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

Absent/Excused: Sigrid Sexton, Phyllis Arias, Cathy Crane, Steve Wallech, Byron Breland, Alta Costa

Guests: John Fylpaa, Myke McMullen, Gail Schwandner

1. Co-Chairs’ Report
   • Sept. 4  & Sept. 25 Summary Notes were approved

2. Committee Memberships –
   • Term Limits (two 3-yr terms) for faculty representatives on the Budget Advisory Committee (BAC), Student Success Committee (SSC), and Integration of SLO Committee (ISLO) were approved. Terms will be staggered and the committees will identify which members are serving on their first or second term.
   • The CPC approved the addition of a second Adjunct Faculty representative to the Student Success Committee.

3. The charge and membership of the Integration of Student Learning Outcomes Committee (ISLO) was approved with one change to the membership. There will be two (2) representatives from Student Support Services – one faculty and one non-faculty.

4. A. Gabel gave a budget update from BAC. A college-wide update was sent out before Thanksgiving. There is a likelihood of mid-year cuts, but specifics won’t be known until after the end of the legislative session in mid-January. In the meantime, the district has made the following changes: 1) reduced all travel budgets/ mileage/ conference funds by 50%; 2) slowed down hiring; 3) moved purchasing deadlines to February instead of March; and 4) discontinued mailing paychecks to home addresses; they will now be delivered via campus mail. There will be a deficit of 5.4 million dollars in 08-09, and BAC had a brainstorming session to generate ideas on how to deal with the budget but there is nothing definite yet. Cuts will have to be made, but the priority is to prevent layoffs and to protect the students from being affected.

5. John Fylpaa and Myke McMullen, the co-chairs of the Program Plan/ Program Review Task Force, presented the task force’s recommendations (see attached). D. Berz thanked and commended the co-chairs and the members of the task force for all their diligence, efforts and hard work.

The co-chairs addressed each of the charges of the task force but one of their major recommendations is to quickly establish a permanent working committee to plan and implement the new process. They also focused on their second charge of recommending “An automated vehicle for ease of updating and managing linkages and tracking results.” After reviewing numerous products, visiting many community colleges, and meeting with ACIT several times, the task force recommended that if we were to build our own system, as some of the colleges did, the process from the College of the Canyons seemed to be a good starting point for us. If we decide to buy a proprietary system, then they recommend TracDat. They emphasized that...
either way would need the sufficient resources of time, money and personnel. ACIT is willing to support whatever platform is decided but needs resources to do so.

Another concern is the timeline, given the urgency of the recommendation from the Accreditation Evaluation Team. It’s likely that the new system will not be in place until Fall 2010 but this may not be soon enough. A. Gabel pointed out the District needs to prioritize the many projects going on concurrently, such as Schedule 25, 16-wk calendar, etc.

Members of the CPC requested a demonstration of TracDat and suggested that the next Department Head Meeting on Thursday, Dec. 11 might be a good place to see the product. It might also be beneficial to have the Department Heads hear the recommendations of the task force. J. Fylpaa and M. McMullen agreed to make a presentation at the Department Head Meeting and will try to arrange a demo of TracDat if possible.