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

**Absent/Excused:** Vincent Riojas

**Guest:** Patricia Alexander, Cindy Hanks, John Hugunin, Gerry Jenkins, Corinne Magdaleno, Ross Miyashiro, Mae Sakamoto, Bobbi Villalobos, Cindy Vyskocil

1. Co-chairs' Report

- April 23rd Summary Notes – approved w/ changes
- Upcoming tasks for Fall 2009 *(information item only)*

Evaluation of 2005-2010 Educational Master Plan Goals: over the summer, CPC Steering will work on a protocol to evaluate the goals

Plan for developing the new Educational Master Plan (EMP): CPC Steering will meet with Eloy regarding the development of the new EMP. S. Sexton will also get input from Senate Exec. One idea is to have consultant work with us (concerns were voiced re this since we are in a budget crisis; there was no consultant hired last time). Hopefully, we will have a functional planning and review process that can be used in developing the new plan.

D. Berz stated that President Oakley wants to meet with the CPC Steering Committee a few times each semester in order to increase his connection with planning.

2. Accreditation Updates

- Program Plan/Program Review

D. Morse and E. Bagg, co-chairs of the PPPR Implementation Team, reported that the team has continued to work to address the concerns from the last CPC meeting. The co-chairs are meeting with the VPs tomorrow to get their input on the VP Level prompts. The team intends to have the process fully developed by the end of the semester, but since the last CPC meeting was only two weeks ago, there was not enough time to make all the necessary changes. D. Morse and E. Bagg requested a special CPC meeting on Thursday, May 21st to present revised documents, and CPC members agreed to meet on that day *(note: originally, the meeting was scheduled for 12:30 – 1:30, but due to Tech Plan discussions, it was extended to 2:30).*

- SLOs

Tricia Alexander, SLO Coordinator, reported that the Institutional Learning Outcomes are going to the Curriculum Committee for a 2nd reading next week. The ASLO Committee sent out the applications for the Summer Institute which are due back on Monday. The ASLO Committee will be selecting up to 33 assessment projects that are at the course or program level.

The Process Oversight Group (POG) discussed the issue of faculty and departments developing course and program level outcomes at the same time. The POG agreed that the
development of program-level outcomes should be deferred to September so that course-level outcomes could be completed first. The definition of a “program” has not yet been resolved. The POG is looking at the Curriculum Guide and other guidelines. They will bring their recommendations to the Academic Council for review.

There was a Student Support Services Retreat held on April 30th to work on SLOs and SUOs (Support Unit Outcomes). Their program-level outcomes are due in May.

3. Task Force and Committee Presentations and Updates

- **Technology Plan Task Force**
  
  John Hugunin, co-chair of the Technology Plan Task Force, presented the Technology Master Plan. The other co-chairs, Mae Sakamoto and Cindy Hanks, also attended, as well as other members Ross Miyashiro, Gerry Jenkins and April Juarez. The Tech Plan presented to CPC last year was “version 1” and it was a good assessment of what the College has and identified funds already in place. “Version 1” served a functional purpose and was used in the funding process. This Tech Plan is “version 2” which contains a longer term view and a vision for where the College wants to be in the future. The equipment life-cycle recommendations were carried over from version 1. The guiding principles are not prioritized because all are equally important.

  The CPC commended the Tech Plan Task Force, especially co-chairs, for meeting their charge and for developing the plan. Cindy Hanks specifically thanked John Hugunin for taking over when Mario Valente, former co-chair of the task force, left. Julian DelGaudio and Amit Schitai, members of the task force, created the vision scenario.

  There was a long discussion about the Tech Plan and what the next steps should be. Some felt that we should accept it in principle but continue discussion of specific points (the same process taken with the Student Success Plan). However, A. Gabel felt that accepting the plan in principle would not be useful if it could not be considered a working document. There are some areas of the plan that some people don’t agree with, so it could not be adopted as a working document.

  At issue was CPC’s charge to get college wide feedback on any major initiative or plan. The other concern was that this feedback process might last a long time. Some suggestions were to create discussion boards and videotape presentations. It was also suggested that future task force/committee charges integrate hosting forums in order to vet the plan before it is presented to CPC. S. Hagemann suggested asking some of our communication experts for ideas on how to best communicate plans, etc. with the college community.

  The issue of communication goes beyond this plan and needs to be addressed in the fall. In the meantime, it was decided that the plan would be made available collegewide ASAP. The Tech Plan will be on the May 21 CPC agenda and feedback would be due before then so that it can incorporated into the discussion.

- **Student Success Committee**
  
  Bobbi Villalobos and Shauna Hagemann, co-chairs of the Student Success Committee, gave an update. Based on data collected so far, students who used the success centers have higher course retention rates (33%) and success rates (42%). This data was only the results from the first semester and the longitudinal study will continue. All Success Center coordinators were commended for their work. P. Arias, L. Douglas, B.K. Mudunuri, J. Wheeler and L. Suarez were also instrumental to the success. There are plans to have work groups for the Teaching and Learning Center, as well as Learning Communities.

- **Distance Learning Plan Oversight Task Force** - no report; postponed to a future meeting

- **Staff Equity Committee**
  
  Cindy Vyskocil and Corinne Magdaleno, two of the three co-chairs of the Staff Equity Committee, presented a report on the work of the committee. The Staff Equity Committee identified two primary goals to be accomplished in the coming year and formed a work group for
each goal. The two goals are 1) to draft a revised part-time faculty hiring process in accordance with equal employment opportunity laws; and 2) create a model for a faculty mentor/intern program that could be piloted.

- Budget Advisory Committee (15 minutes)

- A. Gabel presented the information that she had presented at the Budget Reduction Task Force meeting yesterday, May 6. She gave an update on the State budget, the District’s draft tentative budget for the Unrestricted General Fund, and a breakdown between the discretionary accounts vs. fixed cost accounts. She also reported that as a result of the cost savings strategies recommended by BAC which have been implemented, the District has reduced its spending by $1 million.

- Budget Reduction Task Force

  S. Sexton and D. Berz gave a quick update on the Budget Reduction Task Force. The TF met yesterday, May 6. The fall and summer schedule must be cut and the TF hopes to have guidelines by the Dept. Head meeting on May 14. The TF primarily reviewed classes under 20 and other inefficiencies and impact on FTEs. It was acknowledged that the reductions should not be at expense of any one program.