



<b>College Planning Council</b>		
<b>MINUTES FOR September 14<sup>th</sup>, 2018</b>	<b>10:00am – 12:00pm</b>	<b>Cravens Multipurpose Room</b>
<b>Members Present:</b>	Joel Kinnamon, Darlene Romano, Pablo Romero, Ken Larmon, Sarah Fry, Andrew Johnson, Michael McJilton, Anthony Tesch, Linda Emerson, Kimberly Brooks, David Bashore, Robert Holmes, Keith Prouty, Lily Casas, Yazzmine De Leon, Larissa Chavez, Mary Lou Marrujo, Karen Tabor, Amanda Phillips, Jessica Enders, Sheri Willis, John Ramont, Terri Wilson, Annebelle Nery, Pam Hunter, Carlos Maldonado, Katie Chartier	
<b>Members not Present:</b>	Carl Farmer, Angel Meraz, Donna Greene, Denise Diamond, John Mosser, Jeff Baker, Daniel Martinez	
<b>Guest(s):</b>	Glenn King, Jeff Larson, Marbella Ordaz	
<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 May 25, 2018 Minutes</b>		
DISCUSSION	None.	
CONCLUSION	Minutes approved as presented.	
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>
		<b>DEADLINE</b>
<b>2.2 Food Advisory Services Charter – 2nd Reading</b>		
DISCUSSION	John Ramont motioned to approve Food Advisory Services Charter – 2 <sup>nd</sup> Reading, seconded.  There were no feedback from the 1 <sup>st</sup> reading.	
CONCLUSION	Motion carried unanimously.	
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>
		<b>DEADLINE</b>
<b>2.3 Administrative Procedure 3720 Computer and Network Use – 1st Reading</b>		
DISCUSSION	Sheri Willis motioned to approve Administrative Procedure 3720 Computer and Network Use – 1 <sup>st</sup> Reading, seconded.  AP 3720 was last reviewed in 2009. The updated language are recommendations from the Community College League of California (CCLC).  A comment was made about employees using “Reply” versus “Reply All” when responding to college-wide emails. Sheri will research.	
CONCLUSION	This is the 1 <sup>st</sup> reading. CPC members are encouraged to take it back to their constitute group for feedback.  Motion carried unanimously.	

FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Sheri Willis looked into the comment regarding "Reply All". She identified the issue, corrected it, and confirmed that "Reply" is the OWA default setting (not "Reply All").		Sheri Willis	Completed 9/14/18
<b>3. Information/Discussion Item(s)</b>			
<b>3.1 Board Policy 3720 Computer and Network Use</b>			
DISCUSSION	BP 3720 is the corresponding policy to AP 3720. The only change is the reference to the AP.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>3.2 Outreach and Training Subcommittee Update</b>			
DISCUSSION	<p>There will be a mandatory CPC training/orientation for CPC. The training/orientation will take place at the next meeting. Jessica Enders, Sheri Willis and Pam Hunter of the Outreach and Training Subcommittee will provide the training.</p> <p>Jessica Enders has been designated the Subcommittee Chair. The Subcommittee will work on creative ways to provide information about CPC to the college.</p>		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>3.3 Budget Subcommittee Update</b>			
DISCUSSION	<p>The Budget Subcommittee held their first meeting for the academic year on September 10<sup>th</sup>. The committee reviewed the committee charter, the first draft of a budget narrative project, and the new funding formula. There are a lot to know regarding the new funding formula; colleges will be funded based on outcomes. After the Board adopts the 18-19 budget, the annual budget report and update will be presented to CPC. At that time, information about the new funding formula will be shared.</p> <p>The new funding formula is in effect for this fiscal year.</p>		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>3.4 Administrative Computing Committee Update</b>			
DISCUSSION	<p>The Administrative Computing Committee is a committee of the College Planning Council. Sheri Willis reported on projects and tasks completed in 2017-18 and projects in process.</p> <p>One of the projects that will be implemented in the upcoming months is an Email Cleanup Strategy. The college currently has over 20 years of emails saved on the server. ACC made recommendations and received support from Executive Cabinet. At most other institutions, emails in the Deleted Items Folder are permanently deleted when a user exits the email system. Effective</p>		

	<p>9/24/18, emails in the Deleted Items Folder will be deleted when the email system is closed. Initially, an option to “opt-out” will be available. Sometime in October, IT will permanently delete emails dated 2005 and prior. In December, emails dated 2010 and prior will be deleted. In 2019, IT will implement a rolling process to retain the last seven years of email. Seven years is longest legally mandated period and is best industry practice. This phasing in of email cleanup strategies provides college employees the time to save, file, and become comfortable with the new process.</p> <p>Training classes will be offered on how to appropriately save and archive emails. A FAQ page has been posted to the IT web page. Individualized training is available upon request.</p> <p>ACC worked on reviewing and updating AP 3720. The Committee also completed the Staff Technology Training Survey. The Faculty Technology Training Survey is in process. These surveys help provide a reality check to ensure that the commitments outlined in the Technology Master Plan are honored. For example, over this past year, new training sessions have been developed and scheduled based on feedback obtained from the surveys; e.g. Accessibility, Zoom Video Conferencing, Photoshop and Illustrator. ACC is looking at ways to utilize the existing payroll module to provide enhanced functionality and functions in Colleague.</p> <p>The Committee made recommendations (which were implemented) to revise various web pages; i.e. the COD home page and the Faculty/Staff web page. An Accessibility Workgroup was convened to help address compliance with new regulations that requires the college to provide equal access to electronic information.</p>									
CONCLUSION	Sheri Willis will send an email outlining the email cleanup implementation. CPC members are encouraged to share the information with their constituent group.									
<table border="1"> <thead> <tr> <th data-bbox="142 1262 964 1304">FOLLOW-UP ITEMS</th> <th data-bbox="964 1262 1289 1304">PERSON RESPONSIBLE</th> <th data-bbox="1289 1262 1487 1304">DEADLINE</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="142 1304 1487 1346"> <b>3.5 Assessment of Planning and Outcomes (APO) Subcommittee Update</b> </td> </tr> <tr> <td data-bbox="142 1346 475 1843">DISCUSSION</td> <td colspan="2" data-bbox="475 1346 1487 1843"> <p>APO is responsible for assessing, planning, and operationalizing how to assess/measure progress on the strategic master plan (SMP) goals. APO worked to develop key performance indicators (KPIs) to measure any progress on the five SMP goals.</p> <p>Instead of creating new committees, all the operational plans have activities that support the SMP goals. Each operational plans have their own measures that support a particular SMP goal. The KPIs are the outcomes that measure the SMP Goals. The Chancellor’s Office Vision for Success Goals were announced as the six outcomes for the outcome-based portion of the new funding formula. COD’s SMP goals aligned perfectly with the funding formula. COD’s outcomes meet or exceed the Vision for Success Goals.</p> </td> </tr> </tbody> </table>		FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	<b>3.5 Assessment of Planning and Outcomes (APO) Subcommittee Update</b>			DISCUSSION	<p>APO is responsible for assessing, planning, and operationalizing how to assess/measure progress on the strategic master plan (SMP) goals. APO worked to develop key performance indicators (KPIs) to measure any progress on the five SMP goals.</p> <p>Instead of creating new committees, all the operational plans have activities that support the SMP goals. Each operational plans have their own measures that support a particular SMP goal. The KPIs are the outcomes that measure the SMP Goals. The Chancellor’s Office Vision for Success Goals were announced as the six outcomes for the outcome-based portion of the new funding formula. COD’s SMP goals aligned perfectly with the funding formula. COD’s outcomes meet or exceed the Vision for Success Goals.</p>	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE								
<b>3.5 Assessment of Planning and Outcomes (APO) Subcommittee Update</b>										
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	<p>This fall, APO will make presentations on a 5-year baseline data on outcomes and annual progress report to CPC and the Academic Senate.</p> <p>Faculty understands the definition of the outcome-based portion of the funding formula differently. The perception is to give better grades in order to not jeopardize the college. It was suggested that communication pieces could help change the perception.</p>
CONCLUSION	A communication piece could help better explain how the college's goal align with the new funding formula.
<b>FOLLOW-UP ITEMS</b>	
VP Nery will work with the PIO office to create communication pieces.	VP Nery
<b>3.6 End-User Data Subcommittee Update</b>	
DISCUSSION	The Committee met on September 12. They began reviewing the Institutional Set-Standards and they will be the group who will review the 5-year baseline data on outcomes.
CONCLUSION	
<b>FOLLOW-UP ITEMS</b>	
<b>3.7 Commencement Planning Task Force Recommendation: Commencement 2019</b>	
DISCUSSION	<p>Every year, the college has had the largest graduating class. In order to account for the growth, the Commencement Planning Task Force recommend moving commencement to the Indian Wells Tennis Garden. The recommendation is informed by the commencement survey.</p> <p>VP Nery presented the recommendation to the Academic Senate.</p>
CONCLUSION	
<b>FOLLOW-UP ITEMS</b>	
<b>4. Adjournment: 10:53am</b>	

**NEXT MEETING:** Friday, September 28, 2018 | Cravens Multipurpose Room