



College Planning Council

Minutes For Friday, May 11, 2018		10 AM - 12 PM	Cravens Multipurpose Room
Members Present:	Joel Kinnamon, Carl Farmer, Darlene Romano, Ken Larmon, Pablo Romero, Veronica Daut, Andrew Johnson, Sally Kalpakoff, Linda Emerson, Maria Herrera, David Bashore, Robert Holmes, Keith Prouty, Mary Lisi, Diego Valdez, Arturo Delgado, Mary Lou Marrujo, Karen Tabor, Amanda Phillips, Jessica Enders, Sheri Willis, John Ramont, Andrea Staehle, Pamela Ralston, Annebelle Nery, Daniel Martinez, Carlos Maldonado, Katie Chartier		
Members not Present:	Sarah Fry, Courtney Doussett, Anthony Tesch, Denise Diamond, Pam Hunter,		
Guest(s):	Christen Smith, Scott Adkins, Michael McJilton		
Parliamentarian:	Carlos Maldonado		
Recorder:	Sai Vang		

AGENDA

1. Call to Order: 10:03am			
2. ACTION ITEMS			
2.1 Approval of April 27, 2018 Minutes			
DISCUSSION	No amendments to the Minutes of April 27, 2018.		
CONCLUSION	Minutes approved as presented.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Revise Minutes and re-upload.		Sai Vang	
2.2 Administrative Procedure 3570 Smoking on Campus – 2nd Reading			
DISCUSSION	<p>Jessica Enders motioned to approve Administrative Procedure 3570 Smoking on Campus – 2nd Reading, seconded.</p> <p>The ASCOD smoking survey results and the Office of Institutional Research presentation was emailed to CPC following the April 27th meeting.</p> <p>Handouts provided in support of AP 3570 are:</p> <ul style="list-style-type: none"> • California Youth Advocacy Network document listing of California College and University Policies 100% Tobacco-Free and/or Smoke-Free campuses • A Tobacco-Free Policy Rationale • Email from CSEA President Keith Prouty II of CSEA’s vote in support of the policy • The Academic Senate Resolution for a no-smoking campus <p>Summary of discussion/comments in support of AP 3570:</p>		

	<ul style="list-style-type: none"> • Individuals in the arts department, particularly performers, would not want to walk through a smoking area because it effects their ability to perform and be successful. • We should prepare our students for the universities who are non-smoking campuses. • For employees, they can leave campus on their assigned break. <p>Summary of discussion/comments against AP 3570:</p> <ul style="list-style-type: none"> • The ASCOD survey sample size is small with only 3.2% of the 15,000 student population completing the survey. • Students that will be affected by this policy are veterans, Drug and Alcohol Abuse program students, previously incarcerated students, homeless students, senior citizens who are smokers, and evening students. • Students are not informed of the designated smoking; the college should promote the use of those areas and cite students who smoke outside the areas. • This policy could affect student success and retention – enforcement is key. Students who are smokers will find a way to smoke. If they leave campus, they may not return. <p>The question was raised regarding prescribed cannabis use on campus; <i>can the college denied students to use prescribed cannabis medication?</i> The use of cannabis is subjected to the same student conduct code on intoxication. Smoking is defined as inhaling, exhaling, burning or carrying any lighted or headed cigar, cigarette, or pipe. Furthermore, having cannabis, whether it is prescribed or not prescribed, is a violation of the federal law on drug-free campuses. This would compromise Title IV funding (financial aid).</p>	
CONCLUSION	Motioned carried with 15 votes in favor and 6 against.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
2.3 Administrative Procedure 4105 Distance Education – 1st Reading		
DISCUSSION	<p>Pamela Ralston motioned to approve Administrative Procedure 4105 Distance Education – 1st Reading, seconded.</p> <p>The Education Technology Committee reviewed and worked to revise AP 4105. The committee determined that the current procedure is complex and needs to be modify in order to make the process of faculty certification and course certification clearer. Input was gathered through faculty most impacted by the procedure. The revised procedure was also vetted through the Academic Senate.</p> <p>The current policy requires three approval processes: 1) course approval with Curriculum Committee 2) faculty certification 3) each course shell approval process. This new policy eliminates the shell approval process instead this process is built into the certification with a capstone</p>	

	assignment of course shell. This process will be tracked through Colleague.		
CONCLUSION	Motioned carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.4 Administrative Procedure 4025 Philosophy and Criteria for Associate Degree and General Education – 1st Reading			
DISCUSSION	<p>Pamela Ralston motioned to approve Administrative Procedure 4025 Philosophy and Criteria for Associate Degree and General Education – 1st Reading, seconded.</p> <p>AP4025 is a review and revision to update the updated ACCJC accreditation standard.</p>		
CONCLUSION	Motioned carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.5 Assessment of Planning and Outcomes (APO) Recommendation: Annual Calendar – 1st Reading			
DISCUSSION	<p>Annebelle Nery motioned to approve Assessment of Planning and Outcomes (APO) Recommendation: Annual Calendar – 1st Reading, seconded.</p> <p>APO completed the annual review of the Annual Planning Calendar for revisions as part of the annual review process and in preparation for the 2018-19 CPC Handbook. Edits/additions to the calendar include the May budget revise, PEP and PEP-Up, and clean-up of CTEA Funding.</p>		
CONCLUSION	Motioned carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.6 Assessment of Planning and Outcomes (APO) Recommendation: Long-Term Integrated Planning Calendar – 1st Reading			
DISCUSSION	<p>Annebelle Nery motioned to approve Assessment of Planning and Outcomes (APO) Recommendation: Long-Term Integrated Planning Calendar – 1st Reading, seconded.</p> <p>APO completed the annual review of the Long-Term Planning Calendar for revisions as part of the annual review process and in preparation for the 2018-19 CPC Handbook. Edits/additions to the calendar are PEP-Up and adjusting dates for plan dues for the Technology Master Plan, Enrollment Management Plan, and Facilities Master Plan. Lastly, the Strong Workforce Plan dates were added in the calendar.</p>		
CONCLUSION	Motioned carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.7 Assessment of Planning and Outcomes (APO) Recommendation: Strategic Master Plan Key Performance Indicators (KPIs) – 1st Reading			

DISCUSSION	<p>Annebelle Nery motioned to approve Assessment of Planning and Outcomes (APO) Recommendation: Strategic Master Plan Key Performance Indicators (KPIs) – 1st Reading, seconded.</p> <p>An institutional effectiveness evaluation is measuring the goals of the college. For COD that is the five Strategic Master Plan (SMP) goals. APO discussed how to measure the SMP goals. The committee identified the strategies to achieve the goals and outcomes (key performance indicators) to measure progress.</p> <p>The strategies are:</p> <ol style="list-style-type: none"> 1. CCC System: 7 Core Commitments to Achieve Vision for Success 2. Guided Pathways – placeholder for when the strategies are completed 3. Plans – existing colleges plans and processes <p>The outcomes are:</p> <ol style="list-style-type: none"> 1. Institutional Set-Standards (ACCJC)/Goals 2. CCC System: Vision for Success Goals (6 Goals) <p>The strategies and outcomes are mapped to the SMP Goals. For example, in Goal 1: Student Success, the End-User Data Subcommittee work on institutional set-standards for successful course completion, degree completion, certificate completion, transfer, and job placement goals are the outcomes. The Chancellor’s Office and Cal-PASS Launchboard determine the job placement data. The five job placement goals used are areas that have data for 3 years. For the degree completion goal, the data is based on a cohort/timeframe according to accreditation standard. COD has exceeded the current set-standard goal of 892. For the transfer goal, a question was asked if the data separates transfer without degrees. At the moment, the College does not have that information.</p> <p>For Goal 3: Fiscal Stability and Infrastructure, the IEPI fiscal standards are used as the outcomes.</p> <p>APO have two recommendations:</p> <ol style="list-style-type: none"> 1. Present 5-year baseline data on outcomes in fall 2018 to CPC and the Academic Senate 2. Present annual progress reports on the SMP goals. 	
CONCLUSION	Motioned carried unanimously.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
2.8 Bookstore Advisory Committee Updated Charter – 1st Reading		
DISCUSSION	<p>Sally Kalpakoff motioned to approve Bookstore Advisory Committee Updated Charter – 1st Reading, seconded.</p> <p>The committee review their charter and provided revisions. The significant changes are the addition of designee to the members to ensure quorum and include “as needed” to the meeting schedule.</p>	

CONCLUSION	Amendments to the charter: Separate the Vice President of Student Success and Student Learning to individual lines Motioned carried as amended.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.9 Health and Welfare Committee Recommendation – 1st Reading			
DISCUSSION	John Ramont motioned to approve Health and Welfare Committee Recommendation – 1 st Reading, seconded. The committee met on April 23 rd and discussed changing the Delta Dental Plan. The change is not the plan itself but to be part of the pool. The pool is an enhanced plan for less than \$2. The recommendation is to move the Delta Dental plan to the ACSIG/Delta Dental (Enhanced Plan).		
CONCLUSION	Motioned carried unanimously.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3. INFORMATION/DISCUSSION ITEMS			
3.1 Board Policy 4025 Philosophy and Criteria for Associate Degree and General Education			
DISCUSSION	BP 4025 is the corresponding policy to AP 4025. The proposed change aligns with the changes to AP 4025 which is the updated accreditation standard.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.2 Guided Pathways Update			
DISCUSSION	There are interesting headways made to the Guided Pathways workgroup. On March 30 th , a plan was submitted in order to receive funding. The first thing on the plan is to establish a taskforce. The taskforce has been convened with members from classified staff, faculty, and students. The tri-chairs of the taskforce are Amanda Phillips, Karen Tabor, and Ellen Hardy. The committee has met every week and discussed how to institutionalize the work. There are professional development activities for the fall, a PR plan with the PIO office and a video for students. The Research Office is developing a launched board with guided pathway data with benchmarks. The data will be extended from 3 to 5 years.		
CONCLUSION	None.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.3 Outreach and Training Subcommittee Update			
DISCUSSION	The committee scheduled a retreat for chairs and support staff in early fall. Because a lot of the support staff and chairs have been in their role for a while, there will be an advance level of Robert's Rule of Order. The Outreach and Training Subcommittee was originally reinstated to remind the college about the CPC Handbook, prioritization, planning, and resource allocation. For the past few years, there has not been requests		

	<p>for those type of trainings and outreach efforts. The Committee would like to present the 5-year baseline report to the college.</p> <p>Another item the committee discussed the role of the classified supervisor and confidential and how they report back to their constituents. Outreach and Training will be working on a training to address this.</p>		
CONCLUSION	None.		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	
4. Adjournment: 10:46am			
Remaining CPC Meeting for 2017-18: Friday, May 25, 2018 10:00 AM-12:00 PM		Location: Cravens Multipurpose Room	