CPC Meeting
December 1, 2016
2:30 – 4:00 PM
T-1046
Summary Notes

Present: Eloy Oakley, Karen Kane, Eva Bagg, Terri Long, Lou Anne Bynum, Rose DelGaudio, Ann-Marie Gabel, Greg Peterson, Jorge Ochoa, John Downey, Kenna Hillman, Christina Moorhead, Shauna Hagemann, Jeri Florence, Dina Humble, Cheyenne Phoenix, Wayne Bergman, Otto Figueroa, Thomas Hamilton, Corinne Magdaleno, Colin Williams, Suzanne Engelhardt, John Pope, Mike Biggs, Jennifer Holmgren

Absent: Suzanna Scholz

Guests: Elijah Sims, Sonia De La Torre-Iniguez, David Goto, Lauren Sosenko

1. The summary notes from November 3rd were accepted as written.

2. K. Kane expressed that is has been a privilege and honor to work with E. Oakley as her co-chair on the College Planning Committee and to have him lead the College as Superintendent-President. She wished him the best as he continues with the great work he has done at Long Beach City College on a much grander scale at the Chancellor's Office. She noted that A. Gabel will be serving as Acting Superintendent-President and said that the College Planning Committee will be served well with her leadership. K. Kane said she looks forward to working with A. Gabel in this capacity. E. Oakley thanked the Committee members for their commitment to the College. He noted that he has served on the College Planning Committee for the past fifteen years and the last few years have been the best in terms of strategic planning. He encouraged everyone to continue their work with moving the Strategic Plan forward.

3. Open Educational Resources (OER) Taskforce Update

   - K. Kane presented the history of the Taskforce and their findings from the fall semester. D. Humble presented the findings from the faculty survey that was administered by the Taskforce. She noted that while few faculty indicated that they were currently using open educational resources, 90% of the faculty surveyed said that they were interested in learning more about these resources and how to use them.

   - K. Kane said that the next step will be to hire an Open Educational Resources Coordinator. Also, the Taskforce is recommending that the Online Education Committee and Educational Technology Advisory Subcommittee revise their memberships to include the Open Educational Resources Coordinator. The Taskforce is also recommending that the Coordinator sit on the Curriculum Committee. K. Kane said that there is a need for professional development surrounding online educational resources and that the Taskforce has identified some speakers to come to LBCC to talk about the importance of faculty involvement in sharing their resources. The Taskforce requested permission to continue in the spring with the addition of the Director of Grants. The committee agreed that the Taskforce should continue with the addition of the Director of Grants.

   - K. Kane also mentioned that a goal of this work is to influence the creation of Z-Degrees. D. Humble noted that LBCC has the opportunity to be at the front of this initiative that would offer no cost or low cost Z-Degrees to our students.

   - E. Oakley said that this work ties directly with the Strategic Plan. He noted that textbook costs are large costs for students attending college and that there will be pressure from the state to reduce the cost of attendance. He said that a large piece of the success agenda is for colleges to find better ways to get classroom materials to students on day one. He stressed that the more the College can integrate Canvas into all courses as part of the Online Education Initiative, the more ways the College can connect with students and provide interventions in real time.

   - W. Bergman thanked E. Oakley for encouraging the integration of Canvas into all courses. He said that he has completed many courses that utilize different learning management systems. He said that he appreciates that the college is moving in the direction of standardizing use of a learning

management system. C. Phoenix also thanked E. Oakley and noted the importance of providing open educational resources to students. She noted that there are students in her classes this semester who have not been able to purchase any textbooks and these resources would benefit them greatly.

4. Strategic Plan Oversight Taskforce Update

- Update on Strategic Plan Metrics

    i. L. Sosenko gave an update on the Strategic Plan metrics. She said that she has been meeting with stakeholders across the College whose work directly relates to aspects of one or more of the strategic plan metrics. During these conversations, the stakeholders have been asked to review baseline data, as well as determine ways that the College could move progress on these metrics forward in the coming years. These conversations have also been informing the Strategic Plan implementation plan. These groups of stakeholders are also in the midst of setting targets for the metrics, but this process has been slower than anticipated. She said that she hopes to bring the targets to the College Planning Committee in early spring.

- Spring 2017 Meeting & Friday Nighter Dates

    i. K. Kane announced that there will be two Friday Nighter events held in the spring: One on April 28th and one on May 19th. At both of these events, participants will be engaging in design thinking. She noted that because so many people at the College have expressed interest in attending the Friday Nighter retreats, the Strategic Plan Oversight Taskforce plans to open the invitation to these spring events to the College. While preference will go to the original Friday Nighters who sign-up to attend, others will have the opportunity to participate as well.

- Use of Strategic Plan by VP Planning Groups

    i. E. Bagg reminded the College Planning Committee that the VP planning groups should be aligning their goals to the Strategic Plan goals. She also mentioned that the Extended Strategic Plan Oversight Taskforce is working on aligning the Strategic Plan goals to the VP areas in the implementation plan Gantt chart and that this could be utilized by the VP Planning Groups as they align their goals.

5. Reports

- Closed Captioning Update: G. Peterson

    i. G. Peterson said that Academic Council discussed the creation of a closed captioning workgroup. The workgroup will create an implementation plan and establish a clear definition of closed captioning. K. Kane added that there will be two or three members of Academic Senate who will participate in the workgroup. She requested that the workgroup provide an update to the College Planning Committee in spring.

- CA Guided Pathways Project Update: G. Peterson

    i. G. Peterson said the workgroup is working on a draft of the application and will be meeting next week to discuss their progress. He noted that the workgroup will bring a complete draft to the College Planning Committee in February.

    ii. E. Bagg said that for the survey portion of the application, there is language included in some of the survey questions that does not apply to our college and will need to be understood in context. She felt that the Extended Strategic Plan Oversight Taskforce would have the most information and time to respond to the survey. She noted that the Taskforce will start completing the survey at their next meeting and will bring the results to the College Planning Committee.

- ACCJC Standards & Midterm Report Update: E. Bagg

    i. E. Bagg reminded the Committee that the College's Midterm Report will be due next fall to ACCJC. She noted that in the midterm report, the College will need to show progress on the two recommendations the College received even though these deficiencies had been resolved. She said that the College will also need to address the action plans from the College's 2014 Self Evaluation. She recommended that the VP planning groups look at the action plans as they are creating their goals and prioritizing resources.

ii. E. Bagg also noted that while the College will be writing their midterm report based on the previous ACCJC standards, the College is responsible to be in compliance with the new standards at all times. In the spring, instructional departments will need to set institution set standards for job placement rates and licensure exam pass rates. Previously, the College utilized Perkin's Core Indicator Reports to set job placement rate standards, but these standards should be set by department faculty. This will need to be completed before the ACCJC annual report is due in March. Also, ACCJC asks for standards on a variety of other metrics. In the past, the College had used standards set in the Educational Master Plan, but since the Strategic Plan uses a different set of metrics, standards for the metrics ACCJC asks for will need to be set. Finally, E. Bagg noted that the new standards require disaggregation of student learning outcomes. While this presents a huge challenge, she noted that the use of Canvas will make this work much easier. S. Engelhardt said that the faculty response to disaggregation of student learning outcomes has been positive.

iii. E. Bagg noted that she would like to start work with the faculty and classified staff Coordinators on the midterm report this spring. K. Kane said it would be important to have the same Coordinators involved who worked on the 2014 Self Evaluation. For the Self Evaluation the Coordinators were Jeff Wheeler and Sharon Milkes. The College Planning Committee supported this idea.

- Student Support Services & Programs (SSSP) Update: Sonia De La Torre-Iniguez & Elijah Sims

  i. S. De La Torre-Iniguez and E. Sims gave a presentation on SSSP. They highlighted the strategies being implemented in each of the core service areas, provided data on core services, and discussed future steps for SSSP.

  ii. S. Hagemann asked if a hold is placed on students' accounts if they do not have educational plans. S. De La Torre-Iniguez said that this is not a practice at the College, but that the Chancellor's Office encourages this practice. S. Hagemann also asked if the budget for SSSP is posted publicly. S. De La Torre-Iniguez said that it is not currently posted, but that she could share the breakdown of expenses with the College Planning Committee. G. Peterson asked if S. De La Torre-Iniguez and E. Sims could provide an update on how the standards for SSSP are changing. S. De La Torre-Iniguez said that they could provide this update in March.

6. Future Reports

- February 16: Basic Skills Initiative Update and Facilities Master Plan Update; Canvas Update

- March 16: Strong Workforce Update and AEBG Update

- April 20: Promise Pathways Update

- K. Kane asked if there were any other future projects to discuss in spring. T. Long requested that the evaluation of the student equity projects be discussed in May.

CPC Next Meeting: February 23, 2017