1. Introduction of Members: Co-chairs D. Berz and S. Sexton welcomed the committee to its first meeting. Members introduced themselves and who they represented.

2. Schedule of Meetings: Per the planning structure of the committee, there will be at least 2 meetings per semester, with additional meetings scheduled as needed at the discretion of the co-chairs. Meetings will be held on the first Thursday of each month, unless otherwise notified. The schedule for rest of the semester will be:

   Thursday, Oct. 18, 12:30 – 2:00
   Thursday, Nov. 15, 12:30 – 2:00
   Thursday, Dec. 6, 12:30 – 2:00
   (Location: Board Room)

3. Review of Structure and Responsibilities: D. Morse reviewed the structure and charge of the CPC and the responsibilities of its members (see document: Planning Structure Revision, Approved by Academic Council, August 21, 2007). The Steering Committee consists of the CPC co-chairs and the Planning Officer (position will be filled by the new Assoc. Dean of Institutional Effectiveness). The Budget Advisory Committee will continue to be a standing committee, but there was a question about reviewing the composition of the BAC since many of its members were representatives of the other planning committees which no longer exist.

4. Process for Activation of Task Forces: The process for creating a Task Force is detailed in the document “Planning Structure Revision, Approved by Academic Council, August 21, 2007.” Four areas identified for work needs at first CPC meeting (and one that came up later):

   1) Enrollment Management
      a. Decided to meet with Eloy regarding who will be responsible administratively,
      b. then a charge and composition will be written.

   2) Technology Planning
      a. Charge and composition will be reviewed by steering committee
      b. Mario has sent out an email to reconvene the old previous group, they were informed that they can go ahead, but the charge and composition are being reviewed. They will no longer be a standing committee, but a taskforce for the current tech plan.
3) Distance Learning
   a. A college-wide distance learning plan to be developed. The recently written version comes from the Director of Distance Learning and the Dean of the School of Learning Resources, Teaching and Technologies. A task force would use this document as a resource to develop the college’s Distance Learning Plan.
   b. The task group for the DL Plan would include: Student services, ACIT, HR, Fiscal, Curriculum, CCA. Issues to be discussed: who owns content and courses, guidelines for HR issues such as percentage of workload online. Scope issues need to be addressed appropriately.

4) Program Planning/Review
   a. Charge to be written by Linda and Sigrid, reviewed by Don. Charge items to include discussed. Composition discussed.

5) A fifth issue arose from an email after our meeting. Don, Linda, and Sigrid had a conference call to process the request to form a work group regarding the 16 week calendar. The best avenue to deal with this issue is under discussion.