



## College Planning Council

<b>MINUTES FOR November 9th, 2018</b>		<b>10:00 AM- 12:00 PM</b>	<b>Cravens Multipurpose Room</b>
<b>Members Present:</b>	Joel Kinnamon, Carl Farmer, Darlene Romano, Pablo Romero, Ken Larmon, Angel Meraz, Sarah Fry, Donna Greene, Andrew Johnson, Michael McJilton, Anthony Tesch, Linda Emerson, Kimberly Brooks, Denise Diamond, David Bashore, Robert Holmes, Keith Prouty, Lily Casas, Yazzmine De Leon, Larissa Chavez, John Mosser, Mary Lou Marrujo, Leslie Young, Amanda Philips, Jessica Enders, Sheri Willis, John Ramont, Mark Zacovic, Jeff Baker, Annebelle Nery, Pam Hunter, Daniel Martinez, Carlos Maldonado, Katie Chartier		
<b>Members not Present:</b>			
<b>Guest(s):</b>			
<b>Recorder:</b>	Sai Vang		

### AGENDA

<b>1. Call to Order: 10:01am</b>			
<b>2. Action Item(s)</b>			
<b>2.1 Approval of Agenda</b>			
DISCUSSION			
CONCLUSION	Approved as presented.		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>2.2 Approval of October 26<sup>th</sup>, 2018 Minutes</b>			
DISCUSSION	Jessica Enders motioned to approve the minutes, seconded.		
CONCLUSION	Approved as presented		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>2.3 Budget Subcommittee Charter – 2<sup>nd</sup> Reading</b>			
DISCUSSION	Michael McJilton motioned to approve the 2 <sup>nd</sup> reading, seconded.		
CONCLUSION	Approved.		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>2.4 Administrative Procedure 5030 Fees – 2<sup>nd</sup> Reading</b>			
DISCUSSION	Bob Holmes motioned, seconded.		
	This is a new procedure, the text in Red is from CCLC and blue is local changes.		
CONCLUSION	Approved.		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>2.5 Administrative Procedure 5031 Instructional Materials Fees – 2<sup>nd</sup> Reading</b>			
DISCUSSION	John Mosser motioned, seconded.		

	No changes and edits from the 1 <sup>st</sup> reading. Required Procedure from CCLC.		
	Reviewed by Applied Science and Health Services Deans, Bursar's, and enrollment services deans.		
CONCLUSION	Approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>2.6 Deletion of Administrative Procedure 5032 Fees for Off- Campus laboratory Experiences – 2<sup>nd</sup> Reading</b>			
DISCUSSION	John Mosser motioned, seconded.		
	Fees incorporated into AP 5031, it is a not a required Administrative Procedure.		
CONCLUSION	Approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>2.7 Guided Pathways Task Force Charter – 1<sup>st</sup> Reading</b>			
DISCUSSION	Ken Larmon motioned to approve, seconded.		
	There are four pillars (teams), they are being proposed via the Academic Senate resolutions. The products/goals are from the Chancellor's office guided pathways website with some custom pieces for College of the Desert.		
	Classified staff representatives are listed either as staff positions or representatives from a particular department.		
	Ed center and PIO representation. Research falls in each Pillar Team but they do not need to necessarily be a member on each team.		
	Monthly or as needed for a meeting schedule.		
	Reporting relationship – CPC.		
CONCLUSION	Send feedback to Dean Kelly Hall via email by next Friday, Nov. 16 <sup>th</sup> , 2018.		
	Amend the motion to come back to create a steering committee after evaluating the work of the 4 pillars.		
	Approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>2.8 Assessment of Planning and Outcome (APO) Subcommittee Charter – 1<sup>st</sup> Reading</b>			
DISCUSSION	Jessica Enders motioned to approve, seconded.		
CONCLUSION	An addition of another faculty member.		
	Approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE

<b>2.9 Chairs Council (Institutional Plan Coordinate Committee) Charter – 1<sup>st</sup> Reading</b>			
DISCUSSION	<p>John Mosser motioned, seconded.</p> <p>The committee has discussed for a long time about changing the name of the committee. The Chairs Council is confusing because some people think of it as department chairs meeting.</p> <p>Add “S” to plan – acronym is iPlans.</p>		
CONCLUSION	Approved as amended.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>2.10 Accreditation Follow-Up Report – 1<sup>st</sup> Reading</b>			
DISCUSSION	<p>Amanda Phillips motioned, seconded.</p> <p>The accreditation workgroup met two weeks.</p> <p>Our compliance requirement is on last page. Requires 100% completion of SLOs.</p> <p>The outgoing OAC chair, Courtney Doussett, incoming OAC chair, Kim Dozer, Faculty accreditation co-chair, Bert Bitanga reviewed the report.</p> <p>The Academic Senate approved the 1<sup>st</sup> reading at their 11/8/18 meeting.</p> <p>The library does not have SLOs they have program SLOs. SLOs are only for courses.</p> <p>Program Learning Outcomes: OAC is working to define what Program learning outcomes – program learning outcomes measure programs that lead to a degree or certificate.</p> <p>Working on adding the evidences to the report.</p>		
CONCLUSION	Approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>3. Information/Discussion Item(s)</b>			
<b>3.1 Bookstore Advisory Committee Update</b>			
DISCUSSION	<p>Met on November 1<sup>st</sup>. Follet provides update on sales. Sales down due to the publisher. Sales up in Indio. They are forward thinking with a new program call Include Ed – allows students to pay for their books and tuition on the first day. Title V does not allow us to include books in their tuition bill.</p> <p>The creative proposal is to have students pick up their books at the beginning of classes and they can be set up for a payment plan. Faculty just found that students do not have books or the money for books.</p>		

	<p>Rolling out the Affordable Campus Meal plan. Meal plan options for students. Foundation has donated funds to student starting with the foster youth students.</p> <p>Food distribution – Supplying a night food pantry (take to all deans meeting). Hunger Grant has been increased due to our scale of food distribution.</p> <p>Palomar College houses a food pantry in which people can make monetary or food donations.</p>
CONCLUSION	
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b>   <b>DEADLINE</b>
Take Night food pantry to all deans meeting Follow up with Find Food Bank to partner with us to make a Grocery store type place on campus	Dr. Nery   Next meeting
<b>3.2 Budget Subcommittee Update</b>	
DISCUSSION	<p>Budget narrative is almost done. The PIOs office is working to brand the narrative. The narrative’s purpose is to make the budget easier to understand and it will be posted online.</p> <p>ACBO is hosting a workshop in our region to do a deep dive in our data in reference to the new funding formula. The chancellor’s office invited only three individuals from the college to attend.</p> <p>The committee will all attend the Governor’s Budget workshop in January in Sacramento.</p> <p>Thanks Jeff Larson for coordinating the Vice Chancellor of Fiscal to attend the budget subcommittee meeting on December 3. This is an opportunity for the college community to ask questions about the new funding formula. Live stream or video record the meeting.</p>
CONCLUSION	
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b>   <b>DEADLINE</b>
<b>3.3 Assessment of Planning and Outcomes (APO) Subcommittee Update</b>	
DISCUSSION	<p>Met yesterday to review the classified staff responses as it relates to staff prioritization. They are also reviewing the baseline data. As soon as the work is done, the baseline data will be presented to CPC and the Academic Senate.</p> <p>New legislation AB1809 requires colleges to certify visions for success goals to the college strategic master plan goals.</p>
CONCLUSION	
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b>   <b>DEADLINE</b>
<b>4. Adjournment: 11:03am</b>	

NEXT MEETING: Friday, December 7<sup>th</sup>, 2018 | Public Safety Academy 19A&B



## College Planning Council

<b>MINUTES FOR December 7th, 2018</b>		<b>10:00 AM- 12:00 PM</b>	<b>Public Safety Academy 19A&amp;B</b>
<b>Members Present:</b>	Joel Kinnamon, Carl Farmer, Darlene Romano, Pablo Romero, Ken Larmon, Andrew Johnson, Linda Emerson, Kimberly Brooks, Denise Diamond, David Bashore, Robert Holmes, Marbella Ordaz, Michael Gayle, Yazzmine De Leon, David R, John Mosser, Mary Lou Marrujo, Leslie Young, Amanda Philips, Scott Adkins, Sheri Willis, John Ramont, Andrea Staehle, Jeff Baker, Annebelle Nery, Pam Hunter, Daniel Martinez, Kim Dozier, Carlos Maldonado, Katie Chartier		
<b>Members not Present:</b>	Angel Meraz, Sarah Fry, Donna Greene, Michael McJilton, Anthony Tesch		
<b>Guest(s):</b>			
<b>Recorder:</b>	Kayci Lydeen		

### AGENDA

<b>1. Call to Order: 10:07am</b>			
<b>2. Action Item(s)</b>			
<b>2.1 Approval of Agenda</b>			
DISCUSSION			
CONCLUSION	Approved as presented.		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>2.2 Approval of November 9, 2018 Minutes</b>			
DISCUSSION			
CONCLUSION	Approved as presented.		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>2.3 Guided Pathways Task Force Charter – 2<sup>nd</sup> Reading</b>			
DISCUSSION	Robert Holmes motioned to approve the 2 <sup>nd</sup> reading, seconded		
	Dr. Hall collected feedback from multiple groups on campus and the new pillars reflect the changes she received.		
CONCLUSION	Motion Carried		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>2.4 Guided Pathways Steering Committee Charter – 1<sup>st</sup> Reading</b>			
DISCUSSION	Ken Larmon motioned to approve, seconded		
	Based on the feedback from the previous CPC meeting, there needed to be to be a steering committee that had oversight over the four pillar teams. It was recommended that the Co-chairs from the each of the four pillar teams serve as members of the steering the committee and that a charter be created.		

	<p>After discussion, it was requested that the Faculty Coordinator be listed as a team member of the steering committee.</p> <p>It was requested that this charter be adopted as a final reading.</p>		
CONCLUSION	It was requested that the proposed charter be revised to include the Guided Pathways Faculty Coordinator as co-chair and that the amended charter be adopted as a final reading at this CPC meeting. Motion carried without objection.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>2.5 Assessment of Planning and Outcomes (APO) Subcommittee Charter – 2<sup>nd</sup> Reading</b>			
DISCUSSION	Dr. Nery motioned to approve 2 <sup>nd</sup> reading, seconded		
CONCLUSION	Motion carried.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>2.6 Chairs Council (Institutional Plan Coordination Committee) Charter – 2<sup>nd</sup> Reading</b>			
DISCUSSION	Michael Gayle motioned to approve 2 <sup>nd</sup> reading, seconded Changing name to differentiate between Department Chairs and adding Guided Pathways co-chairs to membership		
CONCLUSION	Motion carried		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>2.7 Accreditation Follow- Up Report – 2<sup>nd</sup> Reading</b>			
DISCUSSION	John Ramont motioned to approve 2 <sup>nd</sup> reading, seconded  Report will go to Board in January/February once the evidence is added to report. No additional feedback from Academic Senate.		
CONCLUSION	Motion carried		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>3. Information/Discussion Item(s)</b>			
<b>3.1 Facilities Advisory Committee Update</b>			
DISCUSSION	<p>Facilities Advisory committee met on Nov. 19<sup>th</sup> and the committee adopted a standard for outdoor seating for campus. John Ramont distributed the standard for outdoor seating created by the Facilities Advisory Committee.</p> <p>Committee unanimously approved accepting this design for our new outdoor seating. Will offer a mixture of regular and handicap accessible throughout campuses. Will replace as needed and add more seating as needed.</p> <p>Hired an Executive Director of Bond Program and Facilities Planning – John White</p>		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE

<b>4. Adjournment: 10:26am</b>		

NEXT MEETING: Friday, February 22, 2019 | Public Safety Academy 19A&B