

To: Planning Committee From: Wayne Organ
Subject: Planning Committee Notes Date: February 7, 2014

**Planning Committee
Friday, February 7, 2014
12:30 p.m., AA-216**

Present: Wayne Organ, Marshall Alameida, Karl Debro, Donna Floyd, Denise Noldon, Gabriela Segade, Erika Greene, Jesse Delacruz, student
Absence: Vicki Ferguson, Rick Ramos

1. **Call to Order** - Meeting called to order by Wayne Organ at 12:30 p.m. and everyone introduced themselves.
2. **Approved of Agenda** – Wayne asked to add Agenda #10 - Planning Committee’s Role in Resource Allocation Process.
Karl moved to add the new agenda #10 and Marshall seconded the motion. Everyone agreed.
3. **Approval of Minutes from December 6, 2013** – Erika asked for clarification on printing the new mission statement on all documents. Wayne responded saying it was decided to have the mission statement printed on the backside of all new business cards. The new mission statement was printed in large print, placed in frames and hung in all of the campus buildings. Erika asked about the student surveys and Wayne responded that we have to survey the students every four years. We might want to add a question in that survey as to how many hours a week do students work? What is preventing students from taking more units?
Karl motioned to approve the minutes from December 6, 2013 and Erika seconded the motion. Everyone agreed.
4. **Schedule and Catalog Committee Minutes from January 28, 2014** – Erika asked for clarification about the Webadvisor notation as to whether sections with multiple meetings could be formatted better. Denise and Donna responded to Erika’s inquiry.
Enrollment Management did not have a quorum so there are no minutes to review.
5. **Presentations from the Public** – none.
6. **Discussion Items**
Reading of previous Strategic Initiatives updates to the Ed Planning Committee – Wayne had concerns about the reporting process of our updates to the Strategic Initiatives. Denise suggested that College Council review our Strategic Initiative progress at its September meeting in order for Denise to submit the updates to Mojdeh and ultimately the governing board. The updates would first be discussed at the Planning Committee prior to being submitted to College Council.
7. **Update of the District Strategic Plan and the development of CCC Strategic Plan** – Wayne pulled up the district website showing the 2011-2015 Strategic Plan. We want to ensure our strategic initiatives relate to the district’s strategic plan. The latest district Strategic Plan is a draft dated 2014-2018 and we want to crosswalk our strategic initiatives with that version. College Council approved the timeline for the development of our strategic initiatives in December. Wayne said we are scheduling informational meetings at the division meetings, following the same format we did for the mission statement. This is the beginning of this process. Denise asked if we have an idea when we will be including the community in the development of our initiatives as she has been asked by some community members. Wayne will meet with Denise to schedule a community forum.
8. **Discussion of Surveys** – Wayne said surveys are difficult to complete as it is difficult interest adjunct faculty in the completion of the surveys. Wayne distributed a governance effectiveness survey via *Survey Monkey* and has received approximately 120 responses. After the effectiveness survey closes, he will then distribute the

governance awareness survey. Wayne asked Denise to send a reminder to management to have them remind s faculty to complete the survey as well as classified. Denise said perhaps we could deliver hard copies as well. Marshall said D2L can also be used for adjunct faculty participation. Wayne said it is not a problem with access of the surveys but a problem with intention to complete it. Denise suggested we could give away a gift card for completion but we would like to see everyone respond to surveys without using a carrot. It was suggested to have each dean write a brief encouraging e-mail to all faculty in their division attaching the link to the survey.

The results of the surveys will be disseminated to the Planning Committee and the Planning Committee will bring the results to College Council. Wayne said the results will be posted on the college website and the Portal. Denise said we could also share the results at All College Day. Jesse asked if students know about the *Survey Monkey*? Wayne said he sent it on the Outlook e-mail that has an ASU address which means only students involved in student government would receive it. Typically we do not receive a lot of student responses. Jesse suggested a link be placed on the website so students could easily access it. Karl asked if we could put the survey on the portal so that when students use the Portal to look up their grades, the survey is readily accessible for them to complete. Denise said we have to rely on all of the constituencies to garner interest from their members. Jesse asked if he could have a copy of the survey. Wayne will send it to him. Gabriela expressed concerns about students' comprehension of the language used in the survey. Erika said we could get more student responses if she had a bank of computers for a specific timeframe and had some food i.e. pizza for students to eat after they complete a survey. Denise said she could also include the definition of participatory and/or shared governance. Karl asked about focus reports. Denise said she will do whatever needs to be done to hear concerns from all constituencies. Denise suggested we ask for more demographic information i.e. part-time faculty or full-time faculty in the survey. The employee satisfaction survey has 88 questions. Wayne will send out the results of that survey also when it is closed.

Wayne said we cannot make policy unless we know where our weaknesses are as evidenced from surveys. It was agreed that surveys are a necessary growing pain for the betterment of the institution.

9. **Discussion of Plan for Committee input on Standard I** – Wayne distributed a CD with Standard I on it and asked the Committee members to read it and edit it. After some discussion about the lack of accessibility with a disc, Wayne will place all of it on the Portal under *Planning*. Wayne asked for everyone to read this over the weekend. Wayne showed where all of CCC accreditation work is located on the web page along with the ACCJC guideline booklet.

10. **Budget Augmentation for Planning Committee** – There will be joint Planning and Budget committees in order to prioritize budget augmentation requests. The 32 applications are listed on InSite Portal – Organizations - CCC Budget committee - 13-14 budget augmentation. Wayne asked the committee members to review the applications and use the rubric to rank each application by March 7th. Then we will meet with the Budget committee to review our rankings.

Meeting adjourned at 2:00 p.m.

Respectfully submitted,
Melody Hanson
Senior Executive Assistant to the President