CPC Meeting  
February 17, 2011  
12:30 - 2:00 pm  
T-1046  
Summary Notes

Present: Kevin Ryan, Eva Bagg, Lou Anne Bynum, Rose DelGaudio, Ann-Marie Gabel, Greg Peterson, Byron Breland, Winford Sartin, Rudy Besikof, John Downey, Shauna Hagemann, Chris Jacobs, David Morse, Janice Tomson, Rigo Ibarra, Bobbi Villalobos, Lynne Misajon, Nicole Santiago, Maria Narvaez

Absent/ Excused: Don Berz, Lynn Shaw, Alta Costa, DeWayne Sheaffer

Guests: Amit Shai, Julian DelGaudio, Jay Field, Leslie Heber

1. Co-chairs Report  
a. The January 13 Summary Notes were accepted.

2. Distance Learning Plan Oversight TF Report  
Amit Shai and Julian DelGaudio, co-chairs of the Distance Learning Plan Oversight TF, gave an update to the CPC. A. Shai began by thanking the CPC, IITS, the Board of Trustees, the Superintendent-President, and all the faculty who teach distance learning classes for their commitment to and support of distance education. He also thanked the Accreditation Visiting Team for acknowledging the quality of the distance learning program at LBCC.

The report consisted of information comparing data from Fall 2008 to Fall 2010 on the number of online classes, enrollment, FTES, number of faculty teaching online, as well as success and retention rates. It also showed the number of GE classes available online vs. the total number of GE classes. In Fall 2008, 9% of the college's GE courses were offered online; by Fall 2010, this increased to 13%. The report also compared student demographic data from Fall 08 to Fall 10 for students enrolled in online sections in relation to the total college student population. The task force co-chairs also presented a list of accomplishments toward implementation of the Distance Learning plan and toward meeting the goals outlined in that plan. In addition, results from a collegewide survey on distance learning were presented. The survey was administered online to all part-time and full-time faculty (1,325) and to all students for whom the college had an email address (approximately 9,000). The response rate was 12% for students (1,100 responses) and 24% for faculty (319 responses). A. Shai and J. DelGudio discussed the challenges that the program currently faces, as well as where it is headed and possible strategies of how to get there. (See complete presentation online at http://ie.lbcc.edu/CPC_DL_Oversight.cfm)

Prior to concluding the presentation, A. Shai thanked the members of the Task Force, Dena Laney and Stephanie Powell. He also thanked Wendi Lopez, Eva Bagg and Janice Miller for gathering the data for the presentation.

The committee discussed at length the contents of the presentation. Members were concerned that there was not enough time to digest and study the information before it was to be presented to the Board of Trustees on Feb. 22. They requested that the information about the survey, challenges, and strategies not be presented to the Board at this time. They also requested K. Ryan to give an introduction to the DL Plan Oversight Task Force and explain to the Board how this task force fits into the planning structure.

A. Shai asked why there were no faculty on CPC that taught distance learning classes. He felt that without faculty who teach distance learning courses as part of CPC, the voice of that subgroup could not be adequately represented. K. Ryan explained the membership of the CPC and stated that the faculty from the Academic Senate represent all the faculty at LBCC, regardless of what type of classes they teach.
member suggested looking at the composition of the CPC further and to continue to discuss DL at future CPC meetings.

3. New VP

Greg Peterson, the new VP of Student Support Services, was introduced. The committee members introduced themselves and welcomed the new VP.

4. Enrollment Management Update

J. Tomson, who co-chairs the Enrollment Management Task Force with Meena Singhal, gave an update. One of the two recommendations of the EMTF is to create an Oversight Committee for Enrollment Management. The second recommendation was to further analyze the Enrollment Management survey and the current Enrollment Management plan. It was agreed that the CPC needs more time to discuss and review the recommendations from EMTF, so this item will be continued at the next CPC meeting on March 3rd. However, in spirit, the CPC agrees to move the recommendation to create a new committee to the Academic Council.

5. Program Planning/ Program Review process/ VP Level planning groups

E. Bagg reported that the VP Level groups are working on the VP Area plans. The plans are due on March 1st. There is a meeting for all VP Level Planning group members on March 7th to develop goals for the Educational Master Plan. A second meeting has been scheduled for March 8th but details have not been finalized.

6. Next CPC Meeting

The CPC meeting on March 3rd is devoted to the Educational Master Plan. B. Breland was scheduled to present the PCC Plan, but he asked to move it to a later date (TBD). The committee will also continue the discussion about Enrollment Management.