CPC Meeting
February 19, 2013
2:30 – 4:30 PM
T-1046
Summary Notes

Attendees: Gaither Loewenstein, April Juarez, Eva Bagg, Lou Anne Bynum, Greg Peterson, Dana Van Sinden, Pamela Knights, Jorge Ochaa, Christiane Woerner, Lark Zunich, Thomas Hamilton, Lynn Shaw

Excused: Rose DelGaudio, Ann-Marie Gabel, Byron Breland, Janice Tomson, Matthew Lawrence, Joan Zuckerman, Rodney Rodriguez, Charlotte Joseph, Connie Sears, Jose Ramon Nunez, Karen Roberts

Guest: Jay Field; Sheneui Sloan

1. The Summary Notes from Nov. 8, 2012 were accepted.

2. Each VP area presented their VP Level Plans.

   Academic Affairs – co-chairs: Gaither Loewenstein and Pamela Knights

   P. Knights met with G. Loewenstein and also attended a meeting with the VP Level group to help develop the VP Level Plan for Academic Affairs. Some of the CPC members noted that although workforce readiness is part of goal #1, there was no indication of how that will be tracked. G. Loewenstein will revise the plan and include a strategy to have a process in place to document workforce readiness.

   Human Resources – co-chairs: Rose DelGaudio and Christiane Woerner

   R. DelGaudio was not able to attend the meeting, so G. Loewenstein presented on her behalf. C. Woerner stated that although she and R. DelGaudio met before the start of the spring semester, their discussion did not include the VP Level plan; she only had a short time to see the HR VP goals before this meeting and did not feel that she was included in the process. Her main concern is that goal #1 includes a request to hire an administrator to oversee a college-wide professional development program, and it seems that Faculty Professional Development and Staff Development would both report to this new administrator. A. Juarez expressed her concern that the faculty co-chair was not consulted about this goal or about the plan in general. The CPC members also conveyed that the other goals needed more clarity.

   Administrative Services – co-chairs: Ann-Marie Gabel and April Juarez

   A. Gabel was not able to attend the meeting, so Jay Field presented on her behalf. There were several comments and suggestions from the CPC members were regarding goal #2. Many members suggested providing campus-wide training on what to do in emergency situations, such as an active-shooter scenario. A. Juarez asked why the Administrative Services plan included a measurable objective to measure satisfaction of a learning management system, which is a curriculum issue. Faculty were not given the opportunity to provide input into the selection of the system. J. Field responded that the selection of Moodle was due to the few options available given the budget constraints; also, Moodle is the most widely used system among community colleges and CSUs. G. Loewenstein suggested that total cost of ownership concepts (i.e., staffing, equipment replacement needs, etc.) be incorporated into goals 3 and 4. T. Hamilton asked if the positions listed are confidential or if he can share them with his
constituents. The VP Plans are public, but the resources and new personnel hires requested are proposals that may not ultimately get funded.

**Student Support Services – co-chairs: Greg Peterson and Matt Lawrence**

The leadership team in Student Support Services met in December and again last week to discuss the plan. They decided to select Educational Master Plan goals as their own goals. It was suggested that the plan include baseline and target numbers for their measurable objectives; G. Peterson stated that they are already in the process of doing that.

**Community Advancement and Economic Development – co-chairs: Lou Anne Bynum and Rodney Rodriguez**

L. Bynum stated that they are still working on their measurable objectives and that metrics have been developed for all grants but have not been aggregated across the board. She noted that most resource requests will be grant funded, except for the new Associate Director of Grants Development position. It was suggested that they make the plan more concise and also avoid acronyms and abbreviations and/or provide a glossary of terms.

3. **Integration of Planning and Budgeting**
   a. A. Juarez recently attended an accreditation institute which included discussion on integration of planning and budgeting. She is concerned that the way our planning and budgeting structure is set up may not be in compliance. BAC and CPC seem disconnected, and perhaps we should explore some other models throughout the state. This will be discussed further at a future meeting.

4. **Status Update on Academic Senate Discussion of Enrollment Management Oversight Committee**
   a. The Enrollment Management Oversight Committee will be discussed at the upcoming Academic Senate meeting. A. Juarez will update the CPC in March.

5. **Recommendation to continue Institutional Priority from 2012-13**
   a. Given that the 2012-13 institutional priority was not developed until late last year, the CPC Steering Committee proposed that it be continued for 2013-14. After much discussion, the committee decided to continue the priority but update the strategies as follows:

   **Institutional Priority for 2013-14**

   The college’s top priority is to improve rates of student success which include, but are not limited to the following: AA/AS, AA/AS –Transfer, certificates of achievement and workforce readiness.

   In order to accomplish this top priority, the College will strive to:
   - Maintain the college’s fiscal stability to afford opportunities for addressing the needs of students.
     - Further integrate the planning and budgeting process to bring it up to Accreditation Standards. *(new)*
   - Improve student readiness for success in college and provide a foundation for career and workforce skills:
     - Reinvigorate the curriculum by scheduling courses in disciplines to facilitate degree and certificate completion and transfer. *(new)*
   - Acquire and manage funding to support student success initiatives.
   - Support professional development in alignment with institutional priorities through collegial consultation.