

# COLLEGE PLANNING COUNCIL

## MINUTES

MARCH 27, 2015

10:00AM – 12:00PM

PSA ROOM 19A

<b>ATTENDEES</b>	<p>D. Bashore, A. Bynum, A. Davies, C. Derum, D. Diamond, C. Doussett, L. Emerson, C. Farmer P. Hunter, J. Jaramillo, M. Jasso, L. Jimenez, E. King, J. Kinnamon, ASCOD Vice President P. "Tish" Lacy, C. Levitt, Curt Luttrell, M. Lisi, C. Maldonado, D. Martinez, D. Redman, R. Rawnsley, K. Tabor, S. Willis, D. Wirth, ASCOD President J. Zepeda</p> <p>Guests: Sarah Frye, Sheri Jones, Kelly Hall  Recorder: Angela Walton  Minutes Approved: March 6, 2015 minutes approved</p>
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10:13 AM

Handouts that Committee Members Received:

### Agenda topics

#### 1. APPROVAL OF MINUTES OF MARCH 6, 2015

<b>DISCUSSION</b>	There were no corrections to these minutes.		
<b>CONCLUSIONS</b>	Minutes were approved with no corrections noted.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
1. None.			

#### 2. ASCOD REPORT

J. ZEPEDA

<b>DISCUSSION</b>	ASCOD has election packets available in their office as well as online in the ASCOD section of the portal, and ballots are due by April 10. Mr. Zepeda reported that ASCOD supports realignment changes. Mr. Zepeda stated that the climate issue on campus is a concern for the students, and is an issues everyone contributes to. He stated that this climate issue can be addressed and solved as a group.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
1. None			

#### 3. APO

D. MARTINEZ

<b>DISCUSSION</b>	Dr. Martinez reported the committee met this week and discussed updates to the CPC handbook. The committee hopes to present first reading of the updates on April 10, with subsequent approval on May 1. The group discussed their process of evaluating the handbook, reporting they used a qualitative process to evaluate how committees work and interact with other groups on campus.		
<b>CONCLUSIONS</b>	CPC Handbook updates will be presented at next CPC meeting.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

1. CPC Handbook Updates	Dr. Martinez	4/10/15
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4. ADMINISTRATIVE  
COMPUTING COMMITTEE

S. WILLIS

<b>DISCUSSION</b>	Ms. Willis discussed what the committee is was designed to do and its purpose, which is to look at changes in regulations and to address these changes within the COD campus on computer systems and provide guidance on how these changes will affect different departments. The committee was chaired by IT director, and Ms. Willis would like to reconvene this committee next month (April). Ms. Willis distributed the composition of committee, stating that APO made some changes and updates. Charter was distributed. CPC discussed membership of the committee, and Ms. Willis discussed the members from the composition of the committee.	
<b>CONCLUSIONS</b>	Ms. Willis will follow up on this item and inform CPC of its progress.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. None.	Sheri Willis	

5. REALIGNMENT –  
PROCESS UPDATE

J. KINNAMON

<b>DISCUSSION</b>	<p>Dr. Kinnamon reported that he met with Senate representatives yesterday where they discussed the CPC manual. Dr. Kinnamon reported he has been reviewing the manual regularly, reading the CPC philosophy and determining if members in their respective CPC roles are performing their roles as outlined. Dr. Kinnamon stated that there has been one subcommittee whose charge it was to train the CPC body on processes, setting times for training CPC committees as well as its subcommittees, but this subcommittee has not been active. This committee will be reconvening and will be moving forward with the CPC training process. Dr. Kinnamon stated that the CPC body is the college-wide consultation committee and that it would be helpful for chairs of subcommittees to provide reports to CPC on a regular basis. Dr. Kinnamon stated that training will begin in the fall for subcommittees, to be followed by training of the full CPC group, and these will tie into APO work and updates. Other highlights:</p> <ul style="list-style-type: none"> <li>• Denise Diamond reported she looked for information on the subcommittee for hiring practices, did not find it. Dr. Kinnamon will look for it. Carlos Maldonado read the list of suggested members for this committee, but it had no names listed. Anna Davies stated that an open call can be held for members who are interested in working with this group.</li> <li>• Dr. Kinnamon reported that Diversity Council met this week, and Matriculation Committee and Transfer Advisory Committee met recently as well. Reports for these committees will be added to the CPC meeting agendas as they will be providing regular updates to CPC.</li> <li>• Denise Diamond asked Dr. Martinez to create a master list or spreadsheet of committee memberships for the purposes of knowing where union representation is specifically designated; this list would also assist for staff people who are new to their new roles and inherit the responsibility of sitting on COD committees.</li> <li>• Pam Hunter reported that the edited CPC handbook will be brought to CPC for review, and that APO has only made grammatical edits to the handbook, not procedural changes. Linda Emerson stated that it would be helpful to have a YouTube video developed explaining the CPC handbook, where it is, what it does, where information in the handbook is located.</li> <li>• Lauro Jimenez stated that there is a breakdown in communications with regard to committee meeting schedules. He is often unaware of meetings that are occurring that may require appropriate representation. He stated he is in favor of the idea of identifying which committee members would be assigned to for the purposes of making sure committees need to be appropriately represented, especially when there are changes to committee meeting schedules or changes in leaders of constituent groups. Communication should be open and constant with regard to meetings; Douglas Redman suggested that the meeting schedules should be made more public rather than just located on the portal. Karen Tabor recommended developing a flow chart that shows member lists or designated representatives of committees, as well as times the committees meet.</li> </ul> <p>Realignment – Dr. Kinnamon reported that it is the District’s exclusive right to determine its organizational structure. He stated that he wanted to get as many perspectives and feedback as possible before determining what the realignment would be as this impacts all facets of the college, including faculty, students, staff, trustees, and administration. The idea of forums was discussed, which would allow time for extended feedback. Dr. Kinnamon reported that an open forum has been scheduled for April 14 during College Hour, and will be held in either Cravens or Pollock. The notice will be sent out campus-wide later today.</p>
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Dr. Kinnamon reported that a great deal of input has been received from the portal discussion board, and that based on incoming comments and answers to the survey, there has been a revision to original draft of the realignment that includes strong consideration of feedback and comments. After the forum, determinations will be made on whether additional meetings will need to be held. Dr. Kinnamon reported that he would like the final realignment draft completed by late April due to chair elections and senate committee changes. The realignment may impact CPC structure as well, so his goal is to have this in place before the end of semester. In Dr. Nery's absence, Dr. Kinnamon asked Dr. Martinez to make presentation of overview of realignment feedback.

Dr. Martinez reported that on the survey, there were six open ended questions, to which sixty people responded. After Dr. Martinez discussed the survey results in detail, the CPC group requested more detail regarding the respondents of the survey, the determinants of the coding that was utilized as well as the coding themes identified in the process, the research method utilized, the job categories of the sixty people who responded to the survey, and the committee also requested to see the actual comments from the portal with identifiers eliminated. There was a concern that the survey results were subjective.

After discussing coding themes and research software used, Dr. Kinnamon stated that he will ask Dr. Nery to come back and discuss the research methods at the next CPC meeting. Dr. Nery will also be asked to address these items at the upcoming open forum. Dr. Kinnamon asked Dr. Martinez if the comments from the portal could be distributed to the CPC committee prior to the public forum.

The most recent version of draft realignment chart was distributed to the committee. Douglas Redman, Academic Senate President, stated that Dr. Kinnamon shared this draft with the Senate Executive Team.

Dr. Kinnamon discussed the changes between the first realignment draft and the latest version.

**Highlights:**

- There were a larger number of faculty chairs in former version; current feedback maintains the current number we have.
- Due to feedback, the fifth dean on the first draft was eliminated.
- More data was requested on PSA director position; Dr. Kinnamon stated that he is awaiting data on this position, and that the draft remained the same.
- Executive deans are in roles that encompass college-wide system rather than just the school, and Dr. Kinnamon described the differences between executive deans and deans.
- Dr. Kinnamon described deputy sector navigator grant positions.
- There was a question of how or if the survey was sent to everyone on campus. Dr. Martinez responded that it was not sent out, but everyone was given direction on how to find it on the portal and showed the group how to get to the realignment page. Dr. Kinnamon reiterated that the feedback that was provided on the portal was incorporated as much as possible into the latest realignment draft, and that because this is a college-wide realignment, the purpose of requesting feedback was to get as much information as possible to make informed decisions, based on rationale and criteria provided from those who provided the feedback. This process is designed for all of the college community to have a voice, and it was important that people provide input and rationale; if people do not take the opportunity, they can only work from information that has been provided and will make the most informed decisions based on information received. The upcoming public forum will provide an additional opportunity for input from the college community, and Dr. Kinnamon stated that he wants to be extremely inclusive for all members of this community and invites everyone to participate in the process. John Zepeda stated that it will be important for constituent group leaders to take this information back to their constituents to let them know about the forum and the portal discussion. The information for the upcoming open forum will be sent out later today. Feedback can also be given at department meetings, and EVP Davies volunteered to go to department meetings to meet and answer questions if necessary. There may be a second open forum added.
- Denise Diamond reminded the committee that April 14 is also the date of the Mental Health Expo.

<b>CONCLUSIONS</b>		
On April 14 an open forum will be held for additional feedback. A second forum may be scheduled.		
<b>ACTION ITEMS</b>		
1. Dr. Kinnamon will send out the notice regarding April 14 open forum.	J. Kinnamon	ASAP

6. ENROLLMENT  
MANAGEMENT COMMITTEE -  
2<sup>ND</sup> READING

D. MARTINEZ

<b>DISCUSSION</b>	<p>Dr. Martinez stated that he incorporated changes and suggestions from the prior CPC meeting. Denise Diamond requested that memberships are clarified for this committee. After a brief discussion on membership list, the committee enacted the second reading of this item, and commenced to taking action on this item.</p> <p>Motion – Tish Lacy made the motion to approve this committee as a subcommittee of CPC, and Courtney Doussett seconded. Karen Tabor abstained from the vote. The majority of the other CPC committee members were in favor, and the motion passed.</p> <p>Lauro Jimenez requested that action items are indicated on the agendas.</p>		
<b>CONCLUSIONS</b>	Item passed.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
1. None.			

7. INSTITUTIONAL  
EFFECTIVENESS  
PARTNERSHIP INITIATIVE

D. MARTINEZ

<b>DISCUSSION</b>	<p>Dr. Martinez addressed this issue before item 6.</p> <p>Dr. Martinez distributed a document shared with the 3SL Council that addressed indicators the college is supposed to respond to by June 30 of this year. Dr. Martinez briefly discussed the targets, stating that the Chancellor’s office created website for the data, and that targets should be challenging and quantifiable. Dr. Martinez reported that he will need faculty input and reminded the committee that they are on a tight timeline as there are only two more CPC meetings prior to end of semester.</p>		
<b>CONCLUSIONS</b>	Dr. Martinez incorporate feedback as received and will provide an update at next CPC meeting.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
1. Update CPC Committee	Dr. Martinez	4/10/15	

8. BOARD POLICY AND  
ADMINISTRATIVE  
PROCEDURES: UPDATES

J. KINNAMON

<b>DISCUSSION</b>	<p>No additional feedback was provided to these policies.</p> <p>Lauro Jimenez made the motion to approve the policy updates. Carlos Maldonado informed the committee that this would require a consensus vote. Dr. Kinnamon asked for feedback before the vote, and there were none. The majority of the CPC committee voted in favor of the updates.</p>		
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<b>CONCLUSIONS</b>	Updates to policies and procedures passed.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. None		

<b>DISCUSSION</b>		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

10. OTHER

<b>DISCUSSION</b>		

NEXT MEETING APRIL 10, 2015, 10 AM, PUBLIC SAFETY ACADEMY

ADJOURNED AT 12:09 PM.