCUSSION	<p>VP Nery reported that this is the only tri-chair committee and she may not always report out. The tri-chairs are Academic Senate President Christen Smith VP Ralston, and VP Nery. The committee met on Wednesday, September 14th to review FTES target for 2016-17 in order to achieve middle college status. VP Howell recently received notification from the Chancellor's Office and accepted our proposal for Indio Center status. We are close to receiving center status. Currently Indio generates 519 FTES. Once the noncredit FTES are reported this should take use to 1,000 FTES for center status. Center status means \$1 million in ongoing funding. Growth in 15-16 in base was 14% I, concurrent enrollment is up by 61%. Enrollment Management is reviewing the winter and spring offering for upcoming session and terms.</p> <p>Denise Diamond asked if half of the 519 FTES are made up of noncredit programs. VP Nery stated that other half will be made up in spring 2017. Because positive attendance is not accounted for until the end of the term. At the end of the December, the actual noncredit FTES will be accounted for. Denise stated that it is useful for her to know the credit and noncredit numbers separately.</p> <p>Lauro Jimenez asked if there is an estimate. Christen Smith stated that there is an estimate. The Academic Senate did review the estimate in a report and the estimate did provide an expectation for noncredit but it was not broken down by locations. VP Ralston requested a breakdown of FTES by schools. The information is posted on the Academic Senate website. David George asked is there any implication for noncredit enrollments. Dr. Nery stated that it can be any combo of credit and noncredit. FTES means apportionment.</p>		

CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
ACTION ITEMS			
8. Assessment of Planning & Outcomes Subcommittee description – 2nd reading			
DISCUSSION	<p>VP Nery motion to approve the 2nd reading of the APO subcommittee description, seconded.</p> <p>At the 1st reading, there was two requests for clarification. The first was the administrator co-chair. The committee has made the change to “Vice President of Student Learning or Vice President of Student Success or designee”. Language was added to note total membership includes the two co-chairs. The 2nd clarification was in regards to term limits. The item was discussed. The committee did not make changes to this because this is not consistent across all committees.</p>		
CONCLUSION	<p>Add check box in the mandate area, Other and list Accreditation</p> <p>Second bullet spelling of lapse</p> <p>Recommend that the CSEA and CODDAA can appoint members in spring</p> <p>Motion carries as amended.</p>		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
9. Administrative Procedures - 2nd Reading			
<ul style="list-style-type: none"> a. AP 6250 Budget Management b. AP 6300 Fiscal Management c. AP 6310 Accounting d. AP 6315 Warrants e. AP 6380 Vendors f. AP 6850 Hazardous Materials g. AP 6305 Reserves 			
DISCUSSION	<p>John Ramont motioned to approve the 2nd Reading of AP 6250 Budget Management, AP6300 Fiscal Management, AP6310 Accounting, AP6315 Warrants, AP6380 Vendors, AP6850 Hazardous Materials, and AP6305 Reserves, seconded.</p> <p>No feedback was provided since the 1st reading.</p> <p>Denise Diamond asked if the safety committee has reviewed AP 6850 the since the 1st reading. John stated that they should have reviewed it.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
10. AP & AB – 1st reading			
<ul style="list-style-type: none"> a. AP 4105 – Distance Education b. AP 4260 – Prerequisites and Co-requisites c. BP & AP 5140 – DSPS d. BP & AP 5500 – Student Conduct 			

DISCUSSION

VP Nery motion to approve the 1st reading of AP4105 Distance Education, AP4260 Prerequisites and Co-requisites, BP & AP5140 DSPS, and BP & AP5500 Student Conduct, seconded.

VP Nery reported AP4105 was reviewed at Distance Ed. Committee which is committee of the Academic Senate. They updated the distance ed. process, training and curriculum, and update the structure with the addition of the VP of Student Learning. It is a 10+1 issue. This AP requires board approval but because of the participatory governance work of the faculty leadership and administration worked together the AP is brought to CPC for approval.

Linda Emerson asked if faculty has had opportunities to provide feedback/input on rubric. Christen Smith stated faculty had opportunities to provide feedback at a fall flex presentation, Distance Ed. Committee, Educational Technology Committee, and at the Academic Senate meetings.

A follow question asked if in an emergency hire, the faculty is not trained to access the course shell. Will the faculty require course shell approval? Christen Smith replied departments have a choice to develop master shells which are share with faculty. Kim Dozier, former Chair of Distance Ed. Committee, provide additional information. Faculty assignment during a vacant is the dean's purview. There is no shell access and it is at the faculty's discretion. The discipline can decide if they want to share course shell. Unfortunately, there is not an approval process in our policy.

AP4260: Another 10+1 issue. The current prerequisite and co-requisite challenge process, there is a five day window that we cannot met. A student owns a seat in the class if the challenge is not reviewed. This is a Title V compliance issues. This raises issue for faculty in the classroom and process. Student services brought the AP4260 to Ed. Policies Committee to see if we could address a larger window.

Daniel Martinez asked if the prerequisite is for any consequent term or only the next regular term. Dean Phillips confirmed it has been a primary terms only.

Dean Maldonado reported that the process to revise BP & AP 5550 began summer of 2014. Ed. Policies Committee reviewed then to Student Life, Student Senate, then to Academic Senate for approval. The changes made were approved by CPC last fall. It was after some review, it was realized that the changes were not made in the BP to correspond. These are not new changes. The draft presented removes the Executive Dean. The red text are new changes and the blue text is the approved changes last fall.

Lauro Jimenez requested for the 2nd reading that all text will be underlined. Dean Maldonado realize the confusion of the different text colors and will make the changes in one color only. Lauro Jimenez also noticed that question 11 does not address faculty and staff. Dean Maldonado referred to question 1 which that concern is addressed.

	BP & AP 5140: Dean Philips reported there were new updates to Title V related to the DSPS Programs. The new changes reflect the new language and best practices. Denise Diamond asked if the changes are from Title V is there a way that students can communicate to their instructor. Dean Phillips stated academic adjustment is the student's right.		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Revise BP & AP 5500 Student Conduct with requested color text for changes for 2 nd Reading.		Dean Maldonado	Next CPC meeting
11. Assessment of Planning & Outcomes – Mission Statement - 1st reading			
DISCUSSION	<p>VP Nery motion to accept the 1st reading of the mission statement, seconded.</p> <p>VP Nery presented on a timeline of the work completed. At a recent Chancellor's Office conference, VP Nery shared the timeline and mapping of the mission to other colleges. They were very impressed with the work.</p> <p>The accreditation standard for mission have new requirements. APO mapped the current mission to the standard. The mapping indicates which areas we are not meeting accreditation. The committee worked through 2 drafts before recommending the mission to CPC. The new mission is mapped and meets the new accreditation standards.</p> <p>Denise Diamond commented that the mission does not capture adults who are not seeking a degree or certificate. Linda Emerson stated that the committee did consider this group but the new standard did not require this. VP Nery concluded that this is the first reading and APO welcomes feedback.</p> <p>VP Nery thanked the 15-16 members and the 16-17 members of APO and the admin support staff. The revision to the mission started with the accreditation co-chairs Daniel Martinez and Courtney Doussett for their initial write up.</p> <p>Daniel Martinez acknowledged Courtney Doussett for her work to the initial write up.</p>		
CONCLUSION	Motion carries.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			
12. Assessment of Planning & Outcomes – Integrated Planning Calendar			
DISCUSSION	VP Nery requested to postpone this item. APO met and had more concerns to be addressed before bring this item to CPC.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None.			

Dr. Kinnamon asked the committee for introductions since there are new committee and student members.
Meeting adjourn 11:43am.