Attendees: Don Berz, Janice Tomson, Eva Bagg, Lou Anne Bynum, Rose DelGaudio, Ann-Marie Gabel, Greg Peterson, April Juarez, Kevin Ryan, Shauna Hagemann, Dana Van Sinden, Charlotte Joseph, Connie Sears, Jose Ramon Nunez, Maria Narvaez

Absent/ Excused: Byron Breland, Matt Lawrence, Rodney Rodriguez, Lynn Shaw, Kim Anderson, Alta Costa, Karen Roberts

Guests: Kimberly Thomsen, ASB President; Jeff Wheeler, English; Sigrid Sexton, Registered Nursing

1. Welcome

J. Tomson and D. Berz welcomed the CPC members to the first meeting of the year and asked members to introduce themselves.

2. Approval of Summary Notes

The summary notes from May 19, 2011 were accepted with some minor corrections.

A. Juarez asked for further discussion at the next meeting on the comment “a review of the process of awarding certificates,” that was mentioned in the summary notes.

3. Review of the Educational Master Plan focusing on targets and completeness

E. Bagg acknowledged and thanked the members of the targets workgroup for their work on setting the targets for the measurable objectives in the Educational Master Plan. The faculty, who had been appointed by Academic Senate President J. Tomson, included Kevin Ryan, Donna Fletcher, Sigrid Sexton, Jeff Wheeler, Karyn Daniels, Ruben Page and Kenna Hillman; other members were M. Narvaez and John Hetts from the Office of Institutional Effectiveness.

The targets workgroup met frequently to review data. The targets were derived from reviewing the baseline data and 5-year averages. Some of the original measurable objectives were broken out to set separate targets for English, math, and reading. The group also discussed at length the differences between college level and transfer level courses in foundational subjects, and whether the targets should be set as increases in percentages or counts. All goals reflect the end point goal of five years. The final EMP will include an appendix of the baseline data and a description of the methodology used to arrive at the targets. It was suggested that the data for equity be disaggregated.

There was a discussion on whether the targets that were set are too low and if they should be made higher. Members of the targets workgroup shared that the same concerns were raised in the targets workgroup and discussed at length. In the end, the group felt more comfortable setting conservative targets because there are so many new initiatives that have just been put in place or still being planned. Since the measurable objectives will be measured annually, there will be an opportunity to adjust these targets if necessary. E. Bagg mentioned that several years ago, there was an idea to create a group of faculty who would review and discuss institutional research and other data based reports and studies; perhaps this would be a good time to create that group so that there is an ongoing body that will regularly review the EMP targets.

CPC also reviewed the Value Statements that will be included in the EMP. The CPC changed the first sentence from “Students are the most important people on our campus.” to “Students are the focus and purpose for all we do.”
The CPC accepted the recommendations of the EMP targets workgroup and approved the Educational Master Plan 2011-16.

4. Questions and comments on written reports

The CPC members received status reports from the following committees and task forces prior to the meeting: Facilities Advisory Committee, Student Success Committee, Staff Equity Committee, Enrollment Management Oversight Committee, Distance Learning Plan Task Force, and Technology Oversight Task Force. CPC members did not feel there was anything missing from the reports, but they suggested that future reports should be more specific, as they can be hard to follow if you are new to CPC and/or the planning process.

J. Tomson stated that the DL Plan TF indicated in their report that they had been talking directly to the Union. She asked if this was appropriate since CPC had not asked them to do so. After some discussion, it was decided that CPC should direct the DL TF that they should bring any concerns or issues to the CPC and not the Union.

There were also some questions about how the projects and strategies of the Technology Oversight TF are funded. A. Gabel stated that in 2007-2008, there was some money for capital improvements, including $1 million for technology upgrades. There is currently about $200,000 left. Once these funds have been used, there is no money to replenish it, so this issue needs to be addressed as part of our institutional priorities. D. Berz suggested a status report on the replacement/replenishment cycle to identify areas where needs have not been met.

5. Suggested revisions to the process of departmental program planning

A. Juarez reported on the program planning/program review process (now called department planning/program review). Since the new process started three years ago, the department plans seem to have been growing to accommodate new goals and resource requests. However, the quality of the goal statements has not greatly improved; they continue to be more like strategies rather than goals. The Program Review Subcommittee has recommended a revision of the departmental planning process, wherein departments will focus on projects/strategies instead and link those to the new Ed Master Plan goals. This process would begin in Spring 2012 and continue to Fall 2012. L. Bynum commented that having strategies instead of goals would help the VPs with the development of their plans. CPC agreed to endorse the revision of the process.

There was also a discussion about the types of resources that should or should not be included in the plans. Many departments felt that they needed to include every resource request in their plans in order for it to be considered, but some of the requests are to meet standard operational needs (i.e., maintenance, supplies, etc.) rather than enhance a program or department. The CPC agreed to form a Resource Planning Group to discuss this issue. The members include A. Gabel, A. Juarez, C. Sears, E. Bagg, M. Narvaez, Peter Knapp, and Marty Alvarado. The first meeting will be in early January.