Present: Don Berz, Kevin Ryan, Eva Bagg, Phyllis Arias, Lou Anne Bynum, Cathy Crane, Ann-Marie Gabel, Shauna Hagemann, Peter Knapp, Don Low, David Morse, Maria Narvaez, DeWayne Sheaffer, John Downey, Lynn Misajon, Janice Tomson, Bobbi Villalobos, Byron Breland, Lynn Shaw, Hurtie Chukwudire

Absent/ Excused: Elizabeth Arreaga, Rose DelGaudio, Joan Zuckerman

Guest: Joanne Tyler

1. Co-chairs’ Report
   - Summary Notes, April 1, 2010 - approved
   - The following committees will report at the May 6 Meeting [note new location: O Bldg, Rm 210]:
     - Facilities Advisory Committee
     - Student Success Committee
     - Staff Equity Committee

   The report from the Technology Oversight Task Force will be postponed because they have not met yet and are still waiting some representatives to be appointed.

2. Discuss Possible Need for Additional Task Forces
   - Report from VP Level Groups

   Academic Affairs – The group did not recommend any new task forces. However, they did have two suggestions to change Student Success goal (Original: Increase the number of certificates, AA and AS degrees, and students who transfer). The CPC reviewed both suggestions and decided on the following: Increase the number of students who obtain certificates, AA and AS degrees, and students who transfer.

   D. Berz mentioned that, unlike LBCC, other colleges award certificates without waiting for students to apply for it. This significantly improves completion rates. LBCC currently does not have system or process to do this. A grad check feature in PeopleSoft would help, but currently, an evaluator in A&R has to verify status, and staffing in A&R has been an issue. D. Morse stated that there is currently a bill (SB 1440) in front of the state senate that would encourage universities to have common major practice to help students transfer, since there are currently different transfer requirements.
**Student Support Services** – The group was wondering about activities under the CTE and Basic Skills goals and the similarity of the Student Success and Basic Skills goals. They also voiced a concern to make sure that student services is represented in all committees and task forces. They suggested a task force for PCC and CTE. CPC Members commented that there is a proposal going to Academic Council to have a PCC standing committee. Also, the Academic Senate has a CTE subcommittee, but no one was sure what its charge was.

**Economic and Resource Development** – The group recommended a task force to better facilitate college-wide discussion regarding economic and resource development, grant opportunities, etc. It was asked how this new group would compare to the existing CTE subcommittee or the Grants Advisory Committee. It was suggested that the charges of those two groups should be reviewed to make sure that there is no duplication of efforts. It was also suggested that if this new task force goes forward, consider expanding the membership, especially the faculty involvement, and perhaps including the chair of the CTE subcommittee and a rep from the ASLO Committee.

**Administrative Services** – The group did not recommend any new task forces.

**Human Resources** – The group did not recommend any new task forces.

**PCC** – The group recommended two new groups. One is a task force to address the food service model at PCC. However, Auxiliary already has a food service committee. CPC needs more information from Marty Wayland regarding the charge and composition of the food service committee. Perhaps a new task force is not needed, but just a rep from PCC. If the current committee is not addressing the same concerns as this new task force would, then it would make sense to create a new task force. D. Low will ask Marty Wayland for additional information.

The other group is the PCC Planning Committee that is going to be proposed to Academic Council. They will revise the draft charge to include addressing concerns about PCC facilities, health and welfare.

The group also discussed that PCC representation needs to be increased in all committees & task forces, but specifically in the research & enrollment management ones. While this may be more of an Academic Senate issue, members agreed that an overall review of all committees and task forces might be useful.

3. Program Planning/ Program Review

- **Presentations of College Goals**
  - The CPC Steering Committee recommended some possible venues and the members added their suggestions as follows:
    - Academic Senate
    - Department Head meeting (includes Deans)
    - President’s Leadership Council
    - Curriculum Committee
- PCC
- CCA Rep council (joining w/ other groups)
- College Day (information fair)
- District-wide email from CPC Co-chairs
- In the Loop

Regarding these venues, it was suggested that targeted groups are likely to have better attendance than general forums. It was also suggested to ask for Community Relations and Marketing’s help. Perhaps all committees could also list the goals on all their agendas.

Since there is not much time to do these presentations this semester, these will be planned for the Fall semester instead, maybe using College Day. Meanwhile, it can be publicized via electronic media. M. Narvaez will create a newsletter that highlights the new program review process and the goals.

- Survey of the Program Review Process

There was some concern about the timeline of the survey. It might be better to wait until we complete one whole cycle, so it was suggested to wait until Fall. It might be hard to conduct an evaluation until all decisions have been completed and the campus informed about them. (For example, Cap Outlay decisions have been made, but VTEA decisions will not be made until their meeting on May 5th.) However, an evaluation of the process would be helpful to inform revisions, which would need to be done during the summer.

In the end, it was decided that the survey should go out before the end of the semester. Focus groups with the different planning level groups will also be conducted, but probably not until Fall. Members suggested to shorten the survey, included questions regarding resources and connection to planning. A draft survey will be sent out to CPC for the next meeting.

4. Developing 2011-2016 Educational Master Plan

CPC approved the timeline. The Kick-off Event will be moved to the Fall.

A review of the Mission Statement has to be included in the development of the new plan. There will be further discussions about this at future meetings.

K. Ryan and E. Bagg will continue to work on the evaluation of the previous EMP goals.

5. The next CPC Meeting will be on May 6 in the O Building. There will be an additional CPC meeting on May 20.