Present: Don Berz, Kevin Ryan, Eva Bagg, Lou Anne Bynum, Rose DelGaudio, Ann-Marie Gabel, Don Low, Byron Breland, Winford Sartin, Cathy Crane, John Downey, Shauna Hagemann, Chris Jacobs, Sigrid Sexton, Lynn Shaw, Rigo Ibarra, Bobbi Villalobos, Lynne Misajon, Maria Narvaez

Absent/ Excused: David Morse, Alta Costa, DeWayne Sheaffer, Elizabeth Arreaga

1. Co-chairs’ Report
- Co-chairs welcomed members back and introduced the new members of CPC.
- The Summary Notes from May 20 were accepted.
- A diagram of the planning structure was reviewed.
  - The following have been disbanded:
    a) Integration of SLOs (ISLO) Committee
    b) Course Schedule Budget Reductions Task Force
- The PCC Planning Committee has not yet been officially approved by Academic Council, but it was approved in principle at the Academic Council's last meeting in the Spring semester.
- The Enrollment Management Task Force has asked the CPC for guidance on what direction it should go. Should they make changes to the plan or recommendations only? Some of its members feel they may not be qualified to change the plan. CPC members suggested that the task force should 1) bring recommended changes to the CPC and 2) pull in outside resources as needed to help them.
- Review of CPC Charge
  The charge and membership of the CPC were reviewed. One of the members suggested that since getting student representatives on CPC is difficult, perhaps the Student Trustee should serve as the student representative.

As per the CPC charge, Academic Senate and Executive Committee are partnered to work together for 2010-2011 as follows: Don Berz and Kevin Ryan; Ann-Marie Gabel and John Downey; Lou Ann Bynum and David Morse; Rose DelGaudio and Lynn Shaw; Byron Breland and Winford Sartin.

2. Development of 2011-2016 Educational Master Plan
a. Educational Master Plan Oversight Task Force
  The Deans’ group would like to request that a Dean, either from Instruction or Student Services, be added to the membership of the Educational Master Plan Oversight Task Force. There were no objections to this request. B. Villalobos will discuss with the Deans and will submit their appointee ASAP.
b. Community Survey

The plan is to have the community survey available online and on paper for two weeks and then do a preliminary analysis of the results before the community forums are held. It will be available online in English and Spanish, and on paper in English, Spanish and Khmer. There will be press releases sent out, as well as emails to business groups, neighborhood associations, etc. This is not a random sample, since there are not enough have resources to cover that.

Some of the suggestions for getting input are 1) to ask Department Heads to send out the survey to all CTE advisory committees so that they could contact their previous student and 2) contact local high schools through the counselors and invite the high school students to the forums. It was also suggested that the Likert scale be more simplified and uniform as much as possible. There were suggestions about the re-wording the questions themselves. All suggestions will be forwarded to the Educational Master Plan Oversight Task Force.

c. Community Forums

The Community Forums will be held on the last week of September in the evening, one on each campus. Members of the Board of Trustees will be attending. Student forums at each campus will also be held during the same week.

d. College-wide Forums

College-wide forums for faculty and staff are also being planned for the future, after the external data have been collected from the survey, forums and environmental scan. This information will be presented to the college so that themes and goals can be developed.

3. College-wide Communications

a. Institutional Goals

Institutional Goals were presented at College Day and at the Department Head meeting. All committees and groups are encouraged to include it on their agendas. It was suggested to add it (or a link to it) directly on the LBCC homepage so that is readily accessible.

b. Cap Outlay and VTEA

Notification about the decisions made about Cap Outlay and VTEA funding should have gone out immediately last spring. Information was distributed at the Department Head meeting and it will be emailed to the CPC. It was suggested that at the end of the year, each of the areas who received funds should write an Executive Summary as to how it used the funds and how that helped the college.

c. Survey Results

176 people responded to the program review survey distributed last spring. In general, comments were positive. Most of the faculty who responded were aware of the new process, but the respondents who were Classified or Management were less aware. The survey results indicated that participation and collaboration increased collegewide, but communication, especially about the decisions about resource requests, remains an issue. The survey results were used to refine the process this year. The report of the survey results will be posted online.

c. Means of Communication

There will be a newsletter that summarizes the PPPR process last year. ERD is also working on an internal newsletter.
4. Program Planning/ Program Review Update
   a. The expectations and instructions for the 2010 – 2011 process were given out at the
      Department Head meeting. The focus this year is refining last year's department plans and
      goals, and not a full review/ plan like last year.
      
      April Juarez and Peter Knapp are the Program Review Subcommittee co-chairs.

5. Other
   
   The Faculty Teaching & Learning Center has planned numerous activities this semester. All
   activities, except the Department Head Academy, are open to everyone.