CPC Meeting  
November 13, 2014  
2:30 – 4:30 PM  
T-1046  
Summary Notes

Present: Karen Kane, Terri Long, Eva Bagg, Lou Anne Bynum, Rose DelGaudio, Ann-Marie Gabel, John Downey, Shauna Hagemann, Kenna Hillman, Carlos Ramos, Jorge Ochoa, Rodney Rodriguez, Jeri Florence, Dana VanSinden, Dina Humble, Lark Zunich, Joanna Martinez, Maria Narvaez

Absent: Greg Peterson, Meena Singhal, Thomas Hamilton, Lynn Shaw, Karen Roberts

1. Approval of Summary Notes
   a. The Summary Notes from Sept. 18, 2014 were approved with changes.
   b. The Summary Notes from Oct. 16, 2014 were approved with changes.

   L. Bynum clarified that the communication plan is not just a marketing plan, but tries to identify gaps in communication, both internally and externally. However, the Summary Notes will continue to reflect the discussion from the meeting.

   The co-chairs welcomed and introduced the ASB representative, Joanna Martinez. Joanna is a political science major and also the representative to the Academic Senate.

2. Review Actionable Improvement Plans 2014-2020 with CPC identified as the Responsible Lead –

   E. Bagg led the discussion on the nine action items for which CPC has been identified as the responsible lead. The college needs to be able to document our progress on each of the action items at the mid-term and end of the accreditation cycle. K. Kane agreed that a task force or workgroup should be formed to address the actionable improvement items that are directly related to CPC. She and T. Long agreed to work on drafting a charge and membership for this task force. E. Bagg commented that since the Educational Master Plan is about to expire, it is a good time to start working on the actionable improvement plans.

   See attached document for the discussion on each specific action item.

3. Committees
   a. Review changes to the charges and membership to CPC and Academic Council

      CPC – The committee made some minor revisions to the proposed CPC charge. It was decided that term limits do not need to be included in the charge. The revised charge was approved for recommendation to the Academic Council.

      Academic Council – The members felt that the charge needed more work. It seems to be mostly focused on policies and procedures, but Academic Council should do more than that. The charge is being sent back to the workgroup (K. Hillman, J. Downey, E. Bagg, T. Long and J. Florence) for further refinements. It will be discussed at the retreat in December.

      The impact that these new charges will have on Administrative Regulation 2006 will be discussed at the next meeting.

   b. Update on Enrollment Management Oversight Committee

      K. Kane reported that she, D. Humble, M. Singhal and R. Rodriguez reviewed the last Enrollment Management plan and found that many aspects of it were well-written. Currently, K. Kane is still
the faculty co-chair; the administrative co-chair has not yet been appointed. CPC will continue to discuss this item.

4. Board Goals 2014-2016 – how does CPC support these goals?

   Board Goal #3 states “Support programs to build a more collegial campus community by creating better relationships and communications among all campus stakeholders by:

   - Support the establishment of a leadership development program for LBCC faculty and staff.
   - Expanding opportunities for interaction among the Board of Trustees and all campus stakeholders.”

   CPC should receive regular communication about the above-mentioned goal. The expectation for this goal is not to create a new plan, but to inform college processes. It should address how to be a leader at one's current job. It might be modeled after Leadership Long Beach.

5. Planning Retreat

   a. The joint CPC and Academic Council Retreat will be on December 11, 2:00 – 6:00 pm. This will take the place of the regularly scheduled Academic Council meeting. There is no CPC meeting on Dec. 4th. The location is still to be determined. Members will be notified ASAP.

   b. Topics:

      i. Participatory Governance Handbook

      ii. Addressing Recommendations from the Accreditation External Evaluation Team:

         1. Communication/ Morale
         2. SLOs

      iii. Integration of college-wide planning efforts

6. Revised Due Date for VP Level Plans – March 9, 2015