1. Co-chairs’ Report
   a. The committee members welcomed Nicole Santiago, the representative from the Associated Student Body.
   b. The Sept. 30 Summary Notes were approved.

2. PCC Committee
   The Academic Council has sent back the charge and composition of the proposed PCC Planning Committee to the CPC for further deliberation. The main question is whether or not a permanent committee is needed or if the task force that is part of the program planning/program review process could fulfill the proposed charge.

   D. Morse stated that the program planning/program review task force should be a separate group that is constituted yearly. B. Breland agreed that the committee should not be the same as the task force, as the charge if the committee will be broader. He also stated his concern that if the PCC group is a (new) task force instead of a committee, there would not be continuity.

   After much discussion, the members agreed to follow the model that has been established in the development of other plans: a task force creates the plan, and then an oversight group or committee might be created to implement the plan. Therefore, it was decided to constitute this group as a task force, not a committee, and that it is a separate body from the program planning/program review task force.

   The members suggested revising the composition as follows:
   - add Auxiliary Services rep
   - add ASB rep
   - add Classified rep
   - add Part-Time Faculty rep

   There was a suggestion to add a representative from the Program Review Subcommittee, but since the Dean of Academic Services, who also serves on the Program Review Subcommittee, is already included in the membership, it is not necessary to include an additional rep.

   The Board of Trustees is scheduled to hear an update on PCC in February 2011. The PCC Task Force will give a report to the CPC around the same time.

   The charge and composition of the PCC Task Force was approved.
3. Schedule of Reports from Planning Committees and Task Forces

The committee discussed some possible dates to schedule updates from the planning committees and task forces. D. Berz suggested the chairs be asked to provide an executive summary to the CPC Steering Committee prior to their scheduled presentation. The Technology Oversight Committee and the Facilities Advisory Committee would be ready anytime after November 17. The ERD Communication and Integration Task Force is supposed to be done with their work by December, however, they still need faculty reps, so they need to extend their timeline.

It was decided that the Budget Advisory Committee and Facilities Advisory Committee would present at the next meeting (Dec. 2). As for the rest of the committees and task forces, it was decided that it would be easier if the CPC Steering Committee proposed a schedule rather than try to develop one at the meeting.

4. Development of Educational Master Plan

a. Role of the VP Level Planning Groups

The Educational Master Plan Oversight Task Force (EMP OT) discussed the process of how to develop goals. The task force recommended that the college leverage the VP Level groups, already in place for Program Plan/Program Review, to lead the effort in developing recommendations for strategic directions, goals, strategies and measurable objectives. The VP Level groups have the benefit of gathering information from planning in their areas, and since the groups will already be established from the planning process, there is no need to create new groups. The EMP OT will work on setting some guidelines and expectations to help the VP Level group with their work. The VP Level groups will begin their work on program planning/program review in January.

The mission statement survey gathered a lot of information. A workgroup of the EMP OT will review the responses and present their recommendations to the EMP OT. A proposed mission statement will be presented to CPC at the next meeting.

The environmental scan, which includes results of the community survey and forums, will be presented to the CPC on Dec. 2.

b. Role of Planning Committees and Task Forces (to support integration of EMP with other college plans)

All of the college plans must be considered in the development of the Educational Master Plan. The co-chairs of the groups that oversee the plans will have opportunity for input.

5. CPC Meeting Schedule – Spring Semester

Due to the amount of work that needs to be accomplished in the spring semester, CPC will meet twice a month. One meeting will focus on the development of the Educational Master Plan, while regular CPC business will be conducted at the other.

<table>
<thead>
<tr>
<th>Focus on Ed Master Plan</th>
<th>2/3</th>
<th>3/3</th>
<th>4/7</th>
<th>5/5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular CPC business</td>
<td>1/13</td>
<td>2/17</td>
<td>3/17</td>
<td>4/21</td>
</tr>
</tbody>
</table>

6. Other

- D. Berz announced that there will be faculty hires, but the final decision will not be made until the President’s Executive Committee meets on Nov. 16. The college will be in a staggered hiring mode. The dates and timelines will be established at the next Hiring Priorities meeting.

- The decision on summer school will be announced before the end of the year. The focus will be on core classes.