Present: Eva Bagg, Don Berz, Byron Breland, Lou Anne Bynum, Cathy Crane, John Downey, Shauna Hagemann, Peter Knapp, Don Low, Lynn Misajon, Maria Narvaez, Kevin Ryan, Sigrid Sexton, Lynn Shaw, Bobbi Villalobos, Joan Zuckerman, Phyllis Arias

Absent/ Excused: Elizabeth Arreaga, Hurtie Chukwidere, Rose DelGaudio, Ann-Marie Gabel, David Morse

1. Co-chairs’ Report
   The Summary Notes from Dec. 3, 2009 were approved.

2. Updates
   a. Accreditation –
      E. Bagg reported that the decision letter from ACCJC has not yet arrived. The Commission had their meeting on Jan. 6, so their letter should arrive soon. She also reported that Chancellor Jack Scott, as a representative of a CA Community Colleges task force, recently submitted a set of recommendations to ACCJC. ACCJC responded to the recommendations and defended their position; the only recommendation they may consider is the one about lengthening the accreditation cycle. D. Berz will email the ACCJC response (which addresses all the recommendations) to the CPC members.

   b. Assessment of Student Learning Outcomes
      At the ASLO Committee meeting on Tuesday, Jan. 26, Kim Anderson, ASLO Coordinator, reported that all but 20 of 1700 courses have not submitted their SLOs yet. She will continue to contact those departments to get their course SLOs. Also, about 485 courses (close to 30%) have submitted assessment plans.

   c. Program Plan/Program Review
      The VP level groups are working on their plans. D. Berz reported that the Academic Affairs group has met several times but is struggling with developing goals since they have such a broad group. They created an ad hoc group to do accomplish this task, and there is also a quality control group that will review all the plans submitted by the Inter-Level groups. Their next meeting is on Thursday, Feb. 4.
      The PCC group is almost done with their goals, but P. Arias and B. Breland were concerned about the timing, since their goals are supposed to help inform the VP groups. It was suggested that the goals (even though they are still drafts), be sent to all the VP level groups.
      L. Bynum reported that the Economic and Resource Development group has met several times and developed four goals. She also reminded the co-chairs of the other VP level groups that one of the prompts is to identify any common goals among the VPs.
      D. Low reported that the Student Support Services group has also met several times. They have prioritized their goals and will send it out to their members for review.
      J. Downey reported that the Administrative Services group is on track. They have reviewed all the goals and have answered the VP Level prompts.
      Everyone was reminded that the deadline to submit the VP Level plans to CPC is Feb. 8.
3. Review proposed charge of Enrollment Management Task Force

K. Ryan reported that Academic Council is currently studying the structure of the planning process, including Enrollment Management and where it fits in the process. He suggested that this item be deferred until Academic Council has finished with their work. CPC members agreed.

4. Educational Master Plan


M. Narvaez created a template to capture the progress towards the goals, outcomes and strategies of the current Educational Master Plan. It is important to do this before a new plan is created. There was a discussion on how best to gather this information. It was decided that CPC members would fill out the template and then email it back to M. Narvaez. The CPC Steering Committee would then review all the input first to determine what further actions were necessary to fill in any missing gaps. CPC members were encouraged to gather information from their groups and review the accomplishments that were included in the program plans/ program reviews. B. Villalobos will gather information from the Deans.

b. Process to develop new EMP

The following are suggestions on how to develop the next Educational Master Plan:

- get feedback from people involved last time, i.e., Janice Tomson and David Morse
- get info from Academic Council tribe that is studying the planning process
- hold a broad kick-off meeting this semester, maybe in April
- create a blueprint on how the plan will be developed
- build into the new plan a mechanism for continuous evaluation process

5. The revised BAC Charge was approved by the Academic Council and shared with the CPC.

6. Presentation of proposed PCC Strategic Plan

B. Breland presented a draft of the PCC Strategic Plan. The plan was written in response to an item on the Superintendent-President’s agenda (“Develop and implement a plan for the Pacific Coast Campus to increase the breadth and scope of course offerings leading to an associate’s degree or career, technical certificate.”) and a Board of Trustees goal (“By February 2010, review and assess an educational plan for the Pacific Coast Campus to enhance its responsiveness to students and community needs. Such a plan is to provide students with a complete/comprehensive academic program that will further opportunities for basic skills achievement, Associate Degree attainment, and transfer to four-year higher education institutions. The implementation of this plan shall be reviewed annually.”) B. Breland will be presenting the plan to the Board of Trustees on Feb. 23rd, and is soliciting comments and suggestions from CPC and from other groups.

Some of the suggestions that were made include re-writing the parts of the plan that refer to incentives, revising the background information, and adding more information regarding CTE programs. Members were encouraged to email or call B. Breland for any additional input. S. Sexton also suggested holding a forum to get college-wide feedback.

There was a question about who wrote the plan and B. Breland and P. Arias explained that there was no shared governance group that was commissioned to write the plan. However, B. Breland gathered input from many different people, including faculty and students, and especially the PCC Inter-Level group. P. Arias and B. Breland, co-chairs of that group, are considering putting forth a recommendation to re-commission the PCC group and possibly turn it into a committee. K. Ryan reminded the members that CPC creates task forces, and Academic Council creates committees.