Present: Don Berz, Eva Bagg, Sigrid Sexton, Phyllis Arias, Cathy Crane John Downey, Ann-Marie Gabel, April Juarez, Maria Narvaez, Daniel Reich, Kevin Ryan, Natalia Schroeder, Leticia Suarez, Chris Villa, Joan Zuckerman, Lou Anne Bynum, Shauna Hagemann, DeWayne Sheaffer, Vincent Riojas, Peter Knapp,

Absent/Excused: Byron Breland, Alta Costa, Rose DelGaudio

1. Co-Chairs’ Report
   - Summary Notes from Dec. 4th were approved with minor changes.
   - David Morse was welcomed back from his sabbatical.
   - Flex Day is on Jan. 29th. At the last Department Head meeting, some options for Flex Day activities were suggested. Departments could work on:
     - a planning activity using the forms from last year.
     - student learning outcomes. The ASLO Committee is working on revising the Core Competencies to become General Education Outcomes (GEOs). Tricia Alexander, SLO Coordinator, is working on a matrix of courses in the GE Plans (A-C) so they can be mapped to GEOs.
     - Student Success Initiative; resources will be provided for Department Heads.
     - budget
     - program review for those departments who are scheduled to do it this year

2. Program Plan & Program Review - The committee discussed at length the recommendations from the Program Plan/ Program Review Task Force. One of the main points of discussion was whether or not there was enough information for CPC to decide to buy or build a system. There was also a concern that while it was obvious that the task force did a lot of work, it seemed their recommendations did not include the process for program review. Some members of the task force stated that it seemed the focus was on the automation and the creation of the process was lost. Members felt that the demo of TracDat at the next CPC meeting would be very valuable in answering some of their questions. Department Heads, Deans, ACIT, Student Services, and others who will be involved in the new process will be invited to attend the demo. It was also decided to accept the recommendation to create an implementation group. E. Bagg, S. Sexton, N. Schroeder and J. Downey will work on the charge and composition of the new group.

3. Distance Learning Implementation – The approved Distance Learning Plan will be lodged with an administrative body/operational unit. They will have the authority to implement the plan, but an oversight group needs to be created. K. Ryan has agreed to work with Amit Schitai on developing the charge and composition of the group. It was suggested that a group about half the size and with the same breadth of representation as the Distance Learning Task Force be formed.

   D. Morse suggested that in the future, if a task force presents a plan that includes the creation of an implementation or oversight group, then the plan should include the recommended charge and composition of the group.
4. Enrollment Management – Since CPC is the governing body for Enrollment Management (EM), CPC needs to be more involved in the decisions made concerning EM. This goes beyond getting reports and includes rolling EM into the planning process and making any revisions to the EM plan. There was a discussion about the lack of communication about the plan to the Department Heads (i.e., regarding exceptions to cancelling classes). Guidelines have been developed by the EM group, but the total picture is not getting down to the Dept. Heads. There seems to be a disconnect between the guidelines and the implementation of them. D. Berz stated that we have an automated tool (Cognos/Data Warehouse) to help with EM, but more people need to be using it. He agreed to provide to the CPC an enrollment management overview at the school level.