

STRATEGIC PLANNING COUNCIL
AGENDA

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date:	5/21/02
	<input type="checkbox"/>	Product/Project	Starting Time:	2 p.m.
	<input type="checkbox"/>	Special	Ending Time:	4 p.m.
			Place:	SU-18

CHAIR: Sherrill Amador

MEMBERS: Barkley, Barton, Bishop, Carson, Cater, Davis, Dimmick, Dolan, Drinan, Eberhart, Galli, Garlow, Gilson, Hoffmann, Jackson, Lutz, Madrigal, Melena, Millet, Miyamoto, Patton, Smith, Weimer, Wilson

RECORDER: Cheryl Ashour

Order of Agenda Items	Desired Outcome	Resources Used	Time Allotted
A. <u>MINUTES – MAY 7, 2002</u>	Decision		5 min.
B. <u>ACTION ITEMS</u>			60 min.
1. Second Reading: Disabled Student Programs and Services Advisory Committee	Discussion/Decision	Attached	
2. Second Reading: Food Services Advisory Committee	Discussion/Decision	Attached	
3. Second Reading: Campus Police Advisory Committee	Discussion/Decision	Attached	
4. Second Reading: Health Fees Proposal	Discussion/Decision		
5. Strategic Plan Draft	Discussion/Decision	**	
6. 2002-03 Annual Implementation Plan Draft	Discussion/Decision	**	
C. <u>DISCUSSION ITEMS</u>			30 min.
1. Role of Consultants	Information		
2. Councils Start-up	Information		
3. Evaluation Criteria for Strategic Plan	Discussion		
D. <u>LEGISLATIVE ADVOCACY</u>			10 min.
E. <u>REPORTS OF CONSTITUENCIES</u>			15 min.
1. Administrative Association – Mollie Smith			
2. Associated Student Government – Sean Weimer			
3. CCE/AFT – Mike Dimmick			
4. Faculty Senate - Chris Barkley			
5. PFF/AFT – Mary Ann Drinan			
6. The Faculty – Nancy Galli			
F. <u>OTHER ITEMS</u>			

**** These two documents will be sent to you by e-mail on Monday afternoon, May 20, after the writing team completes their work in the morning.**



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 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 everyone attended at least four. The goal was to show as much action as possible. 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 because there is already a standardized syllabus. Mr. Gilson responded that the second highest response on the survey was concerning 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. The committee working on the objective will determine the minimum content. The issue concerns standardization.

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 repairs and equipment will be replaced or fixed in a more timely 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. On-going 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 Items

1. 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 the college will be asked to provide information on.

A question was asked why the implementation plan did not correspond to 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 had increased the district's contribution to 2.897. The budget is still in flux.

E. Reports of Constituencies**1. 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. We will send a report to the members requesting feedback. If there is no objection, we will move forward with a committee to set up parameters of the new group with the caveat that Human Resources define who is in which group. June 7 is the 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 on May 23, 2002, at 2:00 p.m in the Governing Board Room. Everyone is invited.

3. CCE/AFT

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 Hayden Davis and Margie Ruzich.

5. PFF/AFT

No report.

6. The Faculty

No report.

F. Other Items**1. Next Meeting – September 3, 2002**

The next SPC meeting will take place on September 3, 2002, 2 to 4 p.m., in SU-18.

G. Adjournment

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

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Ron Haines					Date 4/12/02 (rev. 5/7/02, 5/21/02)				
Proposed Name of Requested Group Disabled Student Programs and Services (DSPS) Advisory Committee									
	Council	X	Committee		Subcommittee		Task Force		
Action Requested:				X	Add		Delete		Change
Role, Products, Reporting Relationships: <u>Role:</u> The DSPS Advisory Committee is, as required by Title V of the Education Code, responsible to: <ul style="list-style-type: none"> Identify primary program and service goals of DSPS Recommend innovative approaches and resources Provide guidance and direction to DSPS and Palomar College related to the needs of the local community <u>Products:</u> Annual Report of Recommendations Regarding DSPS and ADA Compliance; Annual Plan Recommendations <u>Reporting Relationship:</u> Student Services Planning Council									
Meeting Schedule: To be determined. Title V requires one meeting annually.									
Chair: Director, DSPS									
Members: Community Member, Social/Rehabilitation Services Agency Community Member, Education Two Faculty Members appointed by the Faculty Senate One Classified Unit Employee appointed by the CCE/AFT Dean, Student Support Programs One Administrative Association member appointed by the Administrative Association Two Students appointed by ASG ADA Compliance Officer for Instruction ADA Compliance Officer for Facilities									

If change is requested, attach current structure and list proposed changes.

Reviewed by Strategic Planning Council:

Comments:

5/7/02 First Reading

5/21/02 Approved

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Jerry Patton					Date April 5, 2002 (rev. 5/7/02, 5/21/02)				
Proposed Name of Requested Group Food Services Advisory Committee									
	Council	X	Committee		Subcommittee		Task Force		
Action Requested:				Add		Delete	X	Change	
Role, Products, Reporting Relationships: This is currently a Task Force. Role: The Advisory Committee works as a liaison between the students, faculty representative, and Administrative Services. The committee will review the food service operations and provide input to the Vice President, Finance and Administrative Services on menu, service, and quality of operations. Products: Written quarterly report on menu, service and quality of food service operations. Reporting Relationship: To the Administrative Services Planning Council.									
Meeting Schedule: Monthly									
Chair: Vice President, Finance and Administrative Services									
Members: One Faculty Member appointed by Faculty Senate Two Students appointed by ASG Director, Student Affairs Food Services Management One Classified Employee appointed by CCE/AFT									

If change is requested, attach current structure and list proposed changes.

Reviewed by Strategic Planning Council:

Comments:

5/7/02

First Reading

5/21/02

Approved

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Jerry Patton					Date April 5, 2002 (rev. 5/7/02, 5/21/02)				
Proposed Name of Requested Group Campus Police Advisory Committee									
	Council	<input checked="" type="checkbox"/>	Committee		Subcommittee		Task Force		
Action Requested:				<input checked="" type="checkbox"/>	Add		Delete		Change
Role, Products, Reporting Relationships: Role: To provide direction and oversight to the Campus Police Department. Products: Written quarterly report on the efficiency and effectiveness of the department on parking, traffic control, safety and security. Reporting Relationship: Administrative Services Planning Council									
Meeting Schedule: Monthly									
Chair: Vice President, Finance and Administrative Services									
Members: Chief of Police Police Lieutenant Two Faculty Members appointed by Faculty Senate One Administrative Association Member One Classified Staff Member appointed by CCE/AFT Director of Student Affairs One Student appointed by ASG Director, Education Centers/Extended Education									

If change is requested, attach current structure and list proposed changes.

Reviewed by Strategic Planning Council:

Comments:

5/7/02 First Reading

5/21/02 Approved

Facilities Improvement Goal

Enhance the aesthetic appearance, functionality, cleanliness, accessibility, and safety of current facilities, while effectively planning for future needs based on educational programs and services.

- ✦ Develop and fund an on-going district-wide maintenance plan for buildings and grounds that demonstrates the commitment to a clean, attractive learning environment
- ✦ Complete and begin implementation of the Educational and Facilities Master Plan
- ✦ Develop and implement a flexible parking plan that accommodates the needs of students, faculty, staff, and the community
- ✦ Evaluate and improve facilities-related safety and security throughout District
- ✦ Complete and implement a Master Signage Plan for all District facilities
- ✦ Develop a schedule based on the Educational and Facilities Master Plan to remodel and renovate buildings
- ✦ Create and implement a District Landscape Plan
- ✦ Develop strategies to address adjunct faculty office space needs
- ✦ Develop and implement uniform Facilities Use Policy and Procedures

Student Success Goal

Facilitate student learning and goal attainment by providing comprehensive educational programs and services in diverse, accessible formats and locations.

- ✦ Increase scholarship recipients and donors through improved processes and procedures
- ✦ Provide comprehensive and innovative class scheduling options to improve accessibility and timely program and degree completion
- ✦ Create and implement a system to improve student fee collection and related services
- ✦ Improve articulation with area high schools at the discipline level and within student services
- ✦ Increase the number of students who develop a formal education plan
- ✦ Develop and implement policy and procedures that use technology to communicate relevant information to existing and potential students
- ✦ Develop and implement a comprehensive plan to increase the options for and availability of counseling and advising
- ✦ Develop options for increasing child care capacity
- ✦ Develop and implement programs and services to increase persistence, completion, and transfer
- ✦ Identify key skills necessary for employment and incorporate them across the curriculum
- ✦ Improve processes for identifying and responding to the educational needs of business and industry

Organizational and Professional Development Goal

Improve internal operations through effective communication and inclusive governance structures; strengthen and maintain professional development programs.

- ✦ Implement a more timely process for approval and filling of new and replacement positions
- ✦ Establish and fund on-going employee training programs that assess needs, assure competencies, and use appropriate delivery methods
- ✦ Formalize a governance process that assures appropriate evaluation of, and response to, committee recommendations
- ✦ Promote a culture of inclusiveness, participation, collaboration, and mutual respect that recognizes and celebrates the value of contributions
- ✦ Establish the standards to create a service-oriented institutional climate
- ✦ Promote cross-functional training and education to improve institutional understanding and teamwork
- ✦ Continue efforts to achieve a 75/25 full-time to part-time faculty ratio
- ✦ Develop and implement guidelines for identifying and distributing necessary and useful information to staff
- ✦ Delineate and integrate the District's organizational and governance structures
- ✦ Pursue professional development grant opportunities
- ✦ Develop and implement a plan to address staff safety and security concerns
- ✦ Expand professional development opportunities for using new learning techniques in the classroom

Resource Management Goal

Utilize existing human, physical, technological, and fiscal resources efficiently and effectively and increase external funding.

- ✦ Explore options for flexible multi-year departmental budget planning
- ✦ Continue efforts to make budget reports user-friendly
- ✦ Develop and implement institutional strategies to lobby for community college interests and funding
- ✦ Develop and implement a long range budget plan for computer hardware and software upgrades and/or replacement
- ✦ Strengthen business and community partnerships and relationships to increase funding sources and support
- ✦ Develop protocols to allow departmental flexibility in achieving efficiency goals
- ✦ Centralize facilities budgets for classroom standardization, maintenance, and repairs
- ✦ Update and implement the Technology Master Plan
- ✦ Define and provide the appropriate level of services at all centers
- ✦ Develop protocols for maximizing the efficiency of classroom utilization
- ✦ Create a full-time grant writer position with appropriate support
- ✦ Evaluate and address resource requirements and impacts prior to hiring personnel

Teaching and Learning Excellence Goal

Provide exemplary teaching and learning environments and experiences to meet student needs through relevant curricula, innovation, partnerships, technology, research, and evaluation.

- ✦ Foster a learning culture that promotes institutional and student expectations, responsibilities, and respect
- ✦ Implement a user-friendly curriculum process
- ✦ Develop and implement standardized course syllabus content
- ✦ Develop and implement strategies to assure accuracy and continuity in counseling
- ✦ Integrate information competency skills across the curriculum
- ✦ Initiate a program to encourage, support and evaluate the use of innovative learning strategies

**Proposed
Criteria for Evaluation
Palomar College Strategic Plan
(2002-2003 Implementation Plan)**

Goal/Measure	Definition	Baseline	Frequency	Source
Student Success				
1. Count of Transfers (PFE)	a. Count of transfers to CSU/UC b. Count of Transfer by AA/CSU/Other	2000-2001 2000-2001 or 01-02	Annual	CPEC/CCCCO IR&P/NSC
2. Transfer Rate	Transfer/Intent to Transfer	2000-2001	Annual	CCCCO
3. Transfer Prepared (PFE)	Count of students in cohort who complete 56 transferrable units within six years and earn gpa ≥ 2.0	Fall 94 cohort	Annual	CCCCO/IR&P
4. Degrees and Certificates (PFE)	Count of students earning a degree or certificate within a given year	2000-2001	Annual	CCCCO/IR&P
5. Success After College	a. Success rates at local four year institutions b. Job Placement after completion of Voc Ed Degree/Certificate	2000-2001 1999-2000	Annual	IR&P IR&P
6. Student Persistence	a. 1st Fall to 2nd Fall b. 12 Credits within first 3 years	Fall 2000-Fall 2001 Fall 1998 cohort	Annual	IR&P IR&P
7. District Participation Rate	% of adult population enrolled at Palomar	Fall 2000	Annual	IR&P
8+. Additional objective specific measures	TBD	TBD	TBD	TBD
Teaching and Learning				
1. Successful Course Completion (PFE)	a. % A,B,C,CR in Transfer b. % A, B, C, CR in Voc Ed c. % A, B, C, CR in Basic Skills	2000-2001	Annual	IR&P/CCCCO IR&P/CCCCO IR&P/CCCCO
2. Workforce Development (PFE)	% A, B, C, CR in App, Adv. Voc., & Intro. Voc.	2000-2001	Annual	IR&P/CCCCO
3. Basic Skills Improvement (PFE)	# and % of students completing coursework at least one level above their prior basic skill enrollment	2000-2001	Annual	IR&P/CCCCO
4. Subsequent Success in Course Sequence	# and % of students completing coursework at least one level above their prior basic skill enrollment	2000-2001	Annual	IR&P/CCCCO

**Proposed
Criteria for Evaluation
Palomar College Strategic Plan
(2002-2003 Implementation Plan)**

Goal/Measure	Definition	Baseline	Frequency	Source
Teaching and Learning (continued)				
5. Student Feedback	Results of <i>Community College Survey of Student Engagement (CCSSE)</i> *	Fall/Spring 2002	1st & 3rd yr	IR&P
6+. Additional objective specific measures	TBD	TBD	TBD	TBD
Org. and Prof. Development				
1. Organizational Communication	Survey of staff: Ratings of satisfaction on targeted questions related to governance and communication from self study survey	Spring 2002	3rd yr	IR&P
2. Satisfaction with Training	Ratings of satisfaction for training	Spring 2002	3rd yr	Training
3. Full-time to Part-time Commitment	Full-time to Part-time Ratio/ Faculty Oblig.	Fall 2001	Annual	IR&P/HR
4+. Additional objective specific measures	TBD	TBD	TBD	TBD
Resource Management				
1. Enrollment Load	% enrollment to course max	Fall 2002	Annual	PAL RPT
2. Facilities Utilization	% use of room to defined max or capacity	Fall 2002	Annual	PAL RPT
3. Faculty Load/Efficiency	WSCH/FTEF	Fall 2002	Annual	PAL RPT
4. Assessment of Alternative Funding	# and % successful grants; \$ of grants	TBD	Annual	Grant function
5+. Additional objective specific measures	TBD	TBD	TBD	TBD
Facilities				
1. Facilities Improvement/Enhancement	Assessment of parking, maint., landscape and security by students (CCSSE) & staff (survey, F/S 2002, students)	Spring 2002 (staff)	1st & 3rd yr	IR&P
2. Additional objective specific measures	TBD	TBD	TBD	TBD

* The CCSSE results will be used to provide student feedback for other goals in addition to Teaching & Learning.