



COLLEGE PLANNING COUNCIL MEETING MINUTES

Thursday, September 3, 2009

1:30 p.m. – Building 13, Room 117

Members Present: Alicia Aguirre, Margie Carrington, Rachel Corrales, Roberta Chock, Martin Partlan, Gregory Stoup, Shaylona Wheeler

Ex-Officio: Thomas Mohr – President

Guests: Peter Barbatis, Leonor Cabrera, Jenny Castello, Sarah Harmon, Linda Hayes, Debbie Joy, Vickie Nunes, Rita Sabbadini, Maggie Souza, Darnell Spellman, Mike Tyler

AGENDA ITEM	PRESENTER	PRESENTER
1) APPROVAL OF MINUTES	The minutes of the Joint Meeting of the Budget Committee and College Planning Council on July 8, 2009 were approved as submitted.	Alicia Aguirre & Margie Carrington, CPC Co-Chairs
2) BUSINESS I. College Planning Council Retreat Feedback (Action) II. Recommendation of Composition of College Planning Council (Discussion)	Highlights from the College Planning Council Retreat were reviewed and are attached to these minutes. The recommended composition proposed at the College Planning Council Retreat was reviewed and discussed. It was felt that this composition would improve coordination between the College Planning Council and the Instruction Planning Council and Student Services Planning Council and modify the makeup of the College Planning Council to support tighter coordination across all of the college primary planning bodies. Proposed membership include: <ul style="list-style-type: none"> • Academic Senate Representative (1) • Classified Senate Representative (1) • Student Senate Representative (1) • Permanent Co-Chair IPC and one member of IPC at large (2) • Permanent Co-Chair SSPC and one SSPC member at large (2) • Budget Committee Representative (1) • Faculty member at large (1) • Staff member at large (1) • Student member at large (1) • Director of Planning, Research, & Student Success (1) This proposal will be presented to the Shared Governance groups for their input and be placed on the next meeting's agenda as an action item.	Gregory Stoup, Director of Planning, Research, & Student Success Gregory Stoup, Director of Planning, Research, & Student Success

<p>III. Accreditation Follow-Up Report (Discussion)</p>	<p>Reported that a draft of our Follow-Up Report to ACCJC is underway with:</p> <ul style="list-style-type: none"> • Section #1 on Integrated Planning – 95% complete • Section #2 on SLOs – 80% complete • Section #3 on Student Service Staffing – 25% complete • Section #4 on District Recommendations – 100% complete <p>The Accreditation Steering Committee is reviewing the draft content. A link to the Accreditation Follow-Up Report will be sent to the CPC members and the College community for their review. The Accreditation Follow-Up Report will be placed on the CPC October 1 meeting agenda for discussion and approval. Members of the IPC and SSPC along with the campus community will be encouraged to attend this meeting so that we can get their input. The Follow-Up Report will go to our Board of Trustees for their review on October 14th and is due to ACCJC by October 15th.</p> <p>The CPC will also have to set a time this Fall to review our Educational Master Plan and college mission.</p>	<p>Gregory Stoup, Director of Planning, Research, & Student Success</p>
<p>IV. Research Presentation (Discussion)</p>	<p>Cañada College data will be presented at each College Planning Council meeting by our Director of Planning, Research, and Student Success followed by an open forum dialog on college performance.</p> <p>At this meeting, graphs reflecting the time series of College Success Rates and Retention Rates for the past 20 years were presented. Data showed that the college success rate has varied by only 4% and retention rate has varied by 3.6%. At the same time we were asked to consider the multitude of changes over 20 years with faculty/staff turnover, program successes/failures, significant shifts in student demographics, budget contractions/expansion, and leadership turnover - yet these performance metrics remain relatively stable. This metric is highly resistant to change. What does this tell us?</p>	<p>Gregory Stoup, Director of Planning, Research, & Student Success</p>
<p>V. Nomination of College Planning Council Co-Chairs (Action)</p>	<p>Members agreed on electing Co-Chairs after the College Planning Council membership has been confirmed.</p>	<p>Alicia Aguirre & Margie Carrington, CPC Co-Chairs</p>
<p>3) BUDGET COMMITTEE UPDATE (Informational)</p>	<p>The Budget Committee met briefly yesterday and discussed how FTE is assigned and funded.</p>	<p>Martin Partlan & Susan Traynor, Budget Committee Co-Chairs</p>
<p>4) CAMPUS REPORTS</p>	<ul style="list-style-type: none"> • Leonor Cabrera is the Basic Skills Coordinator for our campus. 	<p>Leonor Cabrera</p>

Highlights from the August 12th CPC Retreat

College Vision & Mission

- The college vision and mission must be owned by the college at large and therefore should emerge from a college wide dialog.
- Is the CPC the planning body that should lead the college through that process?
- How frequently should the college vision & mission be assessed and reviewed?
- What is the CPC's role relative to the college vision & mission? How should that be reflected in the CPC mission?
- Shouldn't the CPC's mission guide the mission of the other planning bodies?

The Purpose and Role of the College's Planning System

- First & foremost: to provide quality advice to the Office of the President regarding the strategic direction of the college.
- To establish the college's priorities.
- To bring structure, direction and focus to the college's goals & objectives.
- To give a voice to all faculty staff and students, providing an open forum to encourage the sharing of ideas and concerns.
- To incubate new ideas.

Assessment of the Current Planning Framework

- Challenges
 - Coordination between the planning bodies is weak.
 - There is little direction coming from the CPC to guide the direction of the IPC, SSPC & budget committee.
 - Poor coordination has led to redundancies; same information being shared at multiple venues.
 - Time and resource constraints are keeping participation and attendance low at meetings.
- Reactions to challenges
 - The CPC should provide clear direction to the IPC & SSPC; the CPC's mission should shape their mission.
 - Changing the composition of the CPC could bring greater coordination and improve overall efficiency
 - Some of the cross-reporting function can be done electronically, freeing up time at meetings
 - Changing the frequency and length of meetings could help respond to the time constraints faced by faculty, staff & admin
 - Don't lose sight of the think tank function of the IPC and SSPC.

Priorities for the upcoming year

- Must dos
 - Accreditation
 - Budget
 - Consolidation of Programs
 - Compressed Calendar
 - Assessment/review of the Educational Master Plan
- Ideas to consider
 - A climate survey to capture feedback on college vision, mission and culture
 - Have departments report on their progress toward their goals
 - Reserve time for a presentation of findings from Program Review (note: this is actually mandated of the CPC in our Educational Master Plan)
 - Reserve a small amount of time at each meeting to discuss a research findings or a data fact about the college
- Big Goals (emblems of a successful year)
 - Explicitly link each of our college goals to the college mission
 - Have demonstrable evidence of a culture of inquiry on campus

Recommendations based on Feedback

- To improve coordination between the CPC and the IPC & SSPC, have the co-chairs of both the IPC and SSPC serve on the CPC.
- Further modify the composition of the CPC to support tighter coordination across all of the college's primary planning bodies.
 - Academic Senate (1)
 - Classified Senate (1)
 - Student Senate (1)
 - Permanent Co-chair of IPC and IPC member at large (2)
 - Permanent Co-chair of SSPC and SSPC member at large (2)
 - Budget Committee (1)
 - Faculty (at large) (1)
 - Staff (at large) (1)
 - Student (at large) (1)
 - Dir of Planning (1)
- The CPC should craft a mission and have the IPC and SSPC consider changes in their mission to better reflect their role vis-à-vis the CPC.
- Consider having the IPC and SSPC meet on an as needed basis (reserve a time slot and meet unless a motion to cancel is achieved).
- Consider having the CPC meet either once per month or for one hour rather than two hours.