COLLEGE of the DESERT

College Planning Council			
Minutes For Friday, April 13, 2018	**10 AM - 12 PM**		**Cravens Multipurpose Room**
Members Present:	Kinnamon, Darlene Romano, Christina Corrales-Cotto, Veronica Daut, Andrew Johnson, Anthony Tesch, Linda Emerson, David Bashore, Robert Holmes, Keith Prouty, Lily Casas, Diego Valdez, Arturo Delgado, Mary Lou Marrujo, Karen Tabor, Amanda Phillips, Jessica Enders, Sheri Willis, John Ramont, Andrea Staehle, Annebelle Nery, Daniel Martinez, Carlos Maldonado, Katie Chartier		
Members not Present:	Carl Farmer, Sarah Fry, Courtney Doussett, Sally Kalpakoff, Maria Herrera, Denise Diamond, Pamela Ralston, Pam Hunter,		
Guest(s):	Scott Adkins, Andie Aldana, Steve Arbuckle, Oscar Espinoza-Parra		
Parliamentarian:	Carlos Maldonado		
Recorder:	Sai Vang		

AGENDA

1. **Call to Order:** 10:04am			
2. **ACTION ITEMS**			
2.1 Approval of March 23, 2018 Minutes (J. Kinnamon)			
DISCUSSION	Annebelle Nery motioned to approve the March 23rd, 2018 Minutes, seconded.		
CONCLUSION	Motion carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.2 End-User Data Subcommittee Recommendation: College Goals – 2nd Reading (D. Martinez)			
DISCUSSION	Annebelle Nery motioned to approve the End-User Data Subcommittee Recommendation: College Goals – 2nd Reading, seconded. There were no additions to the recommendation. The information presented is identical to the 1st Reading.		
CONCLUSION	Motion carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.3 Administrative Procedure 5530 Student Rights and Grievances – 2nd Reading (A. Nery)			
DISCUSSION	Annebelle Nery motioned to approve the Administrative Procedure 5530 Student Rights and Grievances – 2nd Reading, seconded. There were no additional feedback since the 1st Reading. The changes in red are directly from CCLC. The changes in blue are local change to titles and corrections.		
CONCLUSION	Motion carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE

2.4 Administrative Procedure 5020 Nonresident Tuition – 1st Reading (A. Nery)

DISCUSSION	Lily Casas motioned to approve the Administrative Procedure 5020 Nonresident Tuition – 1st Reading, seconded. AP 5010 is a new legally required administrative procedure. The language provided are from CCLC.
CONCLUSION	Motion carried unanimously.

2.5 Administrative Procedure 5040 Student Records, Directory Information, and Privacy – 1st Reading (A. Nery)

DISCSSION	Annebelle Nery motioned to approve the Administrative Procedure 5040 Student Records, Directory Information, and Privacy – 1st Reading, seconded. AP 5040 was vetted by a number of offices including Admissions & Records and by Curt Luttrell and Dr. Espinoza-Parra. Changes reflect revision by CCLC and local changes that deleted unnecessary details.
CONCLUSION	Motion carried unanimously.

2.6 Administrative Procedure 5055 Enrollment Priorities – 1st Reading (A. Nery)

DISCUSSION	Annebelle Nery motioned to approve the Administrative Procedure 5055 Enrollment Priorities – 1st Reading, seconded. AP 5055 is a required procedure to establish enrollment priorities. The language in red are recommendations from CCLC from legislation that requires enrollment priorities for homeless and foster youth students.
CONCLUSION	Motion carried unanimously.

2.7 Administrative Procedure 4050 Articulation – 1st Reading (R. Ralston)

DISCUSSION	John Ramont motioned to approve the Administrative Procedure 4050 Articulation – 1st Reading, seconded. VP Ralston and VP Nery reviewed AP 4050 and updated the reference information.
CONCLUSION	Motion carried unanimously.

2.8 Administrative Procedure 4070 Course Auditing and Auditing Fees, Recommendation to Delete– 1st Reading (R. Ralston)

DISCUSSION	John Ramont motioned to approve the Administrative Procedure 4070 Course Auditing and Auditing Fees – 1st Reading, Recommendation to Delete, seconded.

	VP Ralston and VP Nery reviewed AP 4070. There are more detail information in Board Policy 4070. The recommendation is to delete the AP and refer to the board policy. The language in the procedure can be used to justify the procedure.
CONCLUSION	Motion carried unanimously.

2.9 EOPS/CARE & Foster Youth Services Advisory Committee Description – 1st Reading (A. Phillips)

DISCUSSION	Mary Lou Marrujo motioned to approve the EOPS/CARE & Foster Youth Services Advisory Committee Description – 1st Reading, seconded. The committee reviewed its charter and provided updates. Changes are corrections to titles and programs. Members and committee role is a requirement of the program. The committee meets twice a year. Changes to the charter are updates to include the foster youth.
CONCLUSION	Motion carried unanimously.

2.10 Enrollment Management Workgroup Recommendation – 1st Reading (A. Nery)

DISCUSSION	Jessica Enders motioned to approve the Enrollment Management Workgroup Recommendation – 1st Reading, seconded. The Enrollment Management Plan (EMP) was due for evaluation, the Assessment of Planning and Outcomes (APO) Subcommittee reviewed the plan and made three recommendations. 1. Reduce the number of goals and strategies 2. Remove strategies that are not measurable 3. Review the updated EMP Dashboard report which evaluates progress on EMP goals Due to the evaluation role of APO, the recommendations were forwarded to the Enrollment Management Committee (EMC). Within EMC, a small workgroup was convened to evaluate and make recommendations for the 2018-23 EMP. The recommendations from the small workgroup were approved by EMC. The recommendations are: #1: Revise and update the Enrollment Management Plan for fall 2018-2023 to include the following: • Place goals at the beginning of the document • Add college branding to the document • Align goals 7 and 8 with state legislative work (Guided Pathways and AB 705) • Retire completed strategies from the document • Ongoing strategies will remain at the end of the document #2: EMC re-evaluate goals 6 and 10 for discussion and recommendation

	• Consider OEI and Guided Pathways dialogue #3: College Planning Council approve a constituent work group to incorporate the recommendations into a draft of an updated Enrollment Management Plan to be considered in fall 2018 by the Enrollment Management Committee, Academic Senate, and College Planning Council. A table with each of the status of the 10 goals were highlighted. Goals 1-3 are completed. Goals 4, 5, 7, 8, and 9 are in progress. Goals 6 and 10 have minimal progress that required additional discussion for continuation or implementation strategies. A question was asked regarding online associates, "is the goal to have transferrable associates or vocational?" There were not context in the plan, however, the Distance Education Committee is waiting for state approval of the Online Education Initiative to address the question. The recommendation on the table is to ask CPC to create a representative workgroup to draft the next EMP over the summer. The recommendation will be presented to the Academic Senate for faculty participation and input on the formation of a workgroup.
CONCLUSION	Motion carried unanimously.

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE

2.11 Assessment of Planning and Outcomes (APO) Recommendation: Institutional Outcomes – 1st Reading (A. Nery)

DISCUSSION	Lily Casas motioned to approve the Assessment of Planning and Outcomes (APO) Recommendation: Institutional Outcomes – 1st Reading, seconded. The Assessment of Planning and Outcomes (APO) Subcommittee has been reviewing and evaluating how the college assess institutional outcomes. Last fall the committee presented two new measures as to how COD measures its institutional outcomes: 1) do students achieve the institutional outcomes as they earn more credits? 2) do graduates achieve the institutional outcomes when they graduate? Both measures where an upward scale. APO raised additional questions about the institutional outcomes. A workgroup was created to review the additional questions. The recommendations from the workgroup to the entire committee was accepted on 4/12/18. The recommendations are: 1. Continue to use the Community College Survey of Student Engagement (CCSSE) to measure Institutional Outcomes. 2. Expand the exit survey to include the Institutional Outcomes sub-bullets.

	3. Refer the following question to the Outcomes and Assessment Committee (OAC) and College Planning Council (CPC) in fall 2018: *What should students understand/demonstrate when they complete a goal at COD? (Bloom's Taxonomy).* Institutional outcomes should be align with institutional set-standards. This alignment will be clear in terms of what the college want students to leave with. The dialogue will start with faculty and proceed to CPC.		
CONCLUSION	Motion carried unanimously.		

2.12 Food Services Advisory Charter – 1st Reading (J. Ramont)

DISCUSSION	Lily Casas motioned to approve the Food Services Advisory Charter – 1st Reading, seconded. The Food Services Advisory meets twice a year. The committee reviewed their charter to address changes in their product. The language was revised to include snack vending and beverage services across all campuses. The inclusion of designee(s) was added to memberships to address quorum.
CONCLUSION	Motion carried unanimously.

3. INFORMATION/DISCUSSION ITEMS

3.1 Board Policy 5020 Nonresident Tuition (A. Nery)

DISCUSSION	BP 5020 is the corresponding policy to AP 5020. The changes are in red are CCLC required changes.
CONCLUSION	

3.2 Board Policy 5040 Student Records, Directory Information, and Privacy (A. Nery)

DISCUSSION	BP 5040 is the corresponding policy to AP 5040. The changes are in red are CCLC required changes. The blue changes are corrections to the office.
CONCLUSION	

3.3 Board Policy 5055 Enrollment Priorities (A. Nery)

DISCUSSION	BP 5055 is the corresponding policy to AP 5055. The changes are correction in titles and addition of Title V reference.
CONCLUSION	

3.4 Board Policy 4050 Articulation (R. Ralston)

DISCUSSION	BP 4050 is the corresponding policy to AP 4050. Correction to education code and accreditation standard reference.

CONCLUSION	

3.5 Board Policy 4070 Course Auditing and Auditing Fees (R. Ralston)

DISCUSSION	BP 4050 is the corresponding policy to AP 4050. The changes in red are CCLC recommendations. Changes in blue is how the college process course auditing. This was vetted with instruction and student services.
CONCLUSION	

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

DISCUSSION	APO meets twice a month. There will be three items left to bring as recommendations to CPC. 1. Updated annual planning calendar – include PEP and PEP-Up deadlines for faculty program review and the Strong Workforce deadlines. 2. Update long-term planning calendar – updated deadlines for the Technology Refresh Plan for a fall 2018 evaluation and adjusted timelines for the Enrollment Management Plan and Facilities Master Plan. 3. Key Performance Indicators (KPI) for the 5 Strategic Master Plan (SMP) goals – The 5 goals will be review with the strategies to achieve the goals. The KPIs are the measures the progress of those goals. APO will come with a recommendation to align the college's goals with the chancellor's vision for success and accreditation standards. The institutional set-standards (ISS) will be use as the KPIs. For example, the goal of successful course completion of 72.7% will be align to SMP goal 1: student success. IEPI goals are perfect goals to be used as KPIs for the SMP Goal 3: Fiscal Stability and Infrastructure. The Chancellor's Office announced a Vision for Success and 7 core strategies for success. The strategies will be aligned with the college's strategies. COD has exceed many of the Vision for Success Goals. The Chancellor's Board of Governors are interested in hosting a meeting at COD. They are interested in learning more about COD's success.
CONCLUSION	APO will make a presentation in the fall with the integration of CODs goals and outcomes and how they align with the Chancellor's Office.

3.7 Staff Prioritization Update (A. Nery)

DISCUSSION	Staff Prioritization occurred on April 6th. 34 staff positions were requested as high needs. VP Ramont informed the Staff Prioritization

	Committee that 34 positions would not be funded. The Committee prioritized 20 of the 34 positions for consideration. There were a lot of overriding of positions in the committee after considering institutional priorities. The prioritized list is presented to CPC and forward to the Superintendent/President as the recommendation. Once the budget is reconciled in September and funding is identified the following March. As a result the list becomes a living list. Another added complication to the mix is the new funding model from the state. We are not clear yet how the new model will impact the budget.
CONCLUSION	The staff prioritization list to be forwarded to the Superintendent/President as a recommendation for 2018-19 funding.

3.8 Food Services Advisory Committee Update (J. Ramont)

DISCUSSION	The Beeps café will acquired a soft serve yogurt machine pending department of health approval. There are limited complaints about the new management of Beeps. The Food Services Advisory Committee has been good about provided feedback regarding Beeps operations. The Committee also reviewed a satisfaction survey. They are working to send the survey to staff and faculty. A request for proposals (RFP) is in the works to select a vending company to serve the entire district. The Indio Kiosk hours will be taken into consideration when selecting a vendor. There are not a lot of food service options for students. VP Nery shared that student services is working to institutionalize resources for students that does not rely on the food pantry and FIND Food Bank distribution. A proposal will be made to the committee for a food meal card. Students who receive the Pell Grant, any balance on their account will be place in the meal card. Faculty and staff could contribute to a fund for the meal card plan. This would build a stronger connection between the employees and students.
CONCLUSION	

3.9 Budget Subcommittee Update (J. Ramont)

DISCUSSION	The committee met on April 2nd. They discussed the development of the tentative budget. A new funding formula will not be approve in time for the tentative budget. The new formula is legally required to be approved and implemented by fall. The current funding formula for general apportionment is based on FTES. In the new proposal funding formula, 50% will be based on FTES, 25% will be based on Pell and BOG students, 25% will be based on outcomes

	(number of certificates, degrees, etc.). The challenge is that the data is inconsistent across the state. There are still a lot of issues to be addressed in the new funding formula. The plan to implement the new funding formula from the chancellor's office is a one-time implementation. However, a small workgroup of CBO is recommending a 7-year implementation. The committee also reviewed Exhibit C of the apportionment report to better understand how to project and strategized.
CONCLUSION	

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE

4. Adjournment: 11:02am

Next Meeting: Friday, April 27, 2018 | 10:00-12:00 PM	**Location:** Cravens Multipurpose Room