Present: Don Berz, Kevin Ryan, Eva Bagg, Rose DelGaudio, Ann-Marie Gabel, Don Low, Byron Breland, Winford Sartin, John Downey, Shauna Hagemann, Chris Jacobs, Sigrid Sexton, Rigo Ibarra, Bobbi Villalobos, Lynne Misajon, María Narvaez

Absent/Excused: Lou Anne Bynum, Cathy Crane, David Morse, Lynn Shaw, Alta Costa, DeWayne Sheaffer, Elizabeth Arreaga

1. Co-chairs’ Report
   a. September 2 Summary Notes were approved

2. Development of 2011-2016 Educational Master Plan
   a. Updates
      i. Kenna Hillman and Baruch Elimelech have been appointed to the Educational Master Plan Oversight Task Force.
      ii. The Criteria for the Educational Master Plan was approved with one change. The first bullet under “Goals should” will be separated into two bullets as follows:
         o Be related to student learning and achieving educational and career goals
         o Be related to achieving economic and workforce development goals
      iii. M. Narvaez gave an overview of the demographics of the survey respondents. There have been 1,446 responses so far. The Community Survey will be closed on October 15.
      iv. The Community and Student Forums were held the week of Sept. 27. Only 4 non-LBCC people attended the first community forum, but it was probably due to the extremely hot weather that day. However, the other community and student forums were well attended, with an average of 40 attendees each. The comments have been recorded and will be presented as part of the environmental scan.

   b. Working Groups
      i. A Mission Statement workgroup has been established and needs additional members. Its current members include J. Downey, B. Villalobos, and Mark Taylor. C. Jacobs volunteered to work with them. The group will try to recruit additional members, including a classified rep.
      ii. The Office of Institutional Effectiveness will conduct the environmental scan and, as needed, will call upon other college areas to provide their expertise and data about their area.
      iii. E. Bagg, D. Berz and A. Gabel will be working with Joyce Black on program enrollment growth projections. Data from the Facilities Master Plan 2005-2007 will be used as a starting point.

3. Program Planning/Program Review Update
   The department plans from the instructional area are due tomorrow. The plans will then go to the Program Review Subcommittee for validation.
4. Other

a. Enrollment Management Task Force

An enrollment management survey will be sent out next week. A suggestion has been made that a permanent committee be set up to continue to monitor plan. However, this is already part of CPC’s charge but it may be better if this responsibility were given to another committee. After much discussion, the members decided to wait for the Enrollment Management Task Force to complete its work and make recommendations to CPC.

b. Smoking Policy

The issue of LBCC’s smoking policy was discussed at the Board of Trustees meeting. There is a student committee that recommends changing the current policy to designate specific smoking areas on campus. The student body is driving this, but it impacts both faculty and staff, as all would have to abide by any new policy.