



STRATEGIC PLANNING COUNCIL MINUTES

September 16, 2003

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, September 16, 2003, in SU-18. The meeting was called to order at 2:00 p.m. by Dr. Sherrill L. Amador. Dr. Amador welcomed the members to the meeting.

Roll Call

Members Present: Amador, Barton, Bishop, Cater, Cuaron, Dowd, Drinan, Eberhart, Frady, Halttunen, Ivey, Jay, Key, McCluskey, Magana, Miyamoto, Owens, Soto, Spear, Wallenius

Members Absent: Barkley, Dimmick, Giese, Madrigal, Patton

Guests Present: Cheryl Ashour, Maria Miller for Chris Barkley, Jenny Akins for Jo Anne Giese

A. Minutes

MSC Bishop, Soto

The minutes of the meeting of September 2, 2003, were approved.

B. Action Items/Second Reading

1. Faculty Positions (Cuaron)

Ms. Cuaron distributed a handout and discussed the Instructional Planning Council's recommendation of hiring 10 full-time faculty for fall, 2004. There were a total of 18 positions listed, ten of which were given priority. Discussion ensued. All members agreed with IPC's recommendation, and the hiring process will begin. **(Exhibit B-1)**

2. 2003-04 Annual Implementation Plan

MSC Cater, Owens

The 2003-04 Annual Implementation Plan was approved as presented. Because there were no changes, another copy will not be sent out; instead, members were asked to keep their draft copies. **(Exhibit B-2)**

3. Student Learning Outcomes Task Force

Mr. Spear reported that the Faculty Senate is requesting one revision: change the faculty members appointed by the Faculty Senate to 21 from 7. The 21 faculty members are in addition to the faculty listed by title. He stated they wanted the task force to be done right and the experts (faculty) to be relied upon. Also, the more experts on the task force, the greater the variety of opinion. The Faculty Senate's intention is to have faculty from each division represented. They also want to avoid the appearance of a top-down process. He feels confident the Faculty Senate will be able to get the additional faculty members to attend regularly. Discussion ensued.

Dr. Amador stated: "I personally think it is very important that the faculty be engaged in this. I don't care how many people there are. I worked with 75 to get the Strategic Planning Task Force. But I want to make sure everybody understands in terms of what our task is. We are not going to be designing the actual student learning outcomes. We are going to try and identify what the tasks are, but there may be other groups that actually do the work. This is the structuring part. I want to make sure that when we get to the part after we've had a lot of people help with the structure, timelines, where we should be at

2005, and that sort of a thing, that there will still be that much engagement. This is when it is critical that the faculty be actively involved. Having a lot of faculty involved up front makes a lot of sense. The only challenge may be in finding a classroom. I'd like a classroom in which we could at least move the tables and chairs, so that we are not sitting in an audience-type of setting, because that would be dysfunctional in terms of operation. Hearing no objectives we will move forward with the only change on this from 7 faculty members to 21." **(Exhibit B-3)**

4. Equipment Replacement Task Force

This item was put on hold until the October 7 meeting.

C. **First Reading**

1. Professional Development Review Board

This item was pulled because it is part of PFF negotiations.

2. Equal Employment Opportunity Advisory Committee

Dr. Miyamoto distributed a corrected copy of the committee request. The Chancellor's Office had requested that the name of the original committee be changed from Faculty and Staff Diversity Advisory Committee to Equal Employment Opportunity Advisory Committee. He discussed the role, products, and members. Discussion ensued. Ms. Drinan stated that a faculty member appointed by PFF had been approved to be added but was not on the list. Dr. Miyamoto agreed that it should have been on the list. It was decided to add "EEO Plan" under products. Dr. Amador questioned why the last item under members, regarding at large members appointed by the Superintendent/President, was listed. In the past, what was its purpose? Ms. Dowd said it was added when they were having problems with protests about the lack of diversity in the faculty a few years ago. Dr. Amador requested this be deleted from the list. Mr. Bishop was concerned about finding enough students to sit on all the committees. He requested the two student members on the committee be ex officio.

A revised document reflecting the changes will be brought back for action at the October 7 meeting. **(Exhibit C-2)**

3. Staff Development and Training Committee

Discussion ensued on the purpose and role of the committee. Funding comes from the Learning Paradigm Conferences and AB1725. Because there has been no money from these sources for the last few years, it was suggested that the committee be eliminated. If money becomes available, the committee could then be created. Ms. Dowd would like to have the opportunity to think about it before a decision is made. The item will be brought back for action at the October 7 meeting. **(Exhibit C-3)**

4. Student Equity Committee

Dr. Miyamoto discussed the role of the committee. The existing student equity plan needs to be revised and submitted to the Chancellor's office by March, 2004. Discussion ensued. Dr. Amador stated that this is a very serious committee and we need to develop a plan that we are going to monitor, so we will know our progress. Mr. Spear had communicated with the Chancellor's Office and was told their 2003 document contains the most current information. There is also an Academic Senate paper on student equity which provides guidance in developing a model plan. The paper also mentions a model plan from Modesto College. The Chancellor's Office will mail a packet, including the paper and plan, to Mr. Spear this week. The model was created before the changes in Title V; however, it does contain the core ideas of a first-rate plan.

It was pointed out that the Matriculation Committee is actually named Matriculation and Transfer Advisory Committee. DSP&S is now DRC. It was not known who the representative from Instruction referred to; i.e., a faculty member or a staff member from Instruction. It was decided to eliminate this member. It was suggested to add a representative from Institutional Research and Planning. Jenny Akins will check with the CAST group to find out if they want to appoint a member, but she doubts it. As there are administrators already on the committee, Ken Jay said there was no need to appoint a

representative from the Administrative Association. The revisions will be made, and this item will be brought back for action at the October 7 meeting. **(Exhibit C-4)**

5. Classified Professional Growth Committee

Dr. Miyamoto discussed the role of this committee. Discussion ensued. It was suggested the chair be the Vice President of Human Resources or designee. The revision will be made and this item will be brought back for action at the October 7 meeting. **(Exhibit C-5)**

6. Bookstore Advisory Committee

Dr. Amador mentioned that the Bookstore and Food Services Advisory Committees used to report directly to the Vice President of Finance and Administrative Services, and they now report to the Director of Student Affairs. The accounting, auditing, and fiscal responsibilities will remain with Administrative Services, but the day-to-day operations will be overseen by Mr. Bishop. Ken Jay and Bruce Bishop discussed the role of the committee. Discussion ensued. Mr. Bishop mentioned that a sentence was missing under "product". It should say "Written quarterly report on service and quality of operations". This report will go to Student Services and Administrative Services. The committee meets the third Monday and not the first Monday. It was suggested that the Director of Student Affairs should be included in the members list. Mr. Bishop will make the revisions, and this item will be brought back for action at the October 7 meeting. **(Exhibit C-6)**

7. Food Services Advisory Committee

Mr. Bishop discussed the role of the committee. Discussion ensued. Mr. Doug Key requested that two faculty members be appointed to the committee. Mr. Bishop will make the revision, and this item will be brought back for action at the October 7 meeting. **(Exhibit C-7)**

8. Add One CAST Member to Each Planning Council

Dr. Amador mentioned that CAST requested to have a representative on the four planning councils. Discussion ensued.

It was pointed out that the Bookstore and Food Services needs to be removed from the Administrative Services Planning Council and added into the Student Services Planning Council. Revisions will be made and this item will be brought back for action at the October 7 meeting. **(Exhibit C-8)**

Ms. Drinan announced that the Faculty Senate and PFF will be bringing forward a request regarding some of the planning councils in the near future.

D. Discussion Items

There were none.

E. Reports of Planning Councils

1. Administrative Services Planning Council

Mr. Jay reported that the council held their first meeting.

2. Human Resource Services Planning Council

Jack Miyamoto reported that this council met on September 9 and laid out an agenda for the year. They discussed evaluations, staff cross-training, the Student Equity Plan, and the EEO Plan. Dr. Miyamoto shared the evaluation of SPC with the council. He indicated there would be training provided.

3. Instructional Planning Council

Berta Cuaron reported that this council had its first meeting last week. Next week, they will look at criteria for developing a level of support for ADAs in the departments.

4. Student Services Planning Council

Lynda Halltunen reported that this council met on September 10, and the next meeting will be on September 24. The council looked at the Student Union Advisory Committee and will have a second read on it next week. There was a report of the Matriculation and Transfer Advisory Committee. There was discussion about the money Financial Aid will receive and how they will spend those funds. Mr. Bishop reported a representative from the Instructional Planning Council has been invited to attend their council, and Lynda Halltunen has been invited to attend the Instructional Planning Council.

F. Reports of Constituencies

1. Administrative Association – There was no report.

2. Associated Student Government

Mr. Eli Magana reported elections run from Oct 6-9. ASG will be holding a meeting tomorrow in Escondido at 1:30 p.m. Also, they have spread the word about Comet Week coming up next month. ASG is planning a retreat the weekend of September 26/27 in Rancho Bernardo. Mr. Bishop stated that everyone standing for election has been invited to this retreat.

3. Confidential and Supervisory Team – There was no report.

4. CCE/AFT – There was no report.

Tricia Frady reported that four new officers were elected, effective July 1. There is currently one vacant position. The new executive council members are busily trying to get themselves organized.

5. Faculty Senate

Steve Spear reported that the Faculty Senate met yesterday and worked on the Learning Culture Task Force.

6. PPF/AFT – There was no report

G. Pending Items – There were none.

H. Other Items

Dr. Amador reported that she met with Mr. Spear, Mr. Jay, Ms. Giese, and Ms. McClusky regarding governance training. They will meet again next week. They anticipate a total of 75 members from the four planning councils will be trained. Three training sessions will be offered in October. Anyone else who wants to attend is also invited. Ms. Dowd suggested the training session be videotaped for those who become members mid-year. Discussion ensued.

I. Adjournment

There being no further business, the meeting was adjourned at 3:25 p.m.