

To: Planning Committee From: Wayne Organ  
Subject: Planning Committee Notes Date: September 6, 2013

**Planning Committee  
Friday, September 6, 2013  
12:30 p.m., AA-216**

Present: Wayne Organ, Chair, Ysrael Condori, Student, Vicki Ferguson, Melody Hanson, Wayne Organ, Rick Ramos, Kenyetta Tribble, Shondra West  
Absent: Marshall Alameida, Karl Debro, Terence Elliott, Donna Floyd, Rick Ramos

1. Meeting called to order by Wayne at 12:37 p.m.
2. Approval of today's agenda – Motion made and approved.
3. Approval of Minutes from April 5, 2013 – Motion made and approved.
4. Approval of Minutes from May 3, 2013 – Motion made and approved.
5. Presentations from the Public – none

Discussion Items

6. **Strategic Initiatives Timeline – 2007 – 2012** – Wayne said the District asked us to “crosswalk” our strategic initiatives with the districts. The district will complete their strategic initiatives in December at which time the colleges will have to develop their strategic initiatives. Once the district starts their brown bag college visits to develop their strategic initiatives, we may begin our process to develop our strategic initiatives. We will explain our process for our accreditation self-study as we will not have enough time to complete the initiatives to include in our self-study. Our strategic initiatives will be completed in Spring 2014.

Wayne asked what have done with our former strategic initiatives (2007-2012) as we have to address them at the November governing board meeting. The initiatives were:

1. Improve student learning experiences and successful educational goal completion.
2. Develop strategies to increase student enrollment to improve the college's image, and to crease positive public awareness about the college.
3. Utilize research and data to improve college effectiveness.

Some of our research can now obtained by the AARC Scorecard. From what Wayne could find in the electronic files, he said we stopped analyzing our strategic initiatives since 2010. Melody found the 2011 latest strategic initiative update. Wayne will distribute that “cross-walking” edition of the updated CCC strategic initiatives to the Planning Committee members for development of the 2011-2012 “cross-walking” to the district initiatives.

Wayne showed the Planning Committee members where all of the committee information is located on the web page including minutes of shared governance committees going back to 2002. Wayne suggested we make a recommendation to forward to College Council to hire a webmaster as a webmaster is badly needed in order to maintain the posting of all of the minutes and agendas from the shared governance committees.

Wayne said the Planning Committee should still act as a Brown Act Committee as we were created by College Council, a participatory (shared) governance committee. AB1725 committees such as ASU and Academic Senate are also Brown Act committees. As such, all minutes and agendas need to be posted on the web site for everyone's access. We can no longer post minutes and agendas on the shared drive or Portal as those storage units are not accessible to everyone. Any committee/body created by a legislative act are Brown Act committees.

7. **Surveys** – We finished the student satisfaction survey. Where do we go from here? What committees do we forward this information to? Student Services needs this information in order to develop recommendations for action. Some of the pieces may be incorporated into the student services program reviews. Wayne said we have two more surveys to conduct: the employee satisfaction and the governance survey. Wayne took the approved questions listed in the former Planning minutes for the employee satisfaction to submit to District Research for a survey to be distributed this semester.

8. **Accomplishments from 2012-2013** – Wayne said last year the work on our mission, vision, values and beliefs statement was well done. The governing board requested a copy of our board presentation. All of the information gathered for the final statements is now evidence for our accreditation visit. We also completed the student satisfaction survey and we changed the budget allocation process. When we collaborated with the Budget Committee, the coloration showed we have a dynamic process using participatory (shared) governance in our budget and planning processes. Whenever the new org chart is released, Wayne said he will not be in charge of Planning any longer but he will continue to be a member of this committee.

9. **Goals 2013-2014** – what do we want to accomplish to be effective? The Planning Committee developed the following goals for 2013-2014:

1. Complete the strategic initiatives this year. The process should emulate the mission statement process as it is going to take some work from the college constituencies to complete the work involved in strategic initiatives.
2. ~~Complete the surveys: Employee Satisfaction and Governance Survey. Disseminate the results to the appropriate committees.~~ We need to analyze why planning is still conducting surveys as we are no longer conducting the college research. Research is now developed at the District Office. Goal 2: Revise the Planning Committee's charge/purpose.
3. To continue working with Budget Committee to refine the budget process that includes Box 2A and Classified positions.
4. To help refine the Program Review process so it is tied into the SLO's/AUO's, budget and planning processes. Develop metrics to show how things are improved within the departments. The scorecard gives us the metrics we are working with.

There was a lot of discussion about analyzing all of our programs. We need to develop better scheduling among our instructional departments. Rick talked about hybrid on-line courses where the courses are conducted in a classroom and then offered on-line two days a month. CTE has more successful cohorts that give the students a sense of community. The courses are also offered for a shorter time period and with smaller class sizes. Does that level of success cost more money? Initially the costs are higher, but in the long run, students are more successful at the end of their education. Shondra said we need an Admissions Counselor. Vicki said our counselors are now open to the idea of academic counseling. Shondra said the next year's catalog will include sequences of classes. We are going to revert back to earlier catalogs and show education plans for each department.

Rick said there is a component in Datatel that can help us with academic counseling. Rick said it is going to take major facets of change to change our climate. Tammeil has included a grid of course mapping in

Council of Chairs. Program review should always be tied to planning. Programs develop action plans that should develop consequences. How does program review interact with long-range planning? The program review process needs to be offered on a template and searchable.

Shondra questioned the Planning Committee's purpose as to why we are still including "research." After some discussion, the Planning Committee decided it needs to revise its purpose:

1. To lead the college's research and planning efforts to ensure quality instruction and student services.
2. To support college and district wide strategic initiatives based on quantitative and qualitative measures. (To make recommendations to program review as to what the quantitative and qualitative measures are).
3. To monitor the college's progress on meeting district's and college's strategic initiatives.

The revision in purpose will be brought to College Council. (October meeting)

Also the "Meeting Time" for all of the meetings is listed as College policy in the College Procedures Handbook. All committees will continue to list the current days and times of their meetings in the College Procedures Handbook with the addition of "or as posted on web" in order to allow flexibility when meetings dates and times are changed throughout a given semester.

10. **Other** - Wayne showed the Planning Committee the new proposed Integrated Planning Model through Participatory (Shared) Governance Plan Overview. It is created in a "building" format and more straightforward to comprehend. This new cleaner proposal (from the former circular one) will be forwarded to College Council for approval. (October meeting)

11. Meeting adjourned at 2:15 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President

**Planning Committee Meetings for 2013-2014:**

**Oct. 4th**  
**Nov. 1st**  
**Dec. 6th**  
**Feb. 7th**  
**Mar. 7th**  
**April 4th**  
**May 2nd**