CPC Meeting
October 6, 2016
2:30 – 4:00 PM
T-1046
Summary Notes DRAFT

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

Absent: Eva Bagg, Lou Anne Bynum, Ann-Marie Gabel, Cheyenne Phoenix, Suzanna Scholz, Thomas Hamilton

Guests: Lauren Sosenko

1. The Summary Notes from September 8th were accepted with one correction.

2. Committees and Subcommittees

   - Faculty and Staff Diversity Committee Charge and Membership

   i. R. DelGaudio said that the only change to this committee is the name of the committee. Last spring, the College Planning Committee had noted that the names of the Student Equity Committee and Staff Equity Committee were too similar and could potentially cause confusion. R. DelGaudio noted that this feedback had been brought to the Staff Equity Committee and the members decided to revise the committee name to the Faculty and Staff Diversity Committee. Members agreed that the name change is appropriate.

   - Grants Development Advisory Committee and Membership

   i. T. Long noted that the previous charge and membership to this committee was revised following the hiring of the new Director of Grants. The membership is similar to the previous membership with the addition of a member from Fiscal Services. K. Hillman asked if the Curriculum Committee Chair member could be modified to "Curriculum Chair or Designee." The committee agreed that this modification would be appropriate. One member noted that the Director of Grants Co-Chair was listed as classified staff and that this should be changed to management. Another member noted that the recently approved term limit field was not on the template used for this committee. T. Long said that members would have three year term limits and that this would be added to the template. The Grants Development Advisory Committee and Membership modifications were unanimously approved by the College Planning Committee.

   - Student Success Committee Charge and Membership Update

   i. The Student Success Committee membership was updated to include the Director of Instructional Technology and Distance Learning should be added as member. Committee members agreed that this addition was appropriate.

   - E. Oakley mentioned that he had pulled two committee approval items from the agenda (i.e., Adult Education Subcommittee and Data Use and Governance Committee). He noted that at the previous College Planning Committee meeting he had asked the committee to review the current planning structure to make sure that it aligns with the Strategic Plan. He said that as new committees are created there is a finite number of administrators to serve on these committees. E. Oakley said that he will be requesting a meeting with the Vice Presidents, K. Kane, and E. Bagg to make sure they are clear about what the college would be committing to with the addition of more committees. He will try to bring these committee charges and memberships back to the College Planning Committee's November meeting for approval.

3. Open Educational Resources Update

   - K. Kane noted that the Taskforce is currently writing a draft plan with a very aggressive timeline. While the Chancellor's Office has not announced whether or not they will be accepting plans this year, the Board of

Trustees has asked for a report by December, so they are working to complete the draft plan by this time. If the Chancellor's Office does decide to accept submissions this plan could be submitted at that time. The Taskforce is currently planning to talk to as many groups as possible and K. Kane noted that they had already spoken with the Department Plan/ Program Review Subcommittee earlier that day. She also said that the Taskforce plans to send out a brief survey to the faculty to solicit information on online educational resources. Finally, she said that the Taskforce needs to designate an open educational resources Coordinator and mentioned that if any committee members have input on this they should contact the Taskforce members.

- Closed Captioning

    i. K. Kane said that the lack of a solid process for closed captioning at the college is a stumbling block for the open educational resources movement. The Taskforce has decided that for the December draft plan deadline the plan will not reference visual media because processes for closed captioning have not been solidified. She emphasized to the committee that the college needs to solve this and create a clear process. T. Long said that the college has an agreement with College of the Canyons and they assist our college when needed with closed captioning, but this process is slow and funding is going away. S. Hagemann thanked K. Kane for bringing this issue to the committee's attention because there are currently misconceptions about closed captioning across the campus. She noted that closed captioning needs to occur college-wide and asked that this be included as a separate agenda item in future committee discussions so that it is not solely related to open educational resources.

    ii. G. Peterson volunteered to form a workgroup for closed captioning to create a process and said that he would bring this back to the College Planning Committee's December meeting.

4. Institutional Effectiveness Partnership Initiative (IEPI) Grant and Plans Update

- R. DelGaudio said that the IEPI grant was due last Friday. The college submitted a proposal to fund a leadership program with the goal of integrating the strategic plan into the work of the college as well as educating those enrolled in the program on the strategic plan. The college will know whether or not they will receive the grant funds on November 1st. R. DelGaudio thanked the workgroup for their help on the proposal and Diane Brown, Director of Grants, for her assistance in writing the plan.

5. Strategic Plan Update

- Extended Strategic Plan Oversight Taskforce (SPOT)

    i. K. Kane provided a list of the original Strategic Plan Oversight Taskforce members and a list of those who have been invited as Extended Strategic Plan Oversight Taskforce members. Since the first year of the plan consists of identifying foundational work to support the Strategic Plan, the extended members were identified as individuals who could help identify and move this foundational work forward.

- Implementation Plan

    i. K. Kane said that the Strategic Plan Oversight Taskforce has created a Gantt chart that includes all of the strategic plan sub-goals as well as areas to identify individuals and projects occurring across the college that support the sub-goals. The entire Extended Strategic Plan Oversight Taskforce will look over this chart on Monday and will provide input on what needs to be done to move the college forward during this foundational year.

    ii. She also noted that the Strategic Plan pamphlet and newsletter were placed in all mailboxes across both campuses. The newsletter includes information about action teams that will be formed at the college. These action teams are meant to meet for a short period of time to interact and discuss a process, topic, or concept that needs to be improved, innovated, institutionalized, or solved. The first topic for the action teams will be "what is the completion agenda and how does the Strategic Plan answer this call to action?" All college constituents are invited to participate in the action teams and the meeting dates, times, and locations for this first topic are listed in the newsletter.

- Goal 4: Business Process Review and Design Thinking

    i. K. Kane asked the members whether or not the departments should include resources that they may need to implement business process review recommendations in their department plans. While the business process review does not affect many instructional areas it does affect student services and administrative departments. The committee agreed that departments should add these requests into their department plans.

6. Planning Timeline
   - K. Kane described the planning process chart for the 2016-17 year. She noted that the instructional department plans will be due on Friday, October 14.
7. Future Agenda Items
   - K. Kane asked the group if there were any future agenda items that members would like to discuss.
     i. One member suggested that the business process review consultant provide the committee with an update. G. Peterson said Sylvia Lynch would be the best person to give this update.

CPC Next Meeting: November 3, 2016