Present: Marilyn Brock, Dana Van Sinden, Eva Bagg, Rose DelGaudio, Ann-Marie Gabel, Greg Peterson, Lou Anne Bynum, Meena Singhal, John Downey, Shauna Hagemann, Rodney Rodriguez, Jorge Ochoa, Karen Kane, Lark Zunich, Maria Narvaez, José Ramón Nuñez, Meena Singhal, John Downey, Shauna Hagemann, Rodney Rodriguez, Jorge Ochoa, Karen Kane, Lark Zunich, Maria Narvaez, José Ramón Nuñez.

Absent: Lorraine Blouin, Charlotte Joseph, Connie Sears, Kenna Hillman, Lynn Shaw, Karen Roberts, Thomas Hamilton

Guest: Sheneui Weber

1. The Summary Notes from November 12, 2013 were accepted.

2. VP Level Plans (posted on http://www.lbcc.edu/ProgramReview/VPLevel.cfm)
   a. Members reviewed the VP Level Plans. The goals for each are listed below.
      i. Academic Affairs Goals
         1. Improve rates of student success which include, but are not limited to, the following: AA/AS, AA/AS-Transfer, transfer, certificates of achievement and workforce readiness.
         2. Continue to implement goals and objectives of the Pacific Coast Campus Plan as they pertain to Academic Affairs.
      
         The top resource requests for the area are clerical support for Department Heads, reinstatement of instructional aides, and refresh technology in computer labs and offices (aligns with technology refresh goal from Administrative Services).

      ii. Administrative Services Goals
         1. Maintain the college's fiscal stability to afford opportunities for addressing both the current and changing economic conditions of the internal and external environments.
         2. Maintain a safe, clean and secure environment to promote learning and a positive and productive workplace.
         3. Promote, advance and support the effective integration of technology into the learning and work environment.
         4. Design, construct and implement improved physical facilities in advancement of the educational master plan.

         Resource requests for Administrative Services are included in the VP Plan posted online.

      iii. College Advancement and Economic Development Goals
         1. Student Success - Acquire funding to support student success initiatives, pilot program development, student support services and securing resources for program improvement.
         2. Communication & Marketing - Develop and implement a fully integrated internal and external communications & marketing plan to:
1) Ensure that LBCC attracts students to meet its growing enrollment targets and
2) Convey the value, activities, purpose, need and accomplishments of LBCC’s instructional programs and key initiatives including CAED’s economic and workforce development programs
3. Staffing and Infrastructure – Build appropriate CAED staff and operational structures to achieve increased capacity needed to serve and fulfill statewide and national economic and workforce agenda of the college.

Resource requests for College Advancement and Economic Development are included in their VP Plan posted online.

iv. **Human Resources Goals**
1. Support professional development in alignment with institutional priorities through collegial consultation.
2. Improve organizational function which leads to increased student success.
3. Promote and support organizational efficiency through the integration of technology.

Resource requests for Human Resources are included in their VP Plan posted online.

v. **Student Support Services Goals**
1. Student Success B2 – Increase the number of certificates and AA/AS degrees awarded over the next 5 years.
2. Equity A1 – Increase the rate at which under-represented student groups complete certificates and AA/AS degrees within 6 years of entry to LBCC.
3. Equity B3 – Increase support services and courses required for degree and certificate completions and transfer preparedness at the Pacific Coast Campus.

Resource requests for Student Support Services are included in their VP Plan posted online.

A. Gabel identified the following overarching themes which emerged from the VP Plans:
   i. student success
   ii. organizational structure
   iii. technology
   iv. PCC
   v. professional development
   vi. marketing/ communication

Fiscal stability was also identified as being needed to support all the other goals.

Members discussed the ongoing need for communication regarding decisions about resource requests. E. Bagg stated that departments are supposed to start working on their draft plan for next year, but they cannot do so effectively if they do not know if their requests this year were approved. K. Kane asked when funding decisions will be made. Some decisions will not be made until the end of the year, while others by Tentative Budget; other requests might be able to be funded throughout the year.

Members then reviewed the 2013 -14 Institutional Priority and compared it to the overarching themes for this year. Missing from the list are PCC, organizational structure/ effectiveness (including support), technology, marketing/ communication. A subgroup comprising K. Kane, J. Downey, A.
Gabel, L. Zurich, and D. Van Sinden will work on drafting the 2014-15 institutional priority and send it to the members via email for review prior to the joint meeting with BAC.

b. Charge of VP Planning Groups – tabled to April meeting

c. An additional CPC meeting to develop institutional priorities is not needed since the small group will work on this matter.

3. Student Success Committee Charge – E. Bagg stated that the committee still has to meet and make recommendations regarding Promise Pathways (based on CPC discussion at November meeting). This item will be discussed at the CPC meeting in April.
4. G. Peterson informed the committee that the college has to submit a Student Equity Plan to the Chancellor's Office October. The report will look at equity by ethnicity, gender, and socio-economic group along these student success indicators: access, course completion, ESL and basic skills completion, transfer, degree & certificate completion. He stated that the report will be written out of his area, but asked if a task force should be formed to discuss the requirements of the plan as well as strategies to address equity issues.

Members felt that there is no need for a new task force because existing groups, such as the Student Success Committee and the School Equity Groups, would be able to help with this. It was also suggested that this should be a joint effort between Student Services and Academic Affairs; M. Brock and G. Peterson will meet about the Student Equity Plan.

5. Student Success Initiatives and Higher Level Planning – tabled to April meeting