**Assessment of Planning and Outcomes (APO)**  
A Sub-Committee of the College Planning Council

<table>
<thead>
<tr>
<th>MINUTES</th>
<th>APRIL 10, 2015</th>
<th>9:00 A.M. – 10:00 A.M.</th>
<th>PUBLIC SAFETY ACADEMY 19A</th>
</tr>
</thead>
</table>

**ATTENDEES**  
Co-Chairs: Annebelle Nery, vacant  
Members: Bert Bitanga, Linda Emerson, David George, Pam Hunter, Lauro Jimenez, Catherine Levitt, Leslie Young, Amanda Phillips, Daniel Martinez  
Recorder: Sai Vang

**Agenda Topics**

1. Approve 03/27/15 Minutes  

**DISCUSSION**  
No changes were made to the minutes.

**CONCLUSIONS**  
Motion to approve made by Lauro Jimenez, and seconded by David George. 03/27/15 minutes approved.

**ACTION ITEMS**

<table>
<thead>
<tr>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>None</strong></td>
<td></td>
</tr>
</tbody>
</table>

2. Approve Committee Assessment  

**DISCUSSION**  
The Committee reviewed the assessment as a group and provided feedback. The group discussed including the Chairs to review the assessment. Annebelle Nery proposed a Chairs retreat.

**CONCLUSIONS**  
Edits to be made to the assessment:

1. Renamed Self-Assessment of COD Committees with committees inclusive of taskforces, advisory groups and others.
2. Include objective and directions on how to complete the assessment after the title heading.
3. In the Procedure section:
   a. Add to question 3: *Is there a co-chair? If so, do the co-chairs work well with each other?*
   b. Add to question 4: *Are the minutes taken? Are they distributed in a timely manner?*
4. Include Likert scale answers to appropriate questions throughout the assessment.

A motion was made to make a recommendation to CPC to call a Chairs retreat.

**ACTION ITEMS**

<table>
<thead>
<tr>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel Martinez &amp; Annebelle Nery</td>
<td>Next meeting- 5/1/15</td>
</tr>
<tr>
<td>Annebelle Nery</td>
<td>Next CPC Meeting- 4/10/15</td>
</tr>
</tbody>
</table>

3. Approve CPC Handbook Edits  

**DISCUSSION**  
None.

**CONCLUSIONS**  
Item tabled for next meeting for approval due to time constraint.

**ACTION ITEMS**

<table>
<thead>
<tr>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>None</strong></td>
<td></td>
</tr>
</tbody>
</table>

4. Program Review and Prioritization Assessment  

**DISCUSSION**  
None.

**CONCLUSIONS**  
Item tabled for next meeting for approval due to time constraint.

**ACTION ITEMS**

<table>
<thead>
<tr>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>None</strong></td>
<td></td>
</tr>
</tbody>
</table>

The meeting adjourned 10:00 AM

**NEXT MEETINGS:**  
May 1st, 9-10am in South Annex 11