Present: Sigrid Sexton, Don Berz, Eva Bagg, Phyllis Arias, Byron Breland, Alta Costa, Cathy Crane, John Downey, Ann-Marie Gabel, Shauna Hagemann, April Juarez, Maria Narvaez, Daniel Reich, Kevin Ryan, Natalia Schroeder, Leticia Suarez, Chris Villa, Steve Wallech, Joan Zuckerman

Absent/Excused: Lou Anne Bynum, Rose DelGaudio, DeWayne Sheaffer, Vincent Riojas

Guests: John Fylpaa, Bobby Villalobos, Lisa Goddard

1. Co-Chairs’ Report
   - E. Bagg and S. Sexton presented on the planning process at the Board of Trustees’ meeting.
   - The approval of Sept. 4 Summary Notes was deferred to next CPC meeting.
   - The members welcomed Daniel Reich, the new ASB representative.

2. Update from Student Success Committee – B. Villalobos and L. Goddard gave an update on the Student Success Committee and distributed materials including a diagram of the relationships of the Student Success Committee, its implementation teams (9) and the College Planning Committee. About 15-17 committee members, funded by the Title V Basic Skills Grant, are attending the Strengthening Student Success Conference in October. The Operations Team met all summer and has hired 13 aides and 4 Instructional Specialists. The budget is still being developed but will be completed by Oct. 6. E. Bagg is working on the research/evaluation component of the plan. The membership includes, as a PE rep, Ruby Icaro, from the Student Athlete Success Center.

3. Update from Program Plan/Program Review Task Force – John Fylpaa presented an updated on the Program Plan and Program Review Task Force. They have been reviewing several automated processes and is scheduled to visit El Camino College to review their process. The co-chairs also met with Chris Villa re student services and made a presentation to BAC. J. Fylpaa has been compiling material into an evidence notebook for accreditation. The members asked him for a projected timeline and he estimates that perhaps a paper template will be ready by the Spring but the automated process will not be ready by then. To fit into our budget cycle, planning must be done in the Fall.

4. A. Gabel gave presentation on Adopted Budget but was unable to finish due to time constraints. She will continue her presentation at the next CPC meeting.

5. There was a lengthy discussion on the specific wording of one section of the Distance Learning Plan. The excerpt below shows the change made (highlighted).

   GI1. ORGANIZATION OF DL AT LBCC

   DL at LBCC will maintain an open line of communication with Academic Affairs in order to:
   • Oversee and promote the vision for DL at LBCC at a level commensurate to its growth, its role and importance in the college
   • Assist in integrating DL into the overall college practices by providing an all-inclusive place of direction, protocols, measure, funding, standards application,
student help, coordination of resources, and planning recommendations regarding DL.
• Provide effective collaboration and communication with Instructional Dean and Student Services administrators to enable systematic implementation of all the objectives included in this plan.
• Enable the development of informed and comprehensive budget as well as centralized funding for DL.
• Collaborate with the Associate Dean of Institutional Research, to provide ongoing measure of DL effort and operation to assist in decision-making process regarding future enhancements and direction, especially in light of the rapid changes in technology expected in the next decade.

Establish a connection and presence for Distance Learning on the Curriculum Committee to ensure a continuous exchange of information and input.

The plan was accepted with changes. An implementation team will be formed.