# COLLEGE of the DESERT

## College Planning Council

| Minutes For Friday, March 9th, 2018 | 10 AM - 12 PM | Cravens Multipurpose Room |
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| **Members Present:** | Joel Kinnamon, Carl Farmer, Darlene Romano, Pablo Romero, Veronica Daut, Sarah Fry, Andrew Johnson, Sally Kalpakoff, Anthony Tesch, Linda Emerson, Maria Herrera, David Bashore, Robert Holmes, Keith Prouty, Lily Casas, Arturo Delgado, Mary Lou Marrujo, Karen Tabor, Amanda Phillips, Jessica Enders, Sheri Willis, John Ramont, Mary Anne Gularte, Pamela Ralston, Annebelle Nery, Daniel Martinez, Carlos Maldonado, Katie Chartier | | |
| **Members not Present:** | Courtney Doussett, Denise Diamond, Isiah Estrada, Pam Hunter | | |
| **Guest(s):** | Scott Adkins, Leslie Young, Jeff Larson | | |
| **Parliamentarian:** | Carlos Maldonado | | |
| **Recorder:** | Sai Vang | | |

**AGENDA**

| 1. **Call to Order:** 10:03am | | |
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| **2. ACTION ITEMS** | | |
| **2.1 Approval of February 23rd, 2018 Minutes (J. Kinnamon)** | | |
| DISCUSSION | Minutes from the February 23rd meeting are not available for approval. | |
| CONCLUSION | The minutes will be approved at the next meeting. | |
| FOLLOW-UP ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| **2.2 Administrative Procedure 5013: Students in the Military – 2nd Reading (A. Nery)** | | |
| DISCUSSION | Amanda Phillips motioned to approve Administrative Procedure 5013: Students in the Military – 2nd Reading, seconded.<br><br>This is the 2nd reading of Administrative Procedure 5013 required by CCLC. The language is verbatim from CCLC. | |
| CONCLUSION | Motion carried unanimously. | |
| FOLLOW-UP ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| **2.3 Administrative Procedure 5015: Residency Determination – 2nd Reading (A. Nery)** | | |
| DISCUSSION | Annebelle Nery motioned to approve Administrative Procedure 5015: Residency Determination – 2nd Reading, seconded.<br><br>This is the 2nd reading of Administrative Procedure 5015. Updates include required language by CCLC for Post 9/11 GI Bill Program benefits and the revised Ed Code. This AP excludes Dreamers because California is a Dream state. | |
| CONCLUSION | Motion carried unanimously. | |
| FOLLOW-UP ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| **2.4 Administrative Procedure 5220: Shower Facilities for Homeless Students- 2nd Reading (A. Nery)** | | |

| DISCUSSION | Annebelle Nery motioned to approve Administrative Procedure 5220: Shower Facilities for Homeless Students- 2nd Reading, seconded.<br><br>At the 1st reading of Administrative Procedure 5220, there were questions about college services for homeless students. Related to this procedure, a homeless youth services flyer has been created with information and a contact person as the first reference for students, faculty and staff. Over the summer, VP Nery will convene a workgroup to provide a guide modeled after Citrus College called "Student Guide to Free and Low-Cost Resources" with resources to low-cost housing, showers, food pantry, counseling, etc. The workgroup will also work to provide a presence on the college website. | | |
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| CONCLUSION | Motion carried unanimously. | | |
| FOLLOW-UP ITEMS | | PERSON RESPONSIBLE | DEADLINE |
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**2.5 Administrative Procedure 5550: Academic Integrity – 2nd Reading (A. Nery)**

| DISCUSSION | Annebelle Nery motioned to approve Administrative Procedure 5550: Academic Integrity – 2nd Reading, seconded.<br><br>This is the 2nd reading of Administrative Procedure 5550. This procedure outlines the college's ability to implement aggressive discipline when students compromise academic integrity. This is the first policy developed with the Ed Policies and Practices Committee.<br><br>As a result of the procedure, a form was developed to help guide students through the process. The form states that students can appeal if they are unsatisfied. Further work will be done to better educate students about their rights and due process. | | |
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| CONCLUSION | Motion carried unanimously. | | |
| FOLLOW-UP ITEMS | | PERSON RESPONSIBLE | DEADLINE |
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**2.6 Administrative Procedure 5800: Prevention of Identity Theft in Student Financial Transactions – 2nd Reading (A. Nery)**

| DISCUSSION | Annebelle Nery motioned to approve Administrative Procedure 5800: Prevention of Identity Theft in Student Financial Transactions – 2nd Reading, seconded.<br><br>This is a required procedure from CCLC. The language is verbatim from CCLC with changes that refer to our local procedures. | | |
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| CONCLUSION | Motion carried unanimously. | | |
| FOLLOW-UP ITEMS | | PERSON RESPONSIBLE | DEADLINE |
| Staff training to identify suspicious documents | | VP Nery | |

**2.7 Administrative Procedure 6365: Accessibility of Information Technology – 2nd Reading (J. Ramont)**

| DISCUSSION | Mary Anne Gularte motioned to approve Administrative Procedure 6365: Accessibility of Information Technology – 2nd Reading, seconded.<br><br>This is the 2nd reading of Administrative Procedure 6365. The language is recommendation from CCLC. This procedure broaden online information to be accessible. | | |
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| CONCLUSION | Motion carried unanimously. | | |
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## 2.8 Budget Subcommittee Charter – 2nd Reading (J. Ramont)

| DISCUSSION | Lily Casas motioned to approve Budget Subcommittee Charter – 2nd Reading, seconded.<br><br>The changes in the committee charter broadens the membership titles to ensure quorum by including a designee. | | |
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| CONCLUSION | Motion carried unanimously. | | |
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## 2.9 Guided Pathways Plan – 1st Reading (P. Ralston)

| DISCUSSION | Annebelle Nery motioned to approve Guided Pathways Plan – 1st Reading, seconded.<br><br>The handouts are a quick status update and blank work plan template. A taskforce of 13 members have been working on the work plan. The formal Guided Pathways document was submitted to the state to enter into the initiative. The work happening now is an internal planning document for the five-year initiative.<br><br>This is a large initiative with 14 key elements. The next steps are to share which key elements the college is already doing well. Many of them are newer and deployed in student services but more people would benefit from learning what those are and integrating into their work. Instruction is working on best practices. Science has mapped the program of study for science majors. This will be a model for instruction. The career and educational programs are thinking through curriculum pathways that are most effective.<br><br>The next steps are convening a college-wide taskforce with a variety of representation, thinking through professional development activities and the inquiring model. | | |
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| CONCLUSION | Motion carried unanimously. | | |
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## 3. INFORMATION/DISCUSSION ITEMS

## 3.1 Assessment of Planning and Outcomes (APO) Subcommittee Update (A. Nery)

| DISCUSSION | The college is now in a regular evaluation process for planning. APO is updating the annual planning calendar and long-term integrated planning calendar. The 2018-19 CPC Handbook will be updated with changes in the calendars and committee descriptions.<br><br>The Technology Refresh Plan is in queue to be evaluated in the fall. Last semester the Enrollment Management Plan was evaluated and the recommendations were presented to the Enrollment Management Committee. APO is discussing how to evaluate the Educational Master Plan annually. |
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|  | Lastly, the committee is working on evaluating the institutional outcomes. The CCSSE survey is used to map and support the institutional outcomes. The graduate survey will be revised to add the institutional outcomes sub-bullets to ensure the questions are clear for students understand and answer what they learned. The institutional outcomes are also reviewed to align with the Strategic Master Plan goals and Educational Master Plan goals. | | |
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| CONCLUSION | None. | | |
| FOLLOW-UP ITEMS | | PERSON RESPONSIBLE | DEADLINE |
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### 3.2 Chairs Council Update (P. Ralston)

| DISCUSSION | The Chairs Council met on February 21st. The committee is working on developing a communication piece to share the work of the committee. The committee is also working on a larger mapping document of all the college plans to review gaps and add the Strong Workforce and Adult Block Grant plans. When the work is complete, a letter, and the mapping will be send to the college. | | |
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| CONCLUSION | None. | | |
| FOLLOW-UP ITEMS | | PERSON RESPONSIBLE | DEADLINE |
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### 3.3 Enrollment Management Committee Update (A. Nery and P. Ralston)

| DISCUSSION | Now that the college reached the 10,000 FTES goal, the instructional deans recommended stabilizing growth numbers for primary terms as the 2018-19 FTES goal. This is a potential goal.<br><br>After receiving the recommendations from APO on the Enrollment Management Plan, the committee will work to place the 10 goals in Enrollment Management Plan in the forefront. Three of the goals have been completed, 5-6 are in progress, and progress was not made on 2 goals–online degree only pathway and creating a plan that supports the strategic and educational master plans for off-site locations. There will be a formal recommendation to CPC. | | |
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| CONCLUSION | None. | | |
| FOLLOW-UP ITEMS | | PERSON RESPONSIBLE | DEADLINE |
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### 3.4 Equity Committee Update (A. Nery)

| DISCUSSION | The committee completed a draft of the disproportionate impact study. The study should be presented to CPC because they found two significant findings. The college has mitigated the access gap and persistence for Hispanics, low-income and students with disabilities. In addition, the college is closing the gaps in completion. This work started in 2014 and this success rate is not common.<br><br>The Chancellor's Office recently released the data on LGBTQIA students. Through this data, the committee found that there is disproportionate impact for the LGBTQAI students on the access component. 800 students self-identify through CCC Apply and less than 100 enroll in a course. A small workgroup will convene to review the data and begin bringing the infrastructure to address |
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| | the access gap. Students may not feel a sense of belonging because we do not have presence online and professional development. |
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| | In fall, the committee will work on re-entry students for students who came out of prison and are seeking an education. |
| CONCLUSION | None. |

**3.5 Facilities Advisory Committee Update (J. Ramont)**

| DISCUSSION | The committee meet recently to introduce the first visual rendering of facilities from the facilities master plan process. The renderings focused primarily on the Palm Desert. The renderings are from the initial discussions with the consultants when the facilities master plan was under the leadership of VP Howell. This is a first visualization for further discussion and does not represent decision-making. Vetting will continue at the committee meetings and feedback provided on the committee webpage. The Powerpoint presentation that was given at the meeting can be reviewed on the committee's website under the presentations folder. |
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| | An online webpage to leave comments and concerns is nearly complete. This is another venue to participate in the facilities master plan process. |
| | The committee developed a request form for facilities projects as the single point of access. At the moment, there are multiple pathways for facilities projects to be submitted. Anyone can submit a request. Feedback are welcomed before a final draft is completed. Facilities request should continue to be placed in the PRUs. |
| CONCLUSION | Notice for committee meetings are to sent college-wide. |

| FOLLOW-UP ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| Linda will send a college-wide notification of the next Facilities Advisory Committee meeting on March 19 at 4pm. | | |

**4.   Adjournment: 10:42 am**

**Next Meeting:** Friday, March 23rd, 2018 | 10:00-12:00 PM | **Location:** Cravens Multipurpose Room