Attendees: Don Low, Eva Bagg, Sigrid Sexton, Don Berz, Peter Knapp, Lynn Shaw, Kevin Ryan, Ann-Marie Gabel, David Morse, Joan Zuckerman, Shauna Hagemann, Bobbi Villalobos, Lynn Misajon, Phyllis Arias, John Downey, Byron Breland, Lou Anne Bynum, Janice Tomson

Guest: Janice Miller

Excused/ Absent: Rose DelGaudio Robin DeVitt, DeWayne Schaeffer, Hurtie Chukwudire, Cathy Crane

1. Co-chairs’ Report

The Summary Notes for October 1, September 3, May 21 and May 7 were approved.

The Accreditation Visiting Team will be on campus on Tuesday, Nov. 10th. E. Bagg reviewed the schedule of meetings. Those who have been asked to meet with the team have already been notified.

2. Program Plan/ Program Review

Status update
100% of plans and validation reports from the instructional, student support services and administrative areas have been submitted. Those plans now go to the inter-level groups to prioritize goals and help establish school goals. The school plans are due to the VPs by Dec. 1st. So far, the process is on schedule. It was suggested that a CPC meeting should be focused on discussing the plans and the goals that are established.

VP Level Group – Charge and Composition Recommendations
The charge of the VP Level group had been approved by CPC last Spring, but E. Bagg and D. Morse presented some minor revisions, as well as a proposal for the composition of the groups. The groups will be co-chaired by the VP of the area and the Senate Exec faculty who have been assigned to them (see list below):

Ann-Marie Gabel - John Downey
Don Berz – Sigrid Sexton
Don Low – Shauna Hagemann
Lou Anne Bynum - David Morse
Rose DelGaudio – Lynn Shaw

The members of the Academic Affairs group will include the co-chairs of inter-level groups. The members of the other groups will include directors or representatives of each of their functional units. The Student Support Services group will also include faculty representatives. There will be a Classified representative, appointed by AFT, on each group, except for the Human Resources group, which will have a Confidential representative.

The charge for the PCC group was previously approved. Byron Breland and Phyllis Arias will be the co-chairs.

The charge and the composition were approved by the CPC members.
3. Distance Learning Expansion Task Force

The members discussed the possible creation of a new Distance Learning Expansion Task Force. There was a discussion about the role of the current oversight task force. Is it an operational or steering group and is it possible to expand the charge and membership of the current TF so that a new one would not have to be created?

The current TF is meeting on Dec. 1st. They will review the proposed charge of the new TF and make a recommendation to CPC at the Dec. 3rd meeting. The proposed charge was drafted by Amit Schitai, Meena Singhal and others to address the BOT goal of expanding DL courses by 20%. Perhaps this new TF could be a sub-group of the current TF.

Members were reminded that CPC cannot create committees, only TF. Academic Council creates committees.

4. Technology Plan Update

Members were reminded that the Technology Plan’s official approval has been pending input gathered at forums that were supposed to take place during the fall semester. A. Gabel will ask Jay Field to contact John Hugunin to schedule the forums at LAC & PCC ASAP before the Dec. 3rd CPC meeting.

5. BAC Charge Change

The BAC charge is being reviewed by an Academic Council workgroup (J. Tomson, A. Gabel, E. Bagg, J. Downey, S. Sexton). This item has been deferred to the next meeting so that the workgroup can meet again for further discussion.

6. Enrollment Management Update

Budget Reduction Task Force Update

The task force has been meeting to analyze data, including term-to-term comparisons of section offerings. Decentralized units made the decisions and developed criteria for the cuts, but the TF is now studying the impact of the cuts to consider whether too many of the core classes were affected. An overall 12% reduction in sections for this academic year has been projected. Documents will be posted on the website.

There was also a question if D. Berz should continue to be the co-chair of this TF; perhaps it should be a dean. However, administrative appointments are the Superintendent-President’s decision.

The issue of how CPC should oversee Enrollment Management is still unresolved. The original Enrollment Management oversight group was too small and did not have any other responsibilities besides receiving reports and it did not report to anyone. J. Tomson suggested creating a small Enrollment Management workgroup to look at the plan and make recommendations to CPC. Since the Student Success Plan has a close relationship to the Enrollment Management plan, it should also be reviewed.

Summer Session Planning

FTES projections show that the college will need only 1,400 FTES for this summer to reach base in the 2010-2011 fiscal year, but it is planning for 1,600 FTES. The college generated just over 2,500 FTES in Summer 2009. The budget this summer will be about 50% less than last summer, with no less than $1 million dollar reduction. Last year’s funding base was 21,499 FTES.
A projection on how many FTES needed to reach base for 09-10 fiscal year was determined by multiplying last summer’s FTES by .62.

Based on the budget and the FTES target, the Executive Committee determined that there will only be one 6-week summer session on June 21 - July 30, 2010. The dates were determined with the following considerations: the summer session needs to be between two fiscal periods, the high schools will be out by that time, and there is a break between the spring semester and the summer session. Many members were surprised by this announcement and felt that CPC should have been consulted prior to this decision being made by the Executive Committee. It was pointed out that the information about the targets was not known until very recently. The decision was made yesterday and brought to the CPC today. The more difficult decisions, such as planning the course schedule, are still ahead. There was a question about the flexibility of these dates for the Summer 2010 session and if there was still time to change it. Unfortunately, at this time, the College is already behind in planning for the summer session.

7. Evaluation of Progress towards Educational Master Plan Goals and Development of 2011 – 2016 EMP – tabled to next meeting

8. Future Agenda Items – Dec. 3
   - Distance Learning Plan – possible new Task Force
   - BAC charge
   - Enrollment Management workgroup