

CONTRA COSTA COLLEGE
Planning Committee Minutes

Date: Friday, April 1, 2016

Time: 12:30 – 2:30 p.m.

Location: SSC Conference Room A

Present: Wayne Organ (chair), Donna Floyd, Najia Azzizi, Monica Rodriquez, Jacqueline Lopez, George Mills, Beth Goering, and Michael Peterson (taking notes)

ITEM	DISCUSSION	ACTION ITEMS
1. Call to Order with Introduction of Guests and identification of Committee Members	Meeting called to order at 12:40 p.m.	
2. Approval of today's Agenda	Wayne requested a change of the agenda to correct the date. Donna moved to approve the change, and Jackie seconded. Motion passed.	Unanimously voted upon; agenda modified.
3. Approval of the Minutes from Feb. 5 th Meeting.	Donna moved to approve the minutes from Feb. 5 th . George seconded the motion.	Minutes unanimously approved.
4. Review of Minutes of Schedule and Catalog Committee Minutes and Enrollment Management Committee Minutes	Scheduling and Catalogue committee minutes were reviewed.	

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5. Presentations from the Public		
6. Standardization of committee agendas and minutes for committees under the College Council -Wayne Organ (10 minutes) Outcome: The committee will arrive at consensus and provide a recommendation to College Council for the standardization of agendas and minutes.	<p>Wayne went over the standardization of minutes and reviewed the preliminary recommendations for College Council on April 14.</p> <p>There was a motion to approve the recommendations with a first motion by Beth Goehring and a second by Monica Rodriguez.</p>	MLP and Wayne to meet to finalize the exact language for College Council.
7. Process to evaluate the effectiveness of the full range of planning processes as required under College Recommendation 2. – Wayne Organ (10 minutes) Outcome: The committee will continue its discussion concerning the evaluation of the College Mission Statement.	<p>Wayne reviewed the evidence supporting the CCC Mission Statement.</p> <p>Discussion centered on the dissemination of a dynamic document loosely referred to as the “State of the Mission” Document will be continually updated.</p> <p>An additional discussion arose regarding how we are able to assess our responsiveness in student services. The committee offered these criteria, which can be substantively found in the self-study data:</p> <ul style="list-style-type: none"> • Student satisfaction surveys <ul style="list-style-type: none"> ○ Counseling ○ DSPS ○ EOPS ○ Assessment Center ○ A&R ○ International Students 	<p>A first read will be placed on May’s College Council agenda.</p> <p>Student satisfaction surveys to be reviewed by Wayne Organ.</p>

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8. Evaluation of Budget Augmentation applications. - Wayne Organ (50 minutes) Outcome: The committee will understand the process of Budget Augmentation, the committee's role in the process, and where to find the applications.	37 Resource Allocation Applications. Planning Committee members asked to rate according to the rubric sheet Wayne distributed electronically.	Planning Committee to reconvene for a special meeting on April 15 at 12:30 p.m.
9. Progress on the Strategic Plan: Outcome: The committee will be updated on the college's progress on the Strategic plan		Wayne Organ to update College Council on progress made.
10. Open Discussion	<u>Million Dollar Gift:</u> The question was asked about the major gift to the college and what was done with the money. <ul style="list-style-type: none"> • Could interest from the principle be used toward budget augmentation. <u>Program Review List:</u>	MLP to compile total list of all depts/units who are currently obligated to participate in program review.
11. Other (5 min)		
12. Adjournment	There was a motion made to adjourn by Donna Floyd. The motioned was seconded by Beth Goehring.	
13. Next Meeting – March 4, 2016		

