

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

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

Present: Wayne Organ, Marshall Alameida, Jesse Delacruz, Vicki Ferguson, Erika Greene  
Absent: Rick Ramos, Gabriela Segade

1. Call to order with introduction of guests: none
2. **Approval of today's agenda** - Jesse moved to approve the agenda and Marshall seconded the motion. Everyone unanimously approved the agenda. (Wayne, Marshall, Jesse, Vicki and Erika)
3. **Approval of Minutes from February 7, 2014** - Marshall motioned to approve minutes and Vicki seconded the motion. Everyone unanimously approved the minutes. (Wayne, Marshall, Jesse, Vicki and Erika)
4. **Review of Minutes of Schedule and Catalog Committee Minutes and Enrollment Management Committee Minutes** – No new minutes available for this meeting.
5. **Presentations from the Public** – none.

Discussion Items:

6. **Rating the Resource Allocation Requests** – Wayne said there is enough money to fund all of the allocation requests. They have been ranked by the Budget Committee. Wayne suggested the Planning Committee rank the applications by viewing them on the portal under the Budget Committee and then send their rankings to him. Wayne asked for the committee's rankings as soon as possible.
7. **Accreditation Review** – The Planning Committee is the steward of Standard IA. Wayne distributed hard copies and asked the Planning Committee to edit it. There was discussion about the evidence. Marshall expressed concerns about linkages with program review as the document goes through action plans, budget, etc. Marshall also had concerns with how our document is written and suggested we insert bullet points to reference all of the preceding paragraphs answering how we did accomplish what we said we did in the opening paragraph. Wayne and the Planning Committee concurred with Marshall's suggestion and Wayne said he will rewrite his portion with an executive summary paragraph at the beginning of each standard and include bullet points referring to all of the paragraphs. Those in attendance of today's meeting reviewed hard copies of Standard IA and IB and returned the hard copies to Wayne with their comments.
8. **Results of Effectiveness Survey** – Wayne showed some of the results of the effectiveness survey. We received 184 responses from over 400 employees which is a very healthy yield. Students who responded were from student government. The results did show some significant numbers of those employees that disagreed or expressed that they didn't know their rights in shared governance, what the mission is, if their constituency plays an effective role, that support administration, or unaware of College Council's role in governance. After some discussion, it was decided that we have to educate those employees who have indicated they are uninformed of our governance structure.

It was also suggested that we may have to consider a part-time orientation perhaps put together in a video upon hiring informing the new employee of our mission and the college governance structure as several part-time faculty responded negatively to the survey.

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8. **Awareness Survey** – Wayne will send out the awareness survey next. He will post the results on the web which hopefully will encourage others to respond to future surveys.

9. **Student Satisfaction Survey** – A student satisfaction survey was distributed in Spring 2012 but the chancellor has asked us to conduct another one this year. Wayne expressed concerns about not having the human resources to conduct one right now. President Noldon has been given directions from the Chancellor but we don't know what the plan is to proceed with this directive.

10. **Employee Satisfaction Survey** – Wayne said previously he has tried paper copies for 40 questions. Should we do a survey monkey this time? The committee agreed to conduct the survey through a survey monkey. Erika suggested we use the CRC to encourage employees to take the survey at a designated time during the work day. Wayne said perhaps we do that for classified. Wayne will ask the deans to e-mail the survey to their part-time faculty encouraging them to complete the survey. Wayne will encourage full-time faculty to take the survey.

11. **Strategic Planning** – Wayne hasn't yet looked at the strategic planning process yet because he has been writing the accreditation self-evaluation. Wayne said he would like to attend division meetings to discuss strategic planning but deans have said their meeting agendas are full. Instead, Wayne will talk to each one of the deans as well as constituent leaders and lay out a strategy similar to how we developed the mission statement.

12. Meeting adjourned at 2:00 p.m.

13.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President