

STRATEGIC PLANNING COUNCIL AGENDA

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date:	3/4/03
	<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, Cater, Champine, Davis, Dimmick, Dowd, Drinan, Eberhart, Engleman, Fukunaga, Giese, Halttunen, Lutz, Madrigal, Melena, Millet, Miyamoto, Owens, Patton, Smith, Wallenius
GUESTS: Wilson

RECORDER: Barbara Baldrige

Order of Agenda Items	Desired Outcome	Resources Used	Time Allotted
A. <u>MINUTES – February 18, 2003</u>	Decision		2 min.
B. <u>PRESENTATION</u>			
1. Educational Master Plan Update (Mark Vernoy)	Information/Discussion		15 min.
C. <u>ACTION ITEMS/SECOND READING</u>			15 min.
1. Proposed BP 3100 – Organizational Structure (to replace BP 20)	Decision	Attached	
2. Proposed BP 3200 – Accreditation	Decision	Attached	
3. Proposed BP 3250 – Institutional Planning	Decision	Attached	
4. Proposed BP 3280 – Grants (to replace BP 311)	Decision	Attached	
5. Proposed BP 3300 – Public Records	Decision	Attached	
D. <u>FIRST READING</u>			
1. Holiday Schedule – 2003-04	Discussion	Attached	5 min.
E. <u>DISCUSSION ITEMS</u>			
1. State Budget Update (Jerry Patton)	Information		5 min.
2. Governance Document	Information/Discussion	Handout	15 min.
3. Criteria for Evaluation of Strategic Plan 2005 (Michelle Barton)	Discussion	Handout	1 hr.
F. <u>REPORTS OF PLANNING COUNCILS</u>			20 min.
1. Administrative Services Planning Council – Jerry Patton			
2. Human Resource Services Planning Council – Jack Miyamoto			
3. Instructional Planning Council – Diane Lutz			
4. Student Services Planning Council – Joe Madrigal			
G. <u>REPORTS OF CONSTITUENCIES</u>			20 min.
1. Administrative Association – Mollie Smith			
2. Associated Student Government – Leo Melena			
3. Confidential/Supervisory Team - Jo Anne Giese			
4. CCE/AFT – Mike Dimmick			
5. Faculty Senate - Chris Barkley			
6. PFF/AFT – Mary Ann Drinan/Mary Millet			
H. <u>PENDING ITEMS</u>			
I. <u>OTHER ITEMS</u>			

1. March 18 meeting canceled
2. Additional meeting scheduled for April 22



STRATEGIC PLANNING COUNCIL MINUTES

March 4, 2003

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, March 4, 2003, in SU-18. The meeting was called to order at 2:00 p.m. by Dr. Sherrill L. Amador.

Roll Call

Members Present: Amador, Barkley, Barton, Bishop, Cater, Davis, Dowd, Drinan, Eberhart, Engleman, Fukunaga, Giese, Halttunen, Lutz, Madrigal, Melena, Millet, Miyamoto, Owens, Patton, Smith, Wallenius

Members Absent: Champine, Dimmick, Perry

Guests Present: Barbara Baldrige, Sally Serrin (for Champine), Mark Vernoy, Darla Wilson

A. MINUTES

MSC Melena, Madrigal to approve the minutes of the meeting of February 18, 2003.

Announcement

Dr. Amador announced that there will be no March 15 letters sent for faculty positions. The executive administrators have found a way to absorb the EOP&S and DSP&S faculty positions within our general faculty counseling hourly accounts, should the Governor's budget actually be realized. There will be a resolution on the Board agenda to eliminate several classified positions that are part of CCCSAT/E-Conferencing, which have been supported by grants because we are very unsure about grant funding. Dr. Amador encouraged Council members to disseminate the truth regarding these items in order to dispel rumors.

B. PRESENTATION

Dr. Mark Vernoy presented a brief update on the progress of the Educational Master Plan. A copy of the plan as it currently exists was circulated among the Council members. There will be a draft on the website (www.palomar.edu/masterplan) by the end of this week. He asked that everyone examine his/her part and get any corrections to him as quickly as possible. He plans to take the draft plan to the Governing Board on March 11. Dr. Amador reminded the group that this is just one chapter within the Educational and Facilities Master Plan. We've gone through all the demographics and the survey piece. After the educational part, there will be the facilities portion. Facilities will be divided into sections of what is current and what is proposed, with the District structure issues of the centers vs. the campus. The Educational Master Plan is the first piece because the Facilities Plan is based on what needs to be done in terms of educational programs and services. Dr. Vernoy stated that it is planned to have the final version of the Educational and Facilities Master Plan to the Governing Board in late April and get approval by early May.

Dr. Amador commended Dr. Vernoy for doing the majority of the writing and the work in pulling this together. In addition, two faculty chairs have assisted in this effort, Doug Key and Nancy Galli. These three have led the task force of 17 persons in accomplishing this work.

C. ACTION ITEMS/SECOND READING**1. Proposed BP 3100 – Organizational Structure (to replace BP 20)**

MSC Barkley, Cater to approve the deletion of BP 20 and the adoption of BP 3100 as follows:

BP 3100 - ORGANIZATIONAL STRUCTURE

The Superintendent/President shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the District. The organizational charts are subject to review by the Board.

Education Code 72400

2. Proposed BP 3200 – Accreditation

MSC Owens, Barkley to approve the adoption of BP 3200 as follows:

BP 3200 - ACCREDITATION

The Superintendent/President shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and of accrediting bodies of other District programs that seek special accreditation.

The Superintendent/President shall keep the Board informed of approved accrediting organizations and the status of accreditations.

The Superintendent/President shall ensure that the Board is involved in any accreditation process in which Board participation is required.

The Superintendent/President shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

Accreditation Eligibility Requirement 20, Standard IV.B.1.i

3. Proposed BP 3250 – Institutional Planning

MSC Miyamoto, Barkley to approve the adoption of BP 3250 as follows:

BP 3250 - INSTITUTIONAL PLANNING

The Superintendent/President shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to,

- Long-range educational or academic master plan
- Facilities plan
- Faculty and staff diversity plan
- Student equity plan
- Matriculation plan
- Transfer Center plan
- Cooperative Work Experience plan
- EOPS plan

The Superintendent/President shall submit those plans for which Board approval is required by Title 5 to the Board.

The Superintendent/President shall inform the Board about the status of planning and the various plans.

The Superintendent/President shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

Accreditation Standard I.B; Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55250, 55400 et seq., 55510, 56270 et seq.

4. Proposed BP 3280 – Grants (to replace BP 311)

This item was postponed to the April 1 meeting.

5. Proposed BP 3300 – Public Records

MSC Barkley, Cater to approve the adoption of BP 3300 as follows:

BP 3300 - Public Records

The Superintendent/President shall establish procedures for records management, including access by the public, that comply with the requirements of the California Public Records Act.

Government Code Sections 6250, et seq.

D. FIRST READING

1. Holiday Schedule – 2003-04

Dr. Jack Miyamoto presented the proposed holiday schedule for the 2003-04 academic year. (Exhibit D-1)
This item will appear for action on the agenda for the April 1 meeting.

E. DISCUSSION ITEMS

1. State Budget Update

Jerry Patton discussed the latest information he has received regarding the state budget.

2. Governance Document

Dr. Amador distributed copies of the Governance and Organizational Structure of the College as it currently exists. (Exhibit E-2) She requested that the Vice Presidents review those committees which have not gone through a review process and that report to them or their councils and start the process by taking any revisions to their councils soon. The proposed revisions should reach SPC by the April 22 meeting. That should allow enough time to finish them up before the end of the school year. Dr. Amador asked the other Council members to review this document also, and bring any necessary corrections to her attention. Once all the committees have been reviewed and revised, Dr. Amador will form a task force to devise a communication chart showing the communication line from each group. That should finish up two of the Annual Implementation Plan objectives totally and one on the culture change. As SPC members, after we get this in place, we must be very critical of ourselves in saying what works and what doesn't and make the appropriate changes.

Bonnie Dowd questioned the lack of differentiation between planning and operational as committees had formerly been classified. Dr. Amador stated that the functions had been merged because it was felt that to have one committee doing the operational discussions without the context of the plans and the input of the same people who are doing the planning may cause a lot of extra work. Consequently, we have created the main councils into which all the committees feed. Ms. Dowd suggested that the Facilities Planning Committee be called the Facilities Committee in order to distinguish it from the planning councils.

3. Criteria for Evaluation of Strategic Plan 2005

Michele Barton presented information on the criteria for the evaluation of the Strategic Plan 2005. (Exhibit D-3) She asked that anyone requiring further information be encouraged to contact her at x2360.

F. REPORTS OF PLANNING COUNCILS

1. Administrative Services Planning Council

Jerry Patton reported that last week's meeting was canceled as he was attending a meeting. The next meetings are planned for March 13 and 20 to look at the 03-04 budget.

2. Human Resource Services Planning Council

Dr. Jack Miyamoto reported that last week's meeting was canceled as he was attending the same meeting as Mr. Patton. He sent copies of Mr. Patton's presentation to the Board to all his council members so they could see how we plan to bridge the gap for 02-03. The council will meet twice before the next SPC meeting.

3. Instructional Planning Council

Diane Lutz reported that the IPC had received an overview of the Educational Master Plan from Dr. Vernoy. They also brainstormed about cost-cutting and revenue generating.

4. Student Services Planning Council

Joe Madrigal reported that the SSPC met last Wednesday. A report on mid-year budget cuts was distributed. Managers described where the budget cuts came from. Mr. Madrigal requested suggestions of how to make effective budget cuts for next year. The first reading of the 03-04 cuts will be held on March 19. The second reading will be on March 26. They will then be forwarded to SPC for discussion.

G. REPORTS OF CONSTITUENCIES

1. Administrative Association

Mollie Smith asked Dale Wallenius to report on the planned activities of the Government Affairs Committee, of which she is a member. Mollie then discussed the "Letters to the Editor" campaign, which she is heading.

2. Associated Student Government

Leo Melena reported that the ASG is continuing with its legislative advocacy campaign on behalf of community colleges and students. They are also participating in the "Letters to the Editor" campaign. They are planning a rally for March 17. He and his counterparts from other colleges have formed a coalition, the California Community College Student Leaders Coalition. The purpose is "to coordinate our activities so that the community college system in our area will present a unified front, and to keep each other up to date on all happenings in order to keep everyone involved and on equal footing." All the community colleges in the San Diego area are participating. They met at MiraCosta last month and will meet at Palomar this month. They invite the media and the public to come. They plan to pass a resolution for all of the colleges' student organizations to approve and send to the Governor.

The ASG elections will take place on-line the second week of April. Students interested in running for an office should be encouraged to pick up an application now in the Office of Student Affairs.

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

4. CCE/AFT

Kathy Davis stated that she wanted to stress the importance of information and the budget crisis and squelching rumors. She hopes that the councils are making every effort to also include squelching any unfounded rumors about classified staff being laid-off. She stated that she wants to be sure that the process is started as soon as possible so that employees hear something soon.

Dr. Amador responded that the planning councils will be doing their plans and priorities for budget cuts for their areas in March. In April, they will be considered in SPC. When rumors arise, leaders of the various groups should contact Dr. Miyamoto for clarification.

5. Faculty Senate

Chris Barkley reported that she will be bringing an item to increase faculty representation on several committees to a future SPC meeting.

The Senate has discussed EOP&S and DSP&S possible cuts. The motion that came out of it had to do with their philosophy that it is more important to be proportional in the kinds of cuts that are made across the programs, rather than making a particular program suffer more of the cuts than others. Since we are not cutting faculty at this point, it's a little bit moot; but it is still the philosophy of the Senate.

The Senate discussed electronic voting again and reiterated their satisfaction with using this method of voting and the fact that it is secure and much easier in tallying votes.

The Senate discussed the confidentiality of administrative evaluations, and they established a statement that will be handed out to all faculty that come to review the evaluations that reiterates confidentiality. Dr. Amador requested clarification on the confidentiality policy. Ms. Barkley responded that all administrators' evaluations are placed in a file in the Faculty Senate office. Any faculty member who views those evaluations will see a statement in the file that reads, "You are about to view documents which are very sensitive. Faculty members who have provided comments and numerical evaluations wish to remain secure in their anonymity. These evaluations are intended to improve the education process as are faculty evaluations. They are not intended to be punitive. Consequently, they are for internal use only and must not be released to the general public or to the news media. To help ensure this confidentiality, the following procedures have been developed: Evaluations are assigned a control number to assist in maintaining security. Each administrator evaluated will receive a copy of their evaluation as will their superior. All other copies will be shredded. Evaluations are not to be removed from SU-30. Evaluations are not to be duplicated or copied. They are for eyes only." This will be handed out to anyone who chooses to come and review the evaluations. Any full-time faculty member, approximately 300 people, has access to those evaluations. Dr. Amador asked if that is similar to the way we treat any other unit. Can anybody come in and look at anybody's evaluation? Dr. Miyamoto stated, "No." He stated that the Senate's evaluation is an informal process that has no legal standing and could not be used as a reason to be either a positive influence or a negative influence on an evaluatee. He stated that what the Senate does with that document is theirs because it has no legal standing whatsoever. The District has no standing to say that there is confidentiality in terms of human resources. Hopefully, the faculty will be sensitive to the confidentiality of it.

Ms. Barkley announced to the Senate the reduction in the distinguished faculty monetary award for this year.

The Senate is working with the students on the March 17 rally. Ms. Barkley is trying to find some speakers for the event, which will be videotaped and sent to Sacramento or given to local television stations. Faculty and students will be urged to attend.

Dr. Amador added that March through April is the time to put the pressure on legislators because the Governor's staff is getting the May revise ready to go out on May 14. Pressure such as this does influence the Governor. After the May revise, it is difficult to change much.

6. PFF/AFT

Mary Ann Drinan reported that she, Mary Millet, Judy Dolan, and Ernie Carson had gone to Oakland last weekend to attend a CFT meeting dealing with the budget crisis and a unified strategy with regard to lobbying. They identified particular priorities. She stated that it is regrettable that we cannot send students to Sacramento on March 17 because many community colleges are doing so. The goal is to directly contact representatives while they are there.

Mary Millet stated that she is grateful we did not have to use the lay-off procedures for the DSP&S and EOP&S faculty and that we have found funds for them.

Dr. Amador reminded everyone that the March 18 and April 15 meetings have been canceled and an additional meeting has been scheduled for April 22.

The meeting was adjourned at 3:45 p.m.

BP 3100 Organizational Structure

(to replace BP 20)

Reference:

Education Code 72400

The Superintendent/President shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the District. The organizational charts are subject to review by the Board.

BP 20

Organization for Administration

The administrative membership and organizational chart appear in Appendices F and G.

BP 3200 Accreditation

Reference:

Accreditation Eligibility Requirement 20, Standard IV.B.1.i

The Superintendent/President shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and of accrediting bodies of other District programs that seek special accreditation.

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BP 3250 Institutional Planning

Reference:

Accreditation Standard I.B;

Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55250, 55400 et seq., 55510, 56270 et seq.

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- EOPS plan

The Superintendent/President shall submit those plans for which Board approval is required by Title 5 to the Board.

The Superintendent/President shall inform the Board about the status of planning and the various plans.

The Superintendent/President shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

BP 3280 Grants

(to replace BP 311)

Reference:

Education Code Section 70902

The Board will be informed about all grant applications made and grants received by the District.

The Superintendent/President shall establish procedures to assure timely application and processing of grant applications and funds and assure that the grants that are applied for directly support the purposes of the District.

BP 311

Instructional Grants (91-15055)

Instructional grants up to \$1,000 may be available to faculty and to full-time members of the instructional staff of the District for projects of significance to the improvement of the instructional program of the District. An Instructional Grant may be awarded for the project if, in the opinion of the appropriate Chairperson/Director and Division Dean or Assistant Superintendent/Vice President for Instruction for staff reporting to the Assistant Superintendent/Vice President for Instruction, the project involves substantial time and effort beyond that considered to be the normal obligation to the District. The Assistant Superintendent/Vice President for Instruction shall publish a summary of Instructional Grant activities for the year. Projects which are funded and completed under the terms of this policy do not qualify for professional development credit or other District compensation. GB 5-26-92 Amended

BP 3300 Public Records

Reference:

Government Code Sections 6250, et seq.

The Superintendent/President shall establish procedures for records management, including access by the public, that comply with the requirements of the California Public Records Act.



PALOMAR COMMUNITY COLLEGE DISTRICT

HOLIDAY SCHEDULE 2003-2004

Friday, July 4	Independence Day
Monday, September 1	Labor Day
Monday, November 10	Veterans' Day
Thursday, November 27	Thanksgiving Day
Friday, November 28	Local Holiday
Wednesday, December 24	(Admission Day)
Thursday, December 25	Christmas Day
Friday, December 26	Local Holiday
Monday, December 29	Added Board Holiday
Tuesday, December 30	Added Board Holiday
Wednesday, December 31	Local Holiday
Thursday, January 1	New Year's Day
Monday, January 19	Martin Luther King's Day
Friday, February 13	Lincoln's Day
Monday, February 16	Washington's Day
Friday, March 19	Spring Holiday
Monday, May 31	Memorial Day



PALOMAR COLLEGE

GOVERNANCE

AND

ORGANIZATIONAL STRUCTURE

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*Strategic Planning Council reviewed/approved

PRESIDENT'S MESSAGE

During the academic year of 2001-02, the Strategic Planning Task Force developed a strategic plan and an implementation process. In May, 2002, the Strategic Planning Council was formed and became the recognized participatory governance body of the College. The Strategic Plan 2005 was approved by the Council and the Governing Board in June.

The strategic planning process identified the need to formalize the District's governance structure and processes to assure the appropriate evaluation of, and response to, committee recommendations. In addition, it was determined there was a need to delineate and integrate the District's organizational and governance structures to promote a culture of inclusiveness, participation, collaboration, and mutual respect that recognizes and celebrates the value of contributions. The Strategic Planning Council has been in the process of formalizing the governance structure during the 2002-03 academic year.

During the 2002 fall semester, the administrative services, human resource services, instructional, and student services planning councils were formed and approved by the Strategic Planning Council. Each council is chaired by a vice president and has representation from all college constituent groups.

In January, the governance structure framework was approved by the Strategic Planning Council. Several existing committees have been reviewed and revised as well. By June, 2003, all governance groups will have been reviewed. The structure is based on the philosophy that effective governance occurs within the context of developing and implementing plans and the continuous evaluation of outcomes. This academic year the college district is transitioning to this new planning and governance model which will promote the culture of inclusiveness, participation, collaboration, mutual respect, and celebrating individual and group contributions in the future.

This document is a reflection of the governance structure to date.

Sherrill L. Amador, Ed.D.
Superintendent/President

February, 2003

PALOMAR COLLEGE GOVERNANCE STRUCTURE

Introduction

The Palomar College governance structure involves faculty, staff, administration, students, and the community in the planning and operation of the College.

The governance structure and practices embrace the Palomar College values of supporting inclusiveness of individual and community viewpoints in collaborative decision-making processes; promoting mutual respect and trust through open communication and actions; and fostering integrity as the foundation for all we do. The Governing Board is the final authority for governance at Palomar College. The Governing Board delegates authority to the Superintendent/President who in turn solicits and receives input through the shared governance decision-making process.

Organization

The Strategic Planning Council, as the principal participatory governance body of the College, creates the processes for recommending College policies and governance committee structures. The Strategic Planning Council reviews actions, recommendations, and requests of planning groups and task forces. The Strategic Planning Council amends and guides the Planning processes and recommends policies and procedures to respond to the changing needs of the student population and the internal and external environments. The Strategic Planning Council develops, implements, evaluates continuously and revises, if necessary, the District's plans and initiatives, both long-term and short-term. A three-year planning cycle is used to implement the Strategic Plan.

An Annual Implementation Plan outlines the tasks and actions to be accomplished during the upcoming year. The Strategic Planning Council will review the Annual Implementation Plan three times during an academic year to evaluate progress toward the Vision and strategic goals of the College.

The Superintendent/President serves as the chair of the Strategic Planning Council. To provide communication within the governance structure, all planning council chairs report progress on their objectives and activities at each Strategic Planning Council meeting.

Representation

The governance structure provides for representation from seven recognized constituencies at Palomar College; students, Faculty Senate, bargaining unit faculty, bargaining unit classified staff, Administrative Association members, Confidential and Supervisory employees, and senior and executive administration.

Appointments from the constituencies, when not specified by position, are made by the following:

- ASG – students
- Faculty Senate – faculty on academic and professional matters

- PFF/AFT – faculty
- CCE/AFT – classified staff
- Confidential and Supervisory Team (CAST) – supervisors and confidential employees
- Administrative Association – directors and managers
- Superintendent/President – senior and executive administrators

The constituent appointees serve the length of term designated by their representative group.

Responsibilities of Representatives

The primary responsibilities of representatives are as follows:

- prepare for and attend meetings
- participate in discussions
- communicate with individual constituencies; and
- contribute to informed decision making.

Recommendation Process

Recommendations shall emerge ideally as a result of group consensus. When consensus cannot be reached, a majority of members shall determine the recommendation.

Each chair is responsible for communicating recommendations through the appropriate administrative and/or governance structure.

All representatives are responsible for keeping their respective constituencies informed of the proceedings and recommendations.

The process for presenting items first for Information, then for Action at a subsequent meeting shall be followed, thus allowing sufficient time for discussion. Allowance will be made for suspending this process when deemed appropriate by a majority.

Definitions of Governance Structures

Council – A group of constituency representatives designated or selected to act in an advisory capacity that meets on a regular basis. The charge of a council entails college-wide issues.

Standing Committee – A permanent committee of constituency representatives intended to consider all matters pertaining to a designated subject that meets on a regular basis. A standing committee is part of the governance structure.

Permanent Sub Committee – A permanent sub group of a standing committee designated to consider specific subjects in detail for recommendations back to the standing committee. The chair must be a member of the committee to which it reports. Other members need not be members of the committee to which it reports.

Ad Hoc Committee – A committee created by a council or standing committee to address and make recommendations on a particular subject as needed and meets until a task is completed. The members need not be from a council or standing committee.

Task Force – A constituency-represented group created to address a special college-wide subject/issue and meets until the subject/issue is resolved.

Open Access

Governance meetings are public. In addition to representation afforded to individuals through constituencies, other individuals and groups may be heard in any governance meeting by requesting and receiving permission from the chair to participate and/or have items added to the agenda. Written minutes will be prepared for all governance meetings. Agendas, minutes, reports, and other work products of all governance committees and other groups involved in governance should be made readily accessible to all interested parties.

Approved by SPC: 1-21-03

(ORGANIZATIONAL CHART)

STRATEGIC PLANNING COUNCIL

The Strategic Planning Council, representing all constituent groups of Palomar College, implements the strategic plan, **develops** or **revises** governance policies, and **communicates** with the respective groups. The strategic planning process guides budget priorities. Recommendations made by the Strategic Planning Council will reflect the values and support the mission of the College and be in the best interest of improving student success and serving the community.

Role

The Strategic Planning Council, as the **recognized participatory governance body of the College**, creates the processes for recommending College policies and governance committee structures. The Strategic Planning Council reviews actions, recommendations, and requests of planning groups and task forces. The Strategic Planning Council amends and guides the planning processes and recommends policies and procedures to respond to the changing needs of the student population and the internal and external environments. The Strategic Planning Council develops, implements, evaluates continuously and revises, if necessary, the District's plans and initiatives, both long-term and short-term. A three-year planning cycle is used to implement the Strategic Plan. An Annual Implementation Plan outlines the tasks and actions to be accomplished during the upcoming year.

Communication with individual constituencies and participation in the Council meetings are the primary responsibilities of the Strategic Planning Council members.

Products

Palomar College's Strategic Plan, Annual Implementation Plans, Criteria for Annual Evaluation of the planning outcomes, Annual Progress Report, Policies and Procedures recommendations.

Meeting Schedule

First and Third Tuesdays, 2 to 4 p.m.

Chair

Superintendent/President

Members

Vice President, Instruction
Vice President, Student Services
Vice President, Finance and Administrative Services
Vice President, Human Resource Services
One Dean, Instruction
One Dean, Student Services
Director, Institutional Research

Director, Student Affairs
Faculty Coordinator, Professional Development
Past President, Faculty Senate (or designee)
President, CCE
Past President, CCE (or designee)
Vice President, CCE
President, Faculty Senate
3 Faculty Members appointed by Faculty Senate
2 Co-Presidents, Palomar Faculty Federation
President, Administrative Association
President, Confidential and Supervisory Team
President, ASG
Executive Vice President, ASG (or designee)
Chief Advancement Officer/VP of Foundation

Approved by PAC: 3-19-02
Revised by SPC: 12-17-02

ADMINISTRATIVE SERVICES PLANNING COUNCIL

Role

The ASPC is responsible for the development of the strategic plans of Administrative Services. These responsibilities include:

- Adequate support services are provided to Palomar College
- Adequate resources for service levels requested
- Efficient and effective utilization of resources
- Guidance, direction, and oversight to these committees/task forces:
 - Facilities Planning Committee
 - Bookstore Advisory Committee (now a task force but should be ongoing)
 - Food Services Advisory Committee (now a task force but should be ongoing)
 - Safety and Security Committee
 - Campus Police Committee (now a task force but should be ongoing)
- Based on plans, determine staffing needs

Products

The ASPC will be responsible for developing and submitting to the Strategic Planning Council the plans, budgets, and expenditures of Administrative Services and its respective departments/programs

- Strategic Plans of all Administrative Services Departments
- Three-year operating plans of all Administrative Services Departments
- Annual Plan and Budget of all Administrative Services Departments
- Facilities Master Planning
 - Facilities Master Plans: short-, intermediate-, and long-range
 - Five-Year Capital Outlay Plan
 - Scheduled Maintenance Plan
 - Facilities component of Educational Master Plan
 - Resource Impact Analysis of recommended policies, plans, and procedures on Facilities
- Bookstore
 - Oversight Annual Report to Strategic Planning Council
- Food Service
 - Oversight Annual Report to Strategic Planning Council
- Campus Police
 - Oversight Annual Report to Strategic Planning Council
- Annual Progress Report
- Annual Priorities of Staffing Needs

Reporting Relationship

Strategic Planning Council

Meeting Schedule

2nd and 4th Thursday, 3:30 to 5 p.m.

Chair

Vice President, Finance and Administrative Services

Members

Two Faculty Members appointed by the Faculty Senate

Director of Information Services

Two Classified Unit Employees appointed by CCE/AFT

Director of Student Affairs

Director of Facilities

Manager of Payroll Services

Director of Business Services

Manager of Bookstore

Director of Fiscal Services

Manager of Food Services

Counsel, Contracts, and Special Projects

One Student appointed by ASG

Chief of Police

One Faculty Member who also serves on Facilities Planning Committee

Approved by SPC: 5-7-02

HUMAN RESOURCE SERVICES PLANNING COUNCIL

Role

The HRPC is responsible for the development of the strategic plans of Human Resource Services. These responsibilities include:

- Appropriate support services to Palomar College in the area of human resource services
- Appropriate level of support and resources for level of services required
- Effective and efficient policy and procedure development in human resource services necessary to meet the needs of the College
- Guidance, direction, and oversight provided for such activities as:
 - Employee hiring
 - Staff diversity efforts
 - Development and coordination of staff training programs
 - ADA compliance
- Based on plans, determine staffing needs

Products

The HRPC is responsible for submitting to the Strategic Planning Council the plans, budgets, and expenditure projections of the Human Resource Services Department. The products of the HRPC include:

- Strategic Plans for Human Resource Services
- Human Resource Services Three-Year Plan
- Annual Budget for Human Resource Services
- Annual Progress Report
- Annual Priorities of Staffing Needs

Reporting Relationship

Strategic Planning Council

Meeting Schedule

2nd and 4th Tuesday, 3:30-4:30 p.m.

Chair

Vice President, Human Resource Services

Members

Manager, Human Resource Services
Supervisor, HR/Employment Services
Two Faculty Members appointed by the Faculty Senate
Two Classified Unit Employees appointed by CCE/AFT

Trainer/Coordinator
Assistant to Faculty Professional Development Coordinator
One Faculty Member appointed by the PFF

Approved by SPC 5-7-02

INSTRUCTIONAL PLANNING COUNCIL

Role

The Instructional Planning Council develops, implements, evaluates continuously and revises, if necessary, Instruction's plans and initiatives, both long- and short-term. A three-year planning cycle is used to implement the Instruction Strategic Plan. An Annual Implementation Plan outlines the tasks and actions to be accomplished during the upcoming year. The Instructional Planning Council reports its actions, makes recommendations and requests related to the Instruction Plan and to policies and procedures related to Instruction in response to the changing needs of the student population, business and industry, and the internal and external environments. The Council is responsible for guidance, direction, and oversight to the Professional Development Review Board, Curriculum Committee, and Academic Technology Group. Based on plans, determine staffing needs.

Products

Instruction Strategic Plan, Annual Implementation Plan (including staffing, equipment, facilities, technology, and budget recommendations), Criteria for Annual Evaluation of the planning outcomes, Annual Progress Report, Policies and Procedures recommendations related to Instruction, Annual Priorities of Staffing Needs.

Reporting Relationship

Strategic Planning Council

Meeting Schedule

2nd and 4th Wednesday, 2:30-4 p.m.

Chair

Vice President, Instruction

Members

Five instructional deans

Director of Extended Education/Escondido Center

Seven Faculty Members (one each from the five instructional divisions, library, and student services appointed by Faculty Senate)

Two Classified Unit Employees appointed by CCE/AFT (one from Instruction area)

One Student appointed by ASG

Manager, Worksite Education and Training

Research Analyst

Approved by SPC: 5-7-02

STUDENT SERVICES PLANNING COUNCIL

Role

The SSPC is responsible for the development of the strategic plans for Student Services. These responsibilities include:

- Determining the level, adequacy, and efficiency of student services necessary to support the College's strategic plan
- Providing guidance, direction, and oversight to these committees/task forces:
 - Academic Review Committee
 - DSP&S Advisory Committee
 - EOP&S Advisory Committee
 - International Students Advisory Committee
 - Matriculation Advisory Committee
 - Registration Committee
- Based on plans, determine staffing needs

Products

The SSPC will be responsible for developing and submitting to the Strategic Planning Council the following:

- Strategic Plans for all Student Services departments
- Three-year operating plans for all Student Services departments
- Annual Plan and Budget for all Student Services departments
- Annual Progress Report
- Annual Priorities of Staffing Needs

Reporting Relationship

Strategic Planning Council

Meeting Schedule

2nd and 4th Wednesday, 9:30 – 11 a.m.

Chair

Vice President, Human Resource Services

Members

Dean, Counseling/Matriculation
Director, Career Services or Transfer Center
Dean, Student Support Programs
One EOP&S Faculty Member
Director, Athletics
One DSP&S Faculty Member

Director, Enrollment Services
Chair, Counseling (or designee)
Director, Student Affairs
Two Faculty Members appointed by Faculty Senate from Instructional Areas
Research Analyst
Two Classified Unit Employees appointed by CCE/AFT (one from Student Services)
One Student appointed by ASG

Approved by SPC: 5-7-02

ACADEMIC REVIEW COMMITTEE

Role

The Academic Review Committee considers all problems of admission, probation, academic suspension, and certification of graduates.

Reporting Relationship

- Director, Enrollment Services

Chair

- Director, Enrollment Services, Chair

Members

- Dean, Counseling and Matriculation
- Four Teaching Faculty
- Articulation Officer
- Evaluation Supervisor (non-voting)
- One Student (non-voting)

BENEFITS COMMITTEE

Role

The Benefits Committee reviews current benefits and makes recommendations for additions and changes to employee and retiree health and welfare benefits. It reviews benefits changes in light of federal and state laws, as well as District planning and policy decisions. The Committee seeks input from employees and retirees for benefits needs, considers costs of benefits, and advises employee and retiree groups, the administration, and the Staff Planning Committee as necessary.

Reporting Relationships

- Faculty Senate, the Administrative Association, the CCE/AFT, and the President's Cabinet.
- The Committee makes recommendations to the Resource Allocation Committee.

Chair

- Vice President, Human Resource Services

Members

- Four Faculty Members
- Four Classified Unit Employees
- One Administrative Association Member
- One Confidential/Supervisory Team Member
- Two Retirees
- One Senior/Executive Administrator

BOOKSTORE ADVISORY COMMITTEE

Role

The Advisory Committee works as a liaison between the student government, faculty representatives, Administrative Services, and the bookstore vendor to assist in providing quality services from the vendor, and to make recommendations to the vendor for improvement/changes in services to students, faculty, and the college.

Reporting Relationship

- Administrative Services Planning Council

Chair

- Vice President, Finance and Administrative Services

Members

- Two Faculty Members
- Two Students
- One Administrative Association Member
- One Classified Unit representative
- One Confidential/Supervisory Team Member
- Director of Student Affairs
- Bookstore vendor representative (non-voting)

Approved by SPC: 2-18-03

CAMPUS POLICE ADVISORY COMMITTEE

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

Chair

- Vice President, Finance and Administrative Services

Members

- Chief of Police
- Police Lieutenant
- Two Faculty Members appointed by Faculty Senate
- One Confidential/Supervisory Team Member
- One Classified Staff Member appointed by CCE/AFT
- Director of Student Affairs
- One Student appointed by ASG
- Director, Education Centers/Extended Education

Approved by SPC: 5-21-02

CLASSIFIED PROFESSIONAL GROWTH COMMITTEE

Role

The Classified Professional Growth Committee reviews and approves the professional growth programs for classified staff and monitors the progress of classified employees enrolled in professional growth programs. The Committee recommends changes and additions to the requirements and structure of the program.

Reporting Relationship

- Vice President, Human Resource Services

Members

Six Classified Staff Members:

- Two Technical/Para-Professional/Professional
- One Service/Skilled Crafts
- Three Secretarial/Clerical

Vice President, Human Resource Services, Advisor

COMPUTER COORDINATING COMMITTEE

Role

The purpose of the Computer Coordinating Committee is to:

- A. Recommend standards for personal computers, work station computers, local and wide area networks and associated peripheral equipment.
 - 1. Periodically review available hardware and software for appropriateness to district use and make appropriate adjustments to standards.
- B. Develop standard purchasing specifications conforming to adopted hardware and software standards.
 - 1. Develop and publish generic specifications to guide departments in ordering computing equipment.
 - 2. Develop a procedure to accommodate requests that do not conform to established standards.
- C. Review requests for faculty office computers and recommend priority for purchases.
- D. Review five-year computing plans from Instruction, Student Services and Administrative Services and combine into a five-year Institutional Computing Master Plan. The plan should include priorities for implementation. The Institutional Computing Master Plan will be submitted to the Educational Master Planning Committee for final review.
- E. Appoint members to serve as liaisons between departments developing computing plans and the Committee.

Reporting Relationship

- Assistant Superintendent/Vice President, Instruction

Members

- Six Computer-Using Faculty Members
- Director, Information Services
- One Administrative Services Representative
- One Instructional Services Representative
- One Senior Administrator
- One Student Services Representative
- One CAI Expert

CURRICULUM COMMITTEE

Role

The Curriculum Committee shall be the preeminent body for the development and recommendation of curricular policy to include philosophy, goals, strategic and long-range planning. The Curriculum Committee shall coordinate, evaluate and review the college curricula to encourage innovation and excellence in instruction. The Curriculum Committee will develop a process to coordinate its planning activities with those of the Instructional Planning Committee.

Reporting Relationship

- Faculty Senate for ratification of its action and then via the Vice President for Instruction and the Superintendent/President to the Governing Board.

Chairs

- Vice President, Instruction (Co-Chair)
- Faculty Senate Representative (Co-Chair)

Members

- Four faculty representatives from each of the following divisions:
Arts and Languages; Human Arts and Sciences; Mathematics and the Natural and Health Sciences; Media, Business and Community Services; and Vocational Technology
- All Instructional Deans
- Faculty Representative from Library
- Faculty Representative from Student Services
- Articulation Officer
- Representatives from appropriate areas will be solicited and appointed by the Senate.
- Student Liaison from ASG (observer)
- Members will serve a three-year term with 1/3 of the membership confirmed each year.

A. Tasks

It shall be the responsibility of the co-chairs to keep matters of strategic and long-range planning before the Curriculum Committee. Each fall semester, the co-chairs shall identify the strategic planning goals for the year and shall produce a report for Committee review no later than the last meeting of the year on goals met. In addition, the philosophy and goals of the college shall be reviewed annually from the perspective of the College Curriculum Committee.

1. Approval of new instructional, AA Degree, Certificate and Continuing Education programs.
 - a. Reviews proposed programs to determine consistency with educational master plan
 - b. Prevents unnecessary duplication and overlap among programs

- c. Validates transfer and vocational programs in terms of educational and employment opportunities
- 2. Approval of new courses for inclusion in the College Catalog
 - a. Edits language of catalog description
 - b. Validates appropriate unit value
 - c. Assigns placement within Associate Degree and CSU GE requirements
 - d. Approves placement within AA and Certificate Programs
 - e. Approves course prerequisites and co-requisites
 - f. Approves basic skills entrance requirements
 - g. Approves dual- and cross-listings
 - h. Validates appropriateness of transfer and vocational courses
 - i. Approves course syllabi
 - j. Prevents unnecessary duplication and overlap among courses
 - k. Monitors consistency of course numbers
- 3. Approval of changes to existing programs and courses in keeping with 1 and 2 above.
- 4. Approval of deletions of courses and programs from the College Catalog.
- 5. Establishes procedures for, and conducts a periodic review of, programs and courses.
 - a. Develops criteria for a timely and systematic review of syllabi
 - b. Annually reviews courses inactive for two years
 - c. Receives the annual report of the Articulation Officer
- 6. Recommends college-wide academic performance standards including, but not limited to:
 - a. Graduation requirements
 - b. Minimum academic qualifications and standards for:
 - (1) Basic skills courses
 - (2) AA Degree applicable courses
 - (3) Non-AA Degree applicable courses
 - (4) Continuing Education courses
 - c. Writing Across the Curriculum
 - d. Reading Across the Curriculum
 - e. Critical Thinking Across the Curriculum
- 7. Establishes standing and/or ad hoc committees as needed

Tasks not listed under a subcommittee are the responsibility of the Curriculum Committee as a whole.

B. Subcommittees

Membership to the subcommittees shall be appointed by the Co-Chairs maintaining the balance and continuity reflected in the membership of the Curriculum Committee as a whole.

The tasks identified above shall be accomplished through the following subcommittees:

Subcommittees A1, A2 - Course and Program Approval Committees (Two parallel committees)

Duties apply to all new courses, programs, and changes in existing courses and programs:

- 1. Prevents unnecessary duplication and overlap among programs

2. Approves placement within AA and Certificate Programs
3. Approves dual and cross-listings
4. Develops criteria for a timely and systematic review of syllabi
5. Edits language of catalog description and syllabi
6. Approves course syllabi
7. Monitors consistency of course numbers
8. Validates appropriate unit value
9. Approves course prerequisites and co-requisites
10. Approves discipline assignments for the purpose of establishing minimum qualifications.

Subcommittee B - General Education and Standards Subcommittee

Duties:

1. Assigns placement within Associate Degree and CSU GE requirements
2. Approves basic skills entrance requirements
3. Approves changes to existing programs and courses with respect to:
 - (a) assigning placement within Associate Degree and CSU GE requirements
 - (b) approving placement within AA and Certificate Programs
 - (c) approving basic skills entrance requirements
4. Receives the annual report of the Articulation Officer
5. Recommends college-wide academic performance standards including, but not limited to:
 - (a) graduation requirements
 - (b) minimum academic qualifications and standards for:
 - (1) basic skills courses
 - (2) AA Degree applicable courses
 - (3) Non-AA Degree applicable courses
 - (4) Continuing Education courses
 - (5) Certificate Programs

Subcommittee C - Curriculum Planning Subcommittee

Duties:

1. Reviews proposed programs to determine consistency with educational master plan
2. Validates transfer and vocational programs in terms of educational and employment opportunities
3. Validates appropriateness of transfer and vocational courses
4. Approves changes to existing programs and courses with respect to validating appropriateness of transfer and vocational courses
5. Recommends college-wide academic performance standards including, but not limited to:
 - (a) Writing Across the Curriculum
 - (b) Reading Across the Curriculum
 - (c) Critical Thinking Across the Curriculum
6. Annually reviews courses inactive for two years

C. Procedure

Any proposal will proceed through the following channels:

- Program/Department, Division Dean, Curriculum Co-Chairs, one of the A Subcommittees (assigned by the Faculty Co-Chair), simultaneously to Subcommittees B and C, Curriculum Co-Chairs, Main Curriculum Committee, Faculty Senate, Vice President for Instruction, Superintendent/President, Governing Board.
- It is recommended that each subcommittee process proposals within a two-week time period. All proposals shall be first considered by one of the A subcommittees with the corrected syllabi. Proposals will be assigned by the faculty co-chair.
- If a problem is identified, it shall be the responsibility of the subcommittee to contact the department chairperson/director. There should be thorough communication between subcommittees and department representatives. Departments should be given direction and assistance from the subcommittees for any needed modifications to their proposals. It shall be the responsibility of the department chairperson/director to return corrected proposals to the appropriate subcommittee. In the event that a difference of opinion exists between the subcommittee and department, the proposal shall proceed either to the next subcommittee or the Curriculum Committee as a whole (whichever is next in line), via the Instruction Office, with the subcommittee's written recommendations attached. The Curriculum Committee as a whole shall have responsibility for recommending approval to the Governing Board. It shall be the responsibility of the faculty co-chair to facilitate this procedure.

DISABLED STUDENTS PROGRAMS AND SERVICES ADVISORY COMMITTEE

Role

The DSP&S Advisory Committee is, as required by Title V of the Education Code, responsible to:

- 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

Products

- Annual Report of Recommendations Regarding DSPS and ADA Compliance
- Annual Plan Recommendations

Reporting Relationship

- Student Services Planning Council

Chair

- Director, DSP&S

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
- Two Students appointed by ASG
- ADA Compliance Officer for Instruction
- ADA Compliance Officer for Facilities

ENVIRONMENTAL IMPACT REVIEW COMMITTEE

Role

The Environmental Impact Review Committee functions to review the impact on the environment of all proposed earth movements or alterations of the natural habitat (with the exception of the categorical exemptions listed below). All projects subject to review will be submitted to the Committee in advance of their implementation. The Committee is charged with recommending to the Vice President for Finance and Administrative Services measures for mitigating the impact within the mandated guidelines of the California Environmental Quality Act of 1970.

If the majority of the Committee concludes that significant environmental resources are potentially endangered by proposed campus earth movements or alterations of the natural habitat, these activities will be postponed until an environmental impact study is prepared by an independent consultant, approved by the Committee, and accepted by the Palomar College Governing Board.

The categorical exemptions from this review process include:

- A. Excavation for sprinkler lines
- B. Post hole excavation for fences
- C. Lawn aeration and renovation
- D. Excavation for planting sapling trees
- E. Excavation involving less than one cubic meter of earth

Reporting Relationship

- Vice President, Finance and Administrative Services

Chair

- Vice President, Finance and Administrative Services, Chair

Members

Three Faculty Members:

- a Biologist
- an American Indian Specialist
- an Archaeologist

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES ADVISORY COMMITTEE

Role

The EOP&S Advisory Committee is aware of the operation and plans of the EOP&S program and makes recommendations to the Director of the EOP&S program with respect to the needs and desires of the community.

Reporting Relationships

- Director, EOP&S

Members

- Director, EOP&S
- Members nominated by EOP&S Director, approved by SPC and Board

FACILITIES PLANNING COMMITTEE

Role

The Facilities Planning Committee generates the 20-Year Facilities Master Plan and keeps the plan current. It develops policy and plans to increase the quality and effective use of College facilities. It recommends the Scheduled Maintenance Plan and the Five-Year Capital Outlay Plan. It reviews requests for changes to the physical plant and the impact on various operations of Palomar College. It reviews (and recommends environmental impact studies by qualified consultants if significant environmental resources are potentially endangered by proposed earth movements or alterations of the natural habitat) the impact of the environment of all proposed earth movements or alterations of the natural habit prior to the beginning of any project, work, or activity. It recommends measures for mitigating the impact within the mandated guidelines of the California Environmental Quality Act of 1970. Decisions will be made by majority vote. The committee will utilize an agenda which identifies and separates information and action items and requires that items be identified before being moved to action.

Products

- Five-year Capital Outlay Plan
- Scheduled Maintenance Plan
- Resource impact analysis of recommended policies and plan

Reporting Relationship

- Administrative Services Planning Council/Strategic Planning Council

Chair

- Vice President, Finance and Administrative Services

Members

- Facilities Director
- One Senior/Executive Administrator
- Facilities Planning Manager
- One Classified Unit Member
- Four Faculty Members from different divisions
- One Administrative Association Member
- One Student appointed by ASG
- One Confidential/Supervisory Team Member

FACULTY AND STAFF DIVERSITY ADVISORY COMMITTEE

Role

The Faculty and Staff Diversity Advisory Committee assists the District in achieving understanding and support of Faculty and Staff Diversity, Affirmative Action and Equal Opportunity programs. The Committee (1) assists in developing the District's Faculty and Staff Diversity Plan in compliance with state and federal regulations, statutes, and guidelines; (2) monitors the implementation and progress of the Faculty and Staff Diversity Plan and recommends corrective action when necessary; (3) advises the Affirmative Action Officer in the development and presentation of annual reports to the Governing Board and Superintendent/President and responds to affirmative action inquiries and concerns of all employees; (4) assists the Affirmative Action Officer in developing and coordinating information programs for District employees; (5) serves on hearing committees for formal complaints of unlawful discrimination including those filed on the basis of sexual harassment; (6) reviews and suggests revisions in services, employment policies, and other written and unwritten rules, policies, practices, and procedures that affect persons with disabilities; (7) monitors the implementation and compliance of the Americans With Disabilities Act; and (8) assists in the selection of Affirmative Action representatives in accordance with existing hiring policies.

Reporting Relationship

- Vice President, Human Resource Services

Chair

- Vice President, Human Resource Services

Members

- Faculty Diversity Coordinator
- Five Faculty Members (to include at least one Adjunct Faculty Member)
- Two Classified Unit Employees
- One Administrative Association Member
- One Confidential/Supervisory Team Member
- Director, EOP&S
- One Senior Administrator
- Two Students appointed by the ASG
- Two Community Representatives
- At-large Members (up to 3) may be appointed by the Superintendent/President after consultation with the Faculty and Staff Diversity Advisory Committee.

FINANCIAL AID ADVISORY AND APPEALS COMMITTEE

Role, Products

The purpose of the Financial Aid Advisory and Appeals Committee is to assist the Financial Aid and Scholarships Office with carrying out its mission of providing service to potential and current Palomar College students. The Financial Aid Advisory and Appeals Committee advises and makes recommendations to the Director of Financial Aid and Scholarships on matters related to the application of policy, procedures and practice relative to the administration of federal, state and institutional student financial aid programs. Furthermore, the committee reviews and makes recommendations to the Dean of Student Support Services on written / oral appeals submitted by a student regarding his / her financial aid status (i.e., academic progress, student loan denials and projected year income).

Reporting Relationship

- Dean, Student Support Services

Chair

- To be selected by committee members

Members

- Director of Financial Aid & Scholarships (non-voting)
- Faculty Representative
- General Counseling Representative - Faculty
- EOPS or DSPS Counselor Representative
- Athletic Department Faculty Representative
- Evaluations Department Representative
- Fiscal Services Representative (i.e., Cashiers or Disbursement)
- Financial Aid Academic - Counselor
- Financial Aid Advisor
- Student Representative

FOOD SERVICES ADVISORY COMMITTEE

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

- Administrative Services Planning Council

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

GOVERNMENT AFFAIRS COMMITTEE

Role

- Develop an annual district advocacy agenda for local, state, and federal issues.
- Provide a constituency-based structure for responding to issues which impact the college district.
- Create and implement a governmental relations strategy to ensure ongoing cooperative relationships and communication with external policy decision-makers and their staffs.
- Identify, cooperate with, and/or build coalitions with external groups which promote the district's advocacy agenda.

Products

- Annual advocacy agenda
- Governmental relations strategies
- Ongoing advocacy activities

Reporting Relationship

- Superintendent/President

Chair

- Chief Advancement Officer/Vice President of Foundation

Members

- Director, Public Information
- Vice President, Finance & Administrative Services
- Director, Marketing Communications
- Dean, Student Support Programs
- Two representatives appointed by ASG
- Two representatives appointed by Faculty Senate
- One representative appointed by Administrative Association
- One representative appointed by Confidential/Supervisory Team
- One representative appointed by CCE/AFT
- One representative appointed by PFF
- Superintendent/President (ex-officio)

INSTITUTIONAL REVIEW COMMITTEE

Role

The Institutional Review Committee develops the methodology and processes by which all programs and services at Palomar College are reviewed on a periodic basis to evaluate their efficiency, effectiveness, and alignment with the Mission Statement, Vision Statement, and the Educational Master Plan. The Committee develops specific criteria and procedures by which individual programs, functions, and services are evaluated. It works with the staff of programs, functions, and services to gather data, perform reviews, develop findings, and make recommendations. Decisions will be made by majority vote. The committee will utilize an agenda which identifies and separates information and action items and requires that items be identified as information before being moved to action.

Products

- Procedures, criteria, and tools relating to the evaluation of all District functions and activities
- Program and Functional Review and Evaluation Reports containing specific recommendations
- Resource Impact (financial and other) Analysis of recommended plans and policies

Reporting Relationship

- Educational Master Planning Committee

Chairs

- Faculty Member, Co-Chair appointed by the Faculty Senate
- A second Co-Chair will be appointed by the Superintendent/President from the membership of the Institutional Review Committee.

Members

- Vice President for Instruction (or designee)
- Vice President for Human Resources (or designee)
- Vice President for Student Services (or designee)
- Vice President for Finance and Administrative Services (or designee)
- Five Faculty Members from divisions, library, or student services not already represented
- Two Classified Unit Employees
- One Administrative Association Member
- One Confidential/Supervisory Team Member
- One Student
- Curriculum Committee Faculty Co-Chair (or designee)

Tasks

- Establish terms and rotation of the Committee members
- Develop a complete list of programs, functions, and services to be evaluated
- Establish a cyclical time line for the evaluation, ensuring that all programs and services are reviewed on periodic basis
- Develop the evaluation tools, procedures, and criteria by which each program and service will be evaluated
- Identify the desired products of the review process, including reports and recommendations
- Review self-studies, conduct evaluations, make recommendations, and submit reports to the Strategic Planning Council and Educational Master Planning Committee.

INTERNATIONAL STUDENT ADVISORY COMMITTEE

Role

The International Student Advisory Committee makes recommendations regarding the overall international student program. It reviews admission procedures in light of various laws, rules, and regulations governing international students, and designs appropriate instructional programs to meet the needs of international students.

Reporting Relationship

- Director, Enrollment Services

Chair

- Director, Enrollment Services, Chair

Members

- ESL Representatives
- Guidance Services Technician for International Students
- Counseling, Guidance and Career Development Representative
- Classified Unit Employee
- Faculty Members

MATRICULATION AND TRANSFER ADVISORY COMMITTEE

Role

The purpose of the Matriculation and Transfer Advisory Committee is to review and support the activity of the Matriculation and Transfer programs.

Products

Matriculation and Transfer Advisory Committee members are responsible for articulating the Palomar College Matriculation Plan and the Transfer Center Plan, goals, objectives, budget revisions and accomplishments to the constituencies they represent.

Reporting Relationship

- Student Services Planning Council

Chair

- Dean, Counseling and Matriculation

Members

- Vice President, Instruction
- Vice President, Student Services
- Non-Credit Matriculation Coordinator
- One ESL Instructor
- One Math Instructor
- One English Instructor
- One Reading Instructor
- Director, EOP&S
- Director, Information Services
- Director, DSP&S
- Director, Enrollment Services
- Director, Institutional Research and Planning
- Assessment and School Relations Supervisor
- One Instructional Dean
- Transfer Counselor
- Counseling Services Supervisor
- One Classified Employee
- One Student

PROFESSIONAL DEVELOPMENT REVIEW BOARD

Role

The Professional Development Review Board reviews all professional development contracts. The board determines whether all proposed activities of a staff member conform to section III.B of the Professional Development plan and notifies the staff member of its assessment. The board also reviews the evaluation that is part of the completion section of the contract form.

Reporting Relationship

- Coordinator, Professional Development

Members

- Coordinator, Professional Development (non-voting)
- One Senior Administrator
- Eight Faculty Members:
 - one from each Instructional Division
 - one from Student Services Faculty
 - one from the Library
 - one Adjunct Faculty Member

REGISTRATION COMMITTEE

Role

The Registration Committee serves primarily to review and examine the registration system and to improve the process for registering students.

Reporting Relationship

- Director, Enrollment Services

Chair

- Director, Enrollment

Members

- Manager, Admissions and Records
- Director, Information Services
- Supervisor, District Cashiering Services, Fiscal Services
- Dean, Counseling, Guidance, and Career Development
- Chair, Counseling
- One Faculty
- One Student
- Curricular Schedule Technician
- One Instructional Dean
- Director of Extension Education/Escondido Center

SABBATICAL LEAVE COMMITTEE

Role

The Sabbatical Leave Committee reviews and recommends approval/disapproval or revision of sabbatical leave applications and sabbatical leave reports and considers requests made under the Salary Schedule Credit Policy. Except for the Vice President for Instruction, committee members will serve three-year terms with 1/3 of the membership confirmed each year. No more than 50% of the faculty members shall be non-tenured.

Reporting Relationship

- Superintendent/President

Chairs

- Faculty Member, Co-Chair
- Vice President, Instruction, Co-Chair

Members

- One Educational Administrator
- One Faculty Senator
- One Faculty Member from Library/Media Center
- One Faculty Member from Student Services
- One Faculty Member from each Instructional Division

SAFETY AND SECURITY COMMITTEE

Role

The Safety and Security Committee examines the operation of the College with respect to safety and security. Areas considered by the Committee are: safety manual, periodic safety inspections, general security of facilities, inspection of hazardous materials and equipment, designation of dangerous areas, general laboratory safety, and all matters concerning risk management.

Products

SP198 requires all California employers to establish and maintain effective injury and illness prevention programs. These must be written and include elements of California Labor Code Section 10.6401.7

Reporting Relationship

- Vice President, Finance and Administrative Services
- Administrative Services Planning Council

Chair

- Manager, Environmental Health and Safety

Members

- Director, Business Services
- Director, Escondido Center – Extended Studies
- Child Development Representative
- Manager, Human Resources
- Three Faculty Members, representing different divisions, appointed by Faculty Senate
- Director, Facilities
- Two Classified Unit Employees
- Director, Health Services
- Student Services Representative
- One Administrative Association Member
- Chief of Police
- One Student appointed by ASG
- One Faculty Member appointed by PFF
- One Confidential/Supervisory Team Member

SCHOLARSHIP COMMITTEE

Role

The Scholarship Committee reviews applications for Palomar College scholarships, selects award recipients, and assists the Director of Financial Aid in establishing policy in connection with grants, loans and work study.

Reporting Relationship

- Director, Financial Aid

Chair

- Director, Financial Aid, Chair

Members

- Director, Enrollment Services
- Six Faculty Members
- One Classified Unit Employee
- One Student
- One Confidential/Supervisory Team Member
- One Financial Aid Technician (Scholarship) as Support Staff

STAFF DEVELOPMENT AND TRAINING COMMITTEE

Role

The Staff Development and Training Committee reports to the Strategic Planning Council and is responsible for making recommendations for annual staff development funding expenditures, administers periodical needs assessment surveys, and guides in the development of a Human Resources Development Plan. The Committee guides staff development activities by establishing priorities, policies and procedures for allocations, and collecting information that can be used for ongoing and summary evaluation.

Product

- Three-year Human Resources Development Plan

Reporting Relationship

- Strategic Planning Council

Chairs

- Coordinator, Faculty Professional Development, Co-chair
- Vice President, Human Resource Services, Co-chair

Members

- Two representatives from the Professional Development Review Board
- Two representatives from the Professional Growth Committee
- One Senior Administrator from the Professional Development Review Board
- One Administrative Association Member
- One Confidential/Supervisory Team Member

STUDENT EQUITY COMMITTEE

Role

The Student Equity Committee prepares the Student Equity Plan, monitors the District's progress toward meeting its student equity goals, and keeps the District's Student Equity Plan up to date. The Student Equity Committee will coordinate its activities with those of the Planning Committees, Curriculum Committee, Registration Committee, Faculty and Staff Diversity Advisory Committee, Matriculation Committee, and other District committees as necessary.

Reporting Relationship

- Superintendent/President

Chair

- One of the Five Teaching Faculty Members serving on the committee (Co-Chair)
- (Co-Chair to be elected by the Committee)

Members

- Five Teaching Faculty Members
- Dean of Counseling, Guidance, and Career Development
- Representative of Instruction (selected by the Committee from its membership)
- One Instructional Dean
- Director of EOP&S
- Director of Matriculation
- Director of DSP&S
- One Counseling Faculty Member
- One Librarian
- One Classified Employee
- Two Students

TECHNOLOGY COMMITTEE

Role

- Recommend information technology policy, procedures, training, acquisitions, and implementation based on best advice available from internal and external sources.
- Ensure compliance with State information technology guidelines.
- Promote effective working relationships to promote use of information technology among all members of the college community.
- Recommend District standards for hardware, software, licensing, training, and infrastructure.
- Update Local Telecommunications and Technology Implementation Plan yearly.
- Coordinate efforts of other District groups involved with information technology, e.g. Computer Coordinating Committee, PeopleSoft ad hoc security task force.
- Decisions will be made by majority vote.
- The committee will utilize an agenda which identifies and separates information and action items and requires that items be identified as information before being moved to action.

Products

- Advice to Educational Master Planning Committee, Vice Presidents, and President on matters relating to District-wide use of information technology.
- Technology master plan constantly revised in light of new technology and changed State guidelines.

Reporting Relationship

- Educational Master Planning Committee

Chairs

- Coordinator, Academic Technology Group (Co-Chair)
- Director, Information Services (Co-Chair)

Members

- One representative appointed by each of the four vice presidents
- Three faculty members
- One classified computer technician appointed by the CCE/AFT
- One senior or executive administrator appointed by the President
- One faculty member representing a program on campus that has a technology/computer lab
- The chair of the Computer Coordinating Committee
- One representative from Educational Television

E-3

**Strategic Plan 2005 Evaluation Criteria
Palomar College**

Goal/Measures	Baseline 2000-01	Progress 2001-02
<u>Student Success</u>		
Transfers*		
California State University*	849	909
University of California*	162	165
Transfer Prepared*	1,900	1,939
Transfer Rate		
Expected	41.5	NA
Actual	40.8	NA
Degrees and Certificates*		
AA/AS*	1,070	1,152
Certificates*	592	502
Total Awards	1,662	1,654
Success at Four Year Universities (CSUSM)		
Fall % Successful Upper Division Course Completion - Palomar	87.1	87.3
Fall % Successful Upper Division Course Completion - Other Trfr	82.9	86.7
Job Placement		
Survey of Voc Ed Completers (Baseline =1999-2000)		
% Working Full-time	70.1	NA
Educ. Relatedness to Job (Directly/Somewhat)	85.0	NA
Median Salary	\$35,000	NA
Persistence 1st Time College Students		
% 1st Fall to 1st Spring	61.0	56.1
% 12+ Units in 3 years	65.6	62.7
District Participation Rate		
# Students per 1,000 Adults	42.0	
<u>Teaching and Learning</u>		
Successful Course Completion*		
% Successful Transfer Course Completion*	69.0	April
% Successful Basic Skills Course Completion*	69.1	April
% Successful Voc Ed Course Completion*	54.9	April
% Successful All Courses Completion*	67.5	April
Successful Voc Ed Course Completion*		
% SAM Code A Courses Successful*	87.5	April
% SAM Code B Courses Successful*	75.0	April
% SAM Code C Courses Successful*	73.3	April
% All Vocational Ed Courses Successful*	75.6	April
Basic Skills Improvement Numbers*		
Number completing coursework at least one level above their prior basic skills enrollment		
Improved English	18.60%	April
Improved Math	23.50%	April
Improved Basic Skills	23.70%	April
Advancement in Course Sequence	<i>In Progress</i>	<i>In Progress</i>
Student Engagement	<i>On Hold</i>	<i>On Hold</i>

* Partnership for Excellence Measure

Sources: Partnership for Excellence Measures and Transfer Rate obtained through CCCCCO-
CSUSM data obtained through SD County Data Sharing Agreement - IR&P
Persistence, Participation Rates, Job Placement Info- IR&P

Please contact the Office of Institutional Research and Planning for discussion/description of measures.

Persistence Fact Sheet

Fall 2000 First Time College Students Return Rate

Fall 2000 Cohort	# Students	% Return Spring 01	% Return Fall 01
<i>All First-Time Students</i>	3,994	61.0	42.8
<i>Status</i>			
Full-time (12<= units)	1,370	85.3	68.0
Part-time	2,624	48.4	29.6
<i>Age</i>			
18-20	2,140	71.6	52.9
<i>Ethnicity</i>			
Asian/Pac Isl	258	65.1	49.6
Black, Non-Hispanic	211	41.2	30.8
Hispanic	839	58.4	39.1
White, Non-Hispanic	2,218	63.8	44.9

**Percent of First-Time College Students
Completing 12 or More Units at Palomar
in Three Years**
Fall 1998 Cohort
65%

**Percent of First-Time College Students
Completing AA or CA
or Certifying to Transfer to CSU within 6 years**
Fall 1994 Cohort (N=3,379)
14.4%

Chancellor's Office Computed Transfer Rate
"Of those students displaying 'Transfer Behavior'
How many actually transfer after Six Years"
Fall 1995 Cohort
Expected Transfer Rate 41.52%
Actual Transfer Rate 40.76%

Sources: Cohort Tracking information provided through the Office of Institutional Research and Planning, Palomar College; Chancellor's Office Computed Transfer Rate obtained from, "Transfer: Measurement and Capacity, The 2002 'Persistently Low Transfer College' Study" presented at May 2002 RP Group Annual Conference.

Palomar College Strategic Plan 2005 Baseline Data

Prepared for:
Strategic Planning Council
March, 2003

Overview

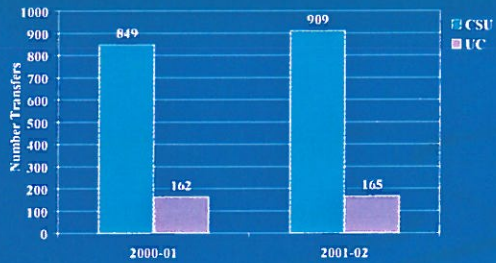
- Present initial baseline data for Strategic Plan
- Focus is on the Goals
 - Student Success
 - Teaching and Learning Excellence
 - Professional and Organizational Development
 - Resource Management
 - Facilities
- Data/Information – most cases baseline. Where possible added first year data.
- Baseline typically identified as 2000-01.

Goal #1: Student Success

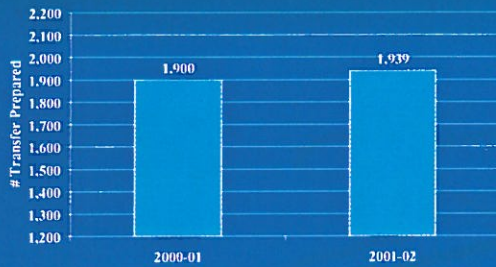
Measures

- #1 Transfer (3 measures)*
- #2 Degrees and Certificates*
- #3 Success after College (2 measures)
- #4 Persistence (2 measures)
- #5 Participation Rate
- *Partnership for Excellence Measure

Goal #1: Student Success Transfer*



Goal #1: Student Success Transfer Prepared*



Goal #1: Student Success Transfer Rate

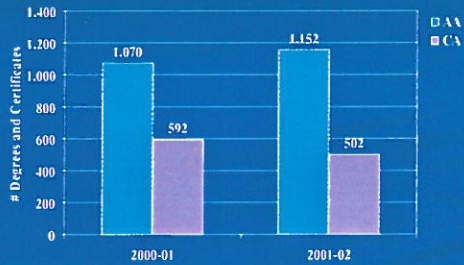
Palomar Transfer Rate

1995 Cohort

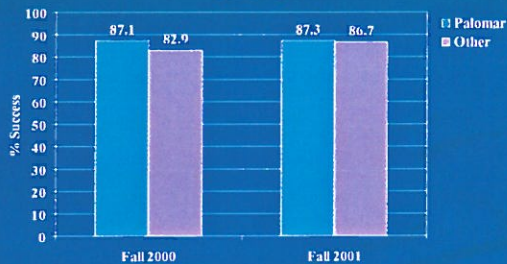
Expected Rate 41.52

Actual Rate 40.76

Goal #1: Student Success Degrees and Certificates*



Goal #1: Student Success Upper Division Course Success at CSUSM



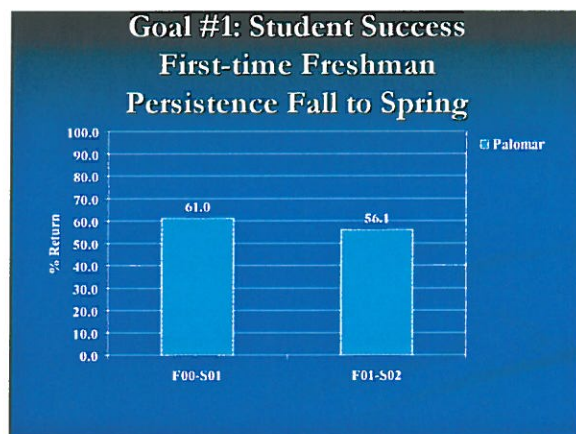
Goal #1: Student Success Job Placement

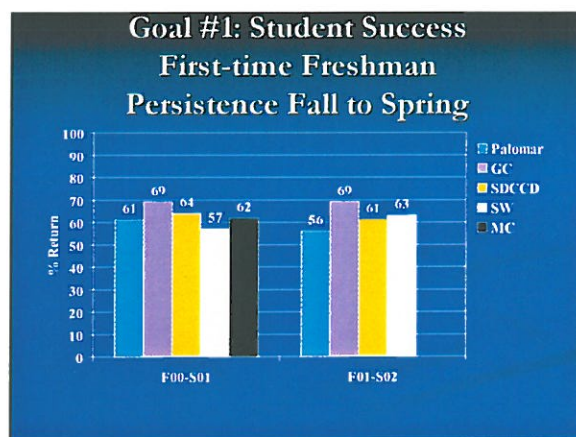
1999-00 Survey of
Voc Ed Completers

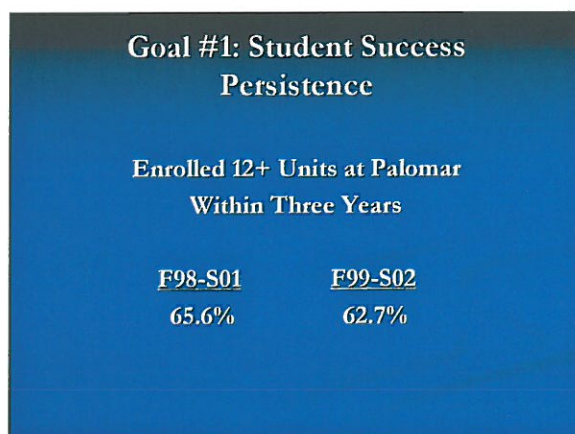
70% Working Full-time

85% Working in job Directly/Somewhat
related to education

\$35,000 median salary







Goal #2: Teaching & Learning

Measures

- #1 Successful Course Completion (3 indicators)*
- #2 Workforce Development (3 indicators)*
- #3 Basic Skills Improvement (2 indicators)*
- #4 Advance in Course Sequence (in progress)
- #5 Student Engagement (on hold)

* Measure tracked through Partnership for Excellence

Goal #2: Teaching and Learning

Measures	Baseline	Year 1
Successful Course Completion*	2000-01	2001-02
Transfer	69.0%	April
Vocational	69.1%	April
Basic Skills	54.9%	April
Total	67.5%	April

Goal #2: Teaching and Learning

Measures	Baseline	Year 1
Workforce Development*	2000-01	2001-02
Apprenticeship	87.5%	April
Adv. Vocational	75.0%	April
Intro. Vocational	73.3%	April
Total	75.6%	April

Goal #2: Teaching and Learning

Measures	Baseline	Year 1
Basic Skills Improvement*	2000-01	2001-02
English	18.6%	April
Math	23.5%	April
Total	23.7%	April

Goal #3: Organizational and Professional Development

Measures

- #1 Organizational Communication
- #2 Training Assessment and Satisfaction (In progress)
- #3 Full-time Faculty Obligation

Goal #3: Organizational and Professional Development Organizational Communication

Spring 2002 Self-Study Survey (Baseline Information)

Item (Scale 1-7)	N	Avg.
Understand process for planning	249	3.99
Understand info. used to make decisions	295	3.43
Awareness of Institutional Outcomes	289	4.31
Feedback on requests made through planning process	218	3.72

Goal #3: Organizational and Professional Development Full-time Faculty Obligation

Oblige/Act	Baseline	Progress	
	Fall 2000	Fall 2001	Fall 2002
Obligation	250.8	252.8	257.8
Actual	287.5	301.1	303.2

Goal #4: Resource Management

Measures

- #1 Enrollment Load
- #2 WSCH Per FTEF
- #3 Facilities Utilization - *TBD*
- #4 Alternative Funding - *TBD*

Goal #4: Resource Management

Measures	Baseline	Year 1
#1 Enrollment Load	Fall 2001	Fall 2002
% Enrolled to Capacity (Census)	N/A	83%
#2 WSCH per FTEF	2000-01	2001-02
WSCH per FTEF	426	455

Goal #5: Facilities Management

Measures

- #1 Staff Perceptions
- #2 Student Perceptions
- #3 Completion of Educational and Facilities Master Plan (June 2003)

Goal #5: Facilities Staff Perceptions

Spring 2002 Self Study Survey (Baseline)

Item (Scale 1-7)	N	Avg.
Adequacy of Lab Space	127	3.2
Adequacy of Lecture Space	115	3.3
Maintenance and Operation	316	4.2
Safety and Security	329	4.3-5.5

Summary

- Collected/identified baseline data for 17 out of 21 measures identified at the goal level for the strategic plan evaluation.
- Task groups working on objectives within the annual implementation plan should identify additional quantitative and qualitative measures.
- By end of June, we expect to have first year data complete.
