

**COLLEGE PLANNING COMMITTEE (CPC) MEETING MINUTES**  
**VENTURA COLLEGE**  
**Thursday, March 22, 2018 (Rescheduled)**  
**3:30 - 5:00 p.m.**  
**CCCR**

Voting Members						Non-Voting Members			
1	Faculty Co Chair	Lydia Morales	X	Classified – President	Sebastian Szczebiot	X	Administrator - President	David Keebler (Interim)	X
2	Faculty	<del>Ryan Petitfils</del>		Classified	Sarah Mossembekker	X	Administrator - Co chair Dean	Philip Briggs	X
3	Faculty	Marian Carrasco Nungaray		Classified	Jason Robinson	X	Administrator - VP	Kim Hoffmans	X
4	Faculty	Will Cowen	X	Classified	Gabi Wood		Administrator - VP	Damien Peña	X
5	Faculty	Patty Wendt	X	Classified – Alternate	Nan Duangpun	X	Administrator - VP	Cathy Bojorquez	X
6	Faculty	Eric Martinsen		Student – ASVC, Vice President	Jessica Perez		Administrator - Asst. Dean	David Bransky	X
7	Faculty	Sandy Melton	X	Student – ASVC, Inter-Club Council President	Tatiana Juarez		Administrator - Dean	Felicia Dueñas	
8	Faculty	Preston Pipal		Student – ASVC, Student Representative	Marleen Delgado		Administrator - Dean	Tim Harrison	
9	Faculty	Robert Lawson		Supervisor	Alma Rodriguez		Administrator - Dean	Dan Kumpf	X
10	Faculty	David Young		Supervisor	Jeanine Day	X	Administrator – Dean (Interim)	<del>Gwendolyn Lewis-Huddleston</del> Ron Mules	X
							Administrator - Dean	Debbie Newcomb	
<b>Guests</b>							Administrator - Dean	Lynn Wright	X
	Supervisor	Sue Royer	X	Classified	Carol Smith	X			
	Supervisor	Grant Jones	X	ASVC-Senator of Internal Affairs	Samuel Ponce	X			

Agenda Item	Discussion Notes	Action?
1. Public Comments	Meeting called to order at 3:37 p.m.  SLO workshop yesterday and had some left over snacks	

2. Approval of Agenda - <i>Action</i>		S. Mossembakker moved to approve agenda. W. Cowen seconded. Agenda approved.
3. Approval of 2/28/18 Minutes - <i>Action</i>	K. Hoffmans, L. Wright and S. Melton noted changes to the minutes from the 2/28 meeting.  Corrections to the approved minutes were noted in RED on the final copy of the approved minutes.	S. Melton moved to approve the minutes with changes. Seconded by J. Day. Minutes approved as amended.
4. Strategic Plan Update – <i>Discussion</i>	P. Briggs presented the most recent draft on the white screen. It was specifically requested by a member of the Academic Senate that poppies be featured on the cover. The Strategic Plan has been approved by the Classified Senate, the Academic Senate and is now going to ASVC on April 3 <sup>rd</sup> . It will then return to the CPC for final approval. A draft was sent to the members of the committee for review. Any final corrections please send to P. Briggs as soon as possible. For example, ASVC asked that a glossary of acronyms be added to the document and since not everyone is familiar with all of the acronyms used on campus, it seemed like a very good suggestion.	
5. Making Recommendations Taskforce Update – <i>Discussion</i>	P. Briggs updated the committee on the most recent tasks completed by the taskforce. It was formed to review the Making Recommendations Document and refine it by making sure that it accurately reflects the campus participatory governance structure.  As a group, the taskforce decided to look at the committee membership makeup. They found that the breakdown of the “Bid Three” needed to be reviewed first. That information was presented at the February meeting.  The next thing the taskforce decided to review and discuss was developing an overarching value statement for the participatory governance structure. Those on the taskforce include L. Morales, P. Briggs, P. Yeagley, J. Robinson and V. Ruiz-ASVC Representative, who went through the Six Factors and Beacons of Success that we have applied to the campus. Then took the Mission, Visions and	

	<p>Guiding Principles statements, which are from the Educational Master Plan and tried to incorporated all of the main points into one overarching statement.</p> <p>P. Briggs opened the discussion up to the other members of the taskforce. J. Robinson added that they had work on it for quite a while and they wanted to hear if this committee to see if there were any noticeable gaps and if there was additional input. L. Morales added that they realized there will be many revisions before they get to the final, but this was a very early draft. The taskforce also discussed the idea of developing a standardized evaluation form for the campus committees. A discussion about that idea followed. P. Briggs facilitated. He will provide a copy of a sample survey to discuss in further detail.</p>	
<p>6. Program Review Resource Request – Executive Team - <i>Discussion</i></p>	<p>D. Keebler presented what the Executive Team did in terms of the information regarding the Program Review Resource Request process and facilitated the discussion that followed. He went through and explained in detail what steps were taken. He then talked about the next steps and which initiatives were high priority and those that could be funded provided funds are available. He added that another step in the process is to make the Program Review Process an agenda topic for the next meeting. Going forward the college will need to look back and see how the process could be improved and close the loop. He added that the entire prioritization process is in place to be as inclusive and efficient as possible.</p> <p>P. Briggs made a few clarifying points for those present who were seeing this spreadsheet for the first time. Others asked for clarification on some notes made in the spreadsheet and D. Keebler again facilitated the discussion that followed.</p> <p>Grant quickly went over the Panic Button phone application and showed a quick 3 minute video.</p>	
<p>7. Guided Pathways Update – <i>Discussion</i></p>	<p>P. Briggs reminded the committee that this topic be a standing agenda item. L. Morales provided an update regarding Guided Pathways. Since the last CPC meeting, the Guided Pathways team met and held a roundtable to solicit information from the campus</p>	

	<p>for the work plan which is due at the end of the month. They met earlier in the day. The group is still working to finalize the membership. There are a few slots available and would like for more students to be on the group.</p> <p>The budget was discussed and they are hoping to invite someone from Bakersfield to speak during a Flex Day event at the end of April.</p>	
<p>8. Classified Co-Chair – <i>Discussion</i></p>	<p>P. Briggs reminded the committee that during the February meeting, it was voted to have a Classified Co-chair on this committee. The issue was that the Classified Senate would appoint a Co-Chair. He was not sure it was able to get on the March meeting agenda for the Classified Senate, but he kept it on the committee’s agenda to be sure the person was appointed.</p>	
<p>9. Committee Reports</p> <ul style="list-style-type: none"> <li>a. ASVC Jessica Perez or designee</li> <li>b. Academic Senate Lydia Morales</li> <li>c. Classified Senate Gabi Wood</li> <li>d. Budget Resource Committee Mark Pauley, Cathy Bojorquez</li> <li>e. Student Success Committee Damien Pena, Bea Herrera</li> <li>f. College Outcomes Group Nathan Cole, Asher Sund</li> <li>g. Accreditation Advisory Kim Hoffmans, Eric Martinsen</li> </ul>	<p>ASVC – S. Ponce reported that ASVC is looking forward to the next meeting where they will discuss the Guided Pathways report. And during the general board meeting, they plan to discuss the Strategic Plan.</p> <p>Academic Senate – L. Morales reported that they have had two meetings since CPC last met. During both of their meetings, they approved the Strategic Plan. They had an OER presentation by Matthew Moore. The senate is interested in having campus shooter trainings. They have floated that idea with D. Keebler. They discussed their concerns regarding the compressed calendar and look forward to having even more discussions about that as they look further into the details. They also have as a standing agenda item to discuss Guided Pathways.</p> <p>Classified Senate – G. Wood reported that a new president had been elected. She introduced S. Szczebiot as the President. Two new elections are scheduled to take place to elect a new Vice President and Secretary as the current positions term is expiring.</p> <p>BRC – C. Bororquez reported the the committee has continued to talk about the state budget and lack of information coming from the state on the new funding formula. She shared some documents that she had gotten at the district’s budget committee that showed that they will be counting on COLA at about \$3.3</p>	

million to the district. They are counting on longevity and other faculty expenses to be an increase of about a \$5.9 million. The increase in expenses and new expenditures will exceed new revenues. Things aren't done with state and they went over some other forms. The information that they covered for VC in the budget shows that new expenses will exceed new revenues by \$1.2 million. She said that VC does have some money set aside that is tied to FTES shift. At this point, we are looking okay and will keep sharing information from state and district as it becomes available. She said that she should have a better take it for the next meeting. They are still waiting for the May revise to come out.

SSC – W. Cowen reported that the committee had met four times since last CPC meeting. The primary topic about trying to get organized as a committee and dealing with spending category funds was covered. They are in the middle of vetting RFPs and based on money available.

COG – P. Briggs reported that they are moving into Phase II of the review, reflect, reset process. Phase I was to look at the SLO in each course and evaluate the quality of those courses. Phase II is about evaluating and assessing those SLO/SUOs. They will also be setting a new 5 year cycle. An SLO/SUO workshop took place yesterday. They had raffle prizes and a very good discussion of common assessments. In April, more working workshops will be scheduled for those still looking for assistance with the forms.

Accred. Advisory – K. Hoffmans reported that the group had met once to complete the follow-up report. They got the notification that they have received it. It should be going to their board for review and she is expecting to hear from them soon. She is confident that they will give us approval and we will get full accreditation.

Announcements –

W. Cowen announced that a filmming crew would be on campus to film The Bachelorette show. Contact Blair for additional

	<p>information. See email for participation information. Please note that there will be quite a few people around campus, especially in the west campus parking lot around 12:30 pm. The Robotics event is here next week as well. There will be a lot going on. VC still has a shelter and will be closed at 8am tomorrow.</p> <p>There is a Cultural Diversity event on April 11<sup>th</sup> and 12<sup>th</sup> . A schedule will be posted as soon as final confirmation is received and will go out to AllUsers. It was strongly encourage for faculty to use the events as an alternate day of instruction and to incentivize students to attend some of the events.</p>	
10. Adjournment	<p>Next Meeting: April 25, 2018</p> <p>Meeting ended @ 4:48 pm</p>	

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