



**CPC Meeting  
September 8, 2016  
2:30 – 4:00 PM  
T-1046  
DRAFT Summary Notes**

*Present: Eloy Oakley, Karen Kane, Eva Bagg, Terri Long, Rose DelGaudio, Greg Peterson, Jorge Ochoa, John Downey, Kenna Hillman, Christina Moorhead, Shauna Hagemann, Jeri Florence, Dina Humble, Otto Figueroa, Thomas Hamilton, Corinne Magdaleno, Colin Williams, John Pope, Jennifer Holmgren*

*Absent: Lou Anne Bynum, Ann-Marie Gabel, Suzanna Scholz, Mike Biggs*

*Guests: Hussam Kashou, Lauren Sosenko, Karen Rothstein*

1. The Summary Notes from May 19<sup>th</sup> were accepted as written.
2. Orientation to CPC
  - Review of CPC Charge (Updates from EMP to SP)
    - i. The charge was updated to reflect the name change from the Educational Master Plan to the Strategic Plan. The interval in which the Plan will be evaluated was updated from five to six years. The committee agreed that in the “Annual Timeline of Outputs” section the word “values” should be added above “mission statement.”
    - ii. A member noted that the membership only listed one SLO Coordinator and suggested that this be revised to include both SLO Coordinators. K. Kane noted that there may have been a reason that the committee asked only one Coordinator to attend and that J. Holmgren would check the summary notes from previous meetings to find out why.
  - Term Limit Field to Committee Charge Template
    - i. Members agreed that a term field labelled “Term Limits as Applicable” should be added to the committee charge template. While term limits may not apply to some members (e.g., for the College Planning Committee, Academic Senate Executive members will automatically rotate by virtue of their positions), for others it would be important to cite term limits.
3. Strategic Plan Update
  - Review and alignment of major college plans to LBCC 2016-2022 Strategic Plan
    - i. E. Bagg noted that in previous years, co-chairs of the committees who write the major college plans have been asked to provide regular updates on the plans to the College Planning Committee. She said that these updates need to be resumed and the plans should be examined to ensure that they align with the 2016-2022 Strategic Plan. E. Oakley noted that the greatest responsibility of the College Planning Committee is to ensure that the Strategic Plan is implemented. He said that he hopes that the College will take the time to revise and review these plans to support the Strategic Plan.
    - ii. E. Bagg suggested that a workgroup with the co-chairs of the plans be created to talk about how to review, revise, and possibly consolidate the plans. E. Oakley said that while the co-chairs of the plans should be included it might also benefit the group to include someone external to the college who specializes in organizational theory. R. DelGaudio mentioned that there is an IEPI grant application due at the end of the month that is relevant to this idea. The grant could potentially fund a consultant to work with the College on this project.
    - iii. R. DelGaudio, G. Peterson, K. Kane, E. Bagg, J. Downey, T. Hamilton, C. Magdaleno, C. Moorhead, and J. Holmgren volunteered to be a part of a workgroup to complete the IEPI grant application.
  - Update Strategic Plan Oversight Taskforce (SPOT) Charge and Membership
    - i. K. Kane said that the Strategic Plan Oversight Taskforce will hold their first meeting of the semester on Monday, September 12<sup>th</sup>. At this meeting, the members will discuss how to implement the plan. She noted that the SPOT members felt that they needed to increase the membership of the

Taskforce in order to successfully implement the plan. At the first meeting the Taskforce will discuss additions to the membership and they will bring back a revised membership to the College Planning Committee.

4. Department planning "What to Leave In / What to Leave Out" guidelines
  - K. Kane noted that the department planning resource request guidelines needed to be revisited and that the committee should agree today on what is essential to include in department plans as resource requests. K. Kane mentioned that at the May 2016 Department Plan/Program Review Subcommittee meeting members had noted that while "replacement of classified positions" should be left out of the department plans according to this document, department heads had commented that their classified positions were not replaced. T. Long and G. Peterson noted that if a position needs to be replaced and has been budgeted for, it should not be included in the plan, but if the position was unfunded years ago then it would need to be included and a department would need to show why they need the position again to support their goals and the strategic plan goals. Members agreed that the resource request "new positions or increased percentage for an existing position" should stay in the plans.
  - T. Long said that "existing software upgrades" and "office supplies, materials, and printing/duplicating" should be added to the "what to leave in" portion of the document because if a department needs to increase their budget for one of these items they will not receive an increase unless it is included in the plan.
  - A discussion occurred regarding whether or not "conferences" should be included in the plan. Members agreed that conferences should be left out for the time being since there are currently a lot of other funding sources that can cover conferences.
  - The "DSPS Accommodations" title in the "What to Leave Out" portion of the document was reworded to "Reasonable Accommodations for Employees."
5. Open Educational Resources (OER) Taskforce Charge and Membership
  - K. Kane noted that the Academic Senate passed a resolution and created an Open Educational Workgroup in spring 2016 that met two times over summer to create the charge and membership for the Open Educational Resources Taskforce. The College Planning Committee approved the Taskforce charge and membership with one modification (i.e., "or designee" was added to the Curriculum Chair membership).
6. VP and Academic Senate Assignments for VP Plans
  - The Academic Senate assignments for the VP Plans included: T. Long: C. Moorhead and J. Downey; G. Peterson: J. Ochoa and K. Kane; A. Gabel: S. Hagemann; R. DelGaudio: J. Florence; L. Bynum: K. Hillman.
7. Recommended Student Equity Speaker Series for Fall 2016
  - E. Oakley discussed his concerns regarding the speaker series. He noted that it is wonderful that there is a lot of money flowing into the community college system right now that is being used to address long standing issues that colleges have been trying to resolve, but that the College needs to be careful with how this money is spent. He stressed that the College needs to be very clear in communicating why we asked these speakers to come to Long Beach City College and how this speaker series will improve student outcomes. The college must be able to demonstrate how the speaker series will address equity gaps at Long Beach City College. He also said that in the future, when a prominent speaker like Cornell West is asked to the college, college-wide conversations must occur from the start, considering the litany of issues that arise when a celebrity comes on campus. He noted that the Student Equity Subcommittee needs to involve areas such as safety and security, media relations, facilities, and the Academic Senate in the planning of this event. Finally, he stressed that this event needs to be open to as many faculty, staff, and students as possible.
  - T. Long agreed that in the future events like the speaker series need to involve the appropriate departments and constituent groups campus-wide throughout the planning process. She also noted that assessments of the speaker series events will be conducted this fall and the results will be brought forward to the College Planning Committee to discuss how the speaker series impacted student outcomes.

- S. Hagemann, speaking as the Student Equity Subcommittee faculty co-chair, noted that it is a huge compliment to the College that Cornell West chose to speak here. She also said that an Eventbrite invitation will be sent out campus-wide and that the front rows at the event will be saved for students.
- E. Oakley said that procedures need to be put in place for future events where speakers are invited to campus. Even when a speaker volunteers to speak to a group on campus for no cost, taxpayer dollars are still being used for these speakers. K. Kane agreed that a process needs to be created and that a workgroup should be formed to create this process. S. Hagemann mentioned that there are some outdated event planning documents that could be used as a base to create these processes. Members agreed that the process for bringing speakers onto campus should be a future agenda item.
- S. Hagemann and K. Rothstein also noted that they would be sending the College Planning Committee descriptions of the three speakers for the fall 2016 speaker series.

CPC Next Meeting: October 6, 2016