



STRATEGIC PLANNING COUNCIL MINUTES

May 21, 2002

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, May 21, 2002, at 2:00 p.m., in SU-18.

The meeting was called to order at 2:05 p.m. by Dr. Sherrill L. Amador.

Roll Call

Members Present: Amador, Barkley, Barton, Bishop, Cater, Davis, Dolan, Drinan, Eberhart, Galli, Hoffmann, Lutz, Melena, Miyamoto, Smith, Weimer, Wilson,

Members Absent: Carson, Dimmick, Garlow, Madrigal, Millet, Patton

Guests Present: Cheryl Ashour, Jayne Conway, Lise Telson

A. Minutes

MSC Weimer, Cater

The minutes of the meeting of May 7, 2002, were approved.

B. Action Items

1. Second Reading: Disabled Student Programs and Services Advisory Committee Exhibit B-1

MSC Cater; Lutz

Copies of the Disabled Student Programs and Services Advisory Committee had been sent to SPC members on May 16, 2002. Additional copies were circulated at this time. It was decided to have an ADA compliance officer for instruction and an ADA compliance officer for facilities. Following this addition, the committee was approved as presented.

2. Second Reading: Food Services Advisory Committee Exhibit B-2

MSC Barkley, Weimer

Copies of the Food Services Advisory Committee had been sent to SPC members on May 16, 2002. Additional copies were circulated at this time. It was requested that a classified staff member be appointed by CCE. Following this addition, the committee was approved as presented.

3. Second Reading: Campus Police Advisory Committee Exhibit B-3

MSC Cater, Lutz

Copies of the Campus Police Advisory Committee had been sent to SPC members on May 16, 2002. Additional copies were circulated at this time. Faculty Senate requested that there be three faculty members on the committee. Ms. Lutz requested that the Director of Educational Centers be added to the membership. It was suggested the Lieutenant could be eliminated from the membership. There was discussion on this suggestion and requests. It was decided to keep the Lieutenant, add one faculty member, and add the Director of Educational Centers. If, after one year, both faculty members have not attended regularly, then the committee will go back to one faculty representative. Following these additions, the committee was approved as presented.

Mr. Patton and Mr. Madrigal will set the times for these meetings as soon as possible, so that prospective members will know if they will be able to attend.

4. Second Reading: Health Fees Proposal Exhibit B-4

MSC: Barkley, Bishop

The new health fees as proposed at the May 7 meeting will begin Spring, 2003, semester. The proposal was approved as presented.

5. Strategic Plan Draft

MSC: Bishop, Cater

Copies of the Strategic Plan had been sent to SPC members on May 20, 2002. Additional copies were circulated at this time. Dr. Amador commended the writing team for their successful efforts. There were five separate meetings, and all team members attended at least four. Each goal was discussed, and the writing team and Dr. Amador responded to questions. The items were not listed in order of priority. There were no comments on the Student Success, and Organizational and Professional goals.

Ms. Drinan questioned why an item in the Teaching and Learning Excellence goal to develop and implement standardized course syllabus content was added as there is already a standardized syllabus. Mr. Gilson responded that the second-highest response on the survey concerned this issue, and many people do not perceive there is a standardized syllabus. Mr. Bishop said that students frequently approach him regarding this issue. It was pointed out that the intent is not to dictate content, but rather standardization. The committee working on the objective will determine the minimum content.

There was a question about an item in the Resource Management goal to centralize facilities budgets for classroom standardization, maintenance, and repairs. There would be one budget designated for repairs and equipment throughout the campus. It would no longer be up to each individual department to find money to cover them. It is believed that equipment will be replaced or repaired in a timelier manner as a result.

Dr. Amador explained why some items were included in the Facilities Improvement before others. There needs to be a logical order of doing things – you have to fund the big plan in order to do the small things. Ms. Davis pointed out that the words district-wide should be taken out of the sentence, “Evaluate and improve district-wide facilities-related safety and security throughout District.” Dr. Amador will have these words deleted.

The Marketing Communications Department will work with Dr. Amador to publish the Strategic Plan this summer. Members are encouraged to use it within their constituent groups and community.

6. 2002-03 Annual Implementation Plan

MSC Cater, Lutz

This is an internal document that can be distributed within the college. The priorities from the survey were used to determine which objectives would be included. This is the reason there are fewer items from Teaching and Learning Excellence and many from Facilities Improvement. Ongoing and one-time items were looked at in terms of cost and process. In most cases a year was given to accomplish the goal. The format of the plan was discussed, and each section defined and explained. If a goal is not in this plan it does not mean that it will not be addressed. The 20 items in the plan are the priorities and will take a lot of work. Implementation costs for those objectives requiring plans will be known by March and will be in the next year's budget. The 2002-2003 Annual Implementation Plan will be addressed at this year's convocation.

C. Discussion Items1. Role of Consultants

The reason consultants are used was discussed and explained. Consultants were used to design the student union and science building, to assist the Educational and Facilities Master Plan Task Force, and in the area of technology.

2. Councils Start-Up

The sooner faculty membership is identified the sooner the councils can begin work. Ms. Barkley will have information available during convocation so that the members can be identified as soon as possible in the Fall.

3. Evaluation Criteria for Strategic Plan

Ms. Barton distributed a draft document for initial review regarding evaluation criteria for the strategic plan. She discussed each measure and explained how the template was formed. The criteria will track trends. She discussed what information will be included in a student survey. The web site www.cccse.org will give members examples and benchmarks with other community colleges. This survey will assist in our next accreditation and types of accountability on which the college will be asked to provide information.

A question was asked as to why the implementation plan did not correspond with the evaluation criteria. Ms. Barton stated that these would be included under "additional objective-specific measures." Many of the items tracked are specified by the Chancellor's office or part of PFE. The evaluation criteria are a way to evaluate progress on the broader issues.

D. Legislative Advocacy

Dr. Amador gave an update on legislative issues relating to the budget. The Senate met on a May revise and added back \$2 million for professional development, \$17 million for Matriculation and \$9 million for CalWORKs. In addition, PERS has increased the District's contribution to 2.897. The budget is still in flux.

E. Reports of Constituencies1. Administrative Association

A leadership seminar featuring Dr. Amador had a record attendance of 44 people on May 8, 2002. On May 15, 2002, there was an open forum to discuss a separate group for supervisors and confidential employees. A report will be sent to the members requesting feedback. If there is no objection, a committee will be formed to set up parameters of the new group with the caveat that Human Resources define who is in which group. June 7 has been set for the Administrative Association retreat.

2. Associated Student Government

Mr. Melena gave the report on Mr. Weimer's behalf as he had to leave the meeting early.

ASG held elections and Mr. Weimer was re-elected president and Mr. Melena was re-elected vice-president. They are looking for more members. There will be a presentation by the General Motors Marketing Internship program on May 23, 2002, at 2:00 p.m in the Governing Board Room. Everyone is invited.

3. CCE/AFT – There was no report.

4. Faculty Senate

New senators took their seats at the last meeting. The Gift of Time Award winners were Jerry Houser and Michael Mufson; and the Faculty Service Award winners were Haydn Davis and Margie Ruzich.

5. PPF/AFT – There was no report.

6. The Faculty – There was no report.

F. Other Items

1. Next Meeting – September 3, 2002

The next regularly scheduled SPC meeting will take place on September 3, 2002, 2 to 4 p.m., in SU-18. Special meetings may need to be called during the summer.

G. Adjournment

There being no further business, the meeting was adjourned at 4:12 p.m.