

COLLEGE PLANNING COUNCIL

MINUTES

OCTOBER 30, 2015 10:00AM – 12:00PM

CSSC MPR

ATTENDEES	Joel Kinnamon, Kelly Hall, Lisa Soccio, David George, Elise King, Sarah Fry, Courtney Doussett, Andrew Johnson, Karen Tabor, Carl Farmer, Linda Emerson, Adell Bynum, Denise Diamond, Cathy Levitt, Robert Holmes, Lauro Jimenez, Mary Lisi, Minerva Montane, Manases “Joey” Hernandez, John Ramont, Diaman Amsler (absent), Leslie Young, Jim Berg, Annebelle Nery, Jessica Enders, Sheri Willis, Diane Wirth (absent), Lisa Howell (absent), Pam Hunter (absent), Daniel Martinez, Bert Bitanga, Carlos Maldonado
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Recorder: Angela Walton

10:00 AM

President Kinnamon conducted the roll call.

Handouts that Committee Members Received: AP 2015, College Planning Council Handbook, One Stop Career Center meeting minutes and supporting documentation

Agenda topics

1. APPROVAL OF MINUTES OF SEPTEMBER 25, 2015

DISCUSSION	None.	
CONCLUSIONS	Minutes were approved with no corrections noted.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

1. BSI UPDATE

A. NERY

DISCUSSION	Dr. Nery reported that the BSI updates have gone through a first and second reading at the Academic Senate, and has been approved, signed and submitted to the Chancellor’s Office. Dr. Nery reported that spending the allocated funds within the current year demonstrates COD being fiscally stable. Dr. Nery also commented that there are ongoing projects the committee will be assessing, and they are currently developing 2016-17 goals.	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

2. SSSP PLAN - UPDATE

A. PHILLIPS

DISCUSSION	Amanda Phillips reported that this plan had a first and second reading at the Academic Senate, has been signed and submitted to the Chancellor’s Office one week ahead of schedule, but since the submission was sent, a new allocation from the Chancellor’s Office was emailed to Ms. Phillips. Ms. Phillips reported that the new allocation is an increase of 50%, totaling almost \$500,000. The deadline for submission is today, which Ms. Phillips reported may not be met as the new allocation was just received. Her department will work on getting the new plan with updated allocations completed as soon as possible. There was no change to the non-credit allocations.	
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CONCLUSIONS		
None.		
ACTION ITEMS		
1. None.		

3. ADMINISTRATIVE
COMPUTING
COMMITTEE

S. WILLIS

DISCUSSION		
Sheri Willis requested pulling this report from this agenda.		
CONCLUSIONS		
Ms. Willis will report on the Administrative Computing Committee at the next CPC meeting.		
ACTION ITEMS		
1. None.		

4. MATRICULATION
ADVISORY
COMMITTEE

A. PHILLIPS

DISCUSSION		
Ms. Phillips stated that the committee will reconvene in small subgroups, and the subgroups will be meeting to discuss activities. They will come back together as a large group to work on the allocations, and an amended plan and budget most likely will be developed. COD will be made aware of the changes. The deadline will not be met today, but once completed, an updated plan will be submitted. Ms. Phillips reported that the Chancellor's Office acknowledged that COD submitted its plan once week prior to the deadline. It will be crucial to get the plan completed as CPC will only meet twice more before the end of the semester, as well as the Academic Senate.		
CONCLUSIONS		
None.		
ACTION ITEMS		
1. None.		

6. ENROLLMENT
MANAGEMENT UPDATE

K. HALL

DISCUSSION		
Dr. Hall reported that this committee has met three times this semester, and they are charged with developing recommendations for innovative approaches to enrollments. They began by reviewing the current enrollment plan. One recommendation is dropping the word "proposed" from the title. A Chairs Council is being proposed to discuss common goals and strategies. Dr. Hall stated that there should be regular dialogue between the chairs of these committees. Dr. Hall reported that COD is set to receive a substantial increase, and the committee is looking at different opportunities for increasing enrollments and reaching out past the current student base. As COD is also interested in achieving middle college status, they are reviewing mandates of student success initiatives and how middle college status will align with current goals. Dr. Hall stated that she would like for CPC to establish the Chairs Council so they can meet and provide findings and recommendations to CPC.		
CONCLUSIONS		
None.		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

7. APO

D. MARTINEZ

- a. COMMITTEE ASSESSMENT
- b. PRIORITIZATION ASSESSMENT

DISCUSSION	<p>a. Dr. Martinez thanked Dr. Hall for her work, and also thanked Bert Bitanga for his work on the committee. Dr. Martinez reported that a committee assessment has been done and will be sent to committee chairs. The assessment will be useful in understanding groups and structure, and he expects to have the assessment completed soon. Dr. Nery commented they are hoping the assessment as well as CPC committee charters will be updated by end of semester, along with the updated CPC handbook.</p> <p>b. Dr. Kinnamon reported on the matter of Fast Track Faculty – The Academic Senate will be going through the process of prioritizing faculty positions, will receive feedback on this issue and how it might be improved, and feedback will be incorporated into the ongoing process. Dr. Nery and Dr. Martinez will work on incorporating the feedback into the plan.</p> <p>Dr. Hall reported that they are engaged in assessing the prioritization for efficacy and fairness. Karen Tabor recommended that faculty is interviewed to find out what they want. The committee briefly discussed the sample size of the recent survey, the concern being that there was not enough participation in the survey by full time faculty. Dr. Hall commented that the sample size could be reviewed to determine if it was too small, and that we should encourage additional input from committee chairs. Dr. Lisa Soccio inquired if the survey be reopened for additional participation. Dr. Hall stated that they will review the process to determine what could be done.</p>
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CONCLUSIONS	None.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

8. STUDENT EQUITY REPORT

G. BERGSTROM & A. NERY

DISCUSSION	<p>Gary Bergstrom presented the Student Equity Report. The charge of the committee is to adopt “evidence-based models of remediation, coordinating with student equity-related categorical and campus based programs to address achievement gaps and mitigate disproportionate impact among student groups.”</p> <p>Mr. Bergstrom provided an overview of the research that was conducted for this study, the subgroups that were researched, the approaches to the study that were taken, and stated that the draft of the study needed to be completed within a six-week period. Workgroups were formed in five areas of research: Access, Course Completion, ESL and Basic Skills Completion, Degree and Certificate, and Transfer. The work of the subgroups became were pulled together to make one comprehensive document.</p> <p>The highlights of the plan:</p> <ul style="list-style-type: none"> • 22 interventions: <ul style="list-style-type: none"> ○ 20 of them NEW! 15/21 involve faculty &/or tutoring ○ First Year Experience: Accelerated reading, English and Math, library research and counseling support. ○ Targeted Outreach ○ At Risk Counselor ○ Tech EDGE ○ Distance Ed. Faculty support and development ○ Intrusive Counseling ○ Professional Development in learner centered training like On Course and Reading Apprenticeship for all faculty
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	<ul style="list-style-type: none"> o Math Intensives for basic skills math and higher transfer courses o Tutoring for veterans o WomenTech Educators Training o Additional research for problems specific to our population regarding access and completion o Math is stepping to the plate to run research for several proposals. <p>Mr. Bergstrom reported that the executive summary is posted on the COD portal.</p> <p>The full presentation may be viewed here.</p> <p>Dr. Hall commented that this report requires Board approval, and needs to be completed by their last Board meeting of the semester, which is the reason for the tight timeline. The committee thanked Gary Bergstrom for his detailed presentation.</p>
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CONCLUSIONS	None.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

9. AP 7120

J. KINNAMON

DISCUSSION	President Kinnamon stated that VP Diane Wirth was out this week. She will be bringing AP 7120 to the next CPC with updates to the procedure.
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CONCLUSIONS	Next meeting will be first reading of this procedure. Dr. Hall reported that some updates have been made to the procedure, but is still under review.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

10. RESPONSE TO COLLEGIALITY & ACTION VISIT

J. KINNAMON & K. HALL

DISCUSSION	Dr. Hall reported that there was a visit from representatives from the Community College League of California (CCLC) and the state Academic Senate who came at the request for Dr. Kinnamon and Douglas Redman (former Academic Senate President). The representatives met with administrators and faculty, and through a written report, they offered recommendations on how to move forward and resolve issues. Their formal report to COD was delayed and not received until the week of Flex (August). The report contained a number of recommendations, which Dr. Hall reviewed with Dr. Kinnamon, and together they identified groups and various areas where recommendations can happen efficiently and possibly be completed by the end of the semester. This was communicated via email to faculty and staff after Flex, and they are now preparing to move forward. Dr. Hall reported that they will be asking the various campus groups and committees to begin having discussions around the representatives' recommendations. Dr. Hall reported that this is an opportunity for everyone to become involved, and the hope is to have this finalized by the end of the semester. The process will begin shortly.
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11. ONE STOP CAREER CENTER		K. HALL

DISCUSSION	<p>Dr. Hall distributed handouts of minutes and suggested services from their committee meetings. The group met on 9/22/15 with 17 members and others provided input and discussed the charge of the committee. Field trips for tours of other colleges with similar programs were undertaken by some staff and faculty, and the group had their second meeting on 10/25/15. Dr. Hall reported that there has been unanimous consensus that the career center is a resource that COD wants to have for its students. She also requested that CPC committee members share the documentation with their constituents for further discussions and/or recommendations.</p> <p>Dr. Hall stated that a resolution will be brought to the CPC for action with Dr. Kinnamon to move forward with this concept. The group has developed wish list for Foundation, and thanked the Foundation for its support of this project. Purple Briefcase will be integrated and utilized through this project.</p>	
CONCLUSIONS	A resolution will be brought back for action to the next CPC meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

ACTION ITEMS

12. END USERS GROUP

D. MARTINEZ

DISCUSSION	<p>Dr. Martinez distributed a revised End User Group charter for the CPC committee to review. The action is to approve the updated charter.</p> <p>Motion – Dr. Nery made the motion to approve the updated charter, and Courtney Doussett seconded. Discussion – A question was raised regarding the VP that will be assigned to this committee, to which Dr. Nery explained that the most appropriate VP or administrator will be assigned, but that position will require flexibility as the needs of the group change.</p> <p>All members voted in favor, none opposed, motion passes unanimously.</p>	
CONCLUSIONS	End User Group will be revitalized and the revised charter implemented.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

13. ADMINISTRATIVE PROCEDURES

- a. AP 2015 Student Members

J. KINNAMON

DISCUSSION	<p>AP 2015 Student Members</p> <p>Minerva Montane, ASCOD President, made a motion to postpone this item until the next CPC on November 13 to allow for more student input. Dr. Nery seconded the motion.</p>	
CONCLUSIONS	This item is postponed until the November 13 CPC meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

	VP Wirth/J. Kinnamon	11/13/15
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NEXT MEETING – NOVEMBER 13, 2015, 10 AM – 12 PM
