

## STRATEGIC PLANNING COUNCIL AGENDA

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date:	9/16/03
	<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, Cuaron, Dimmick, Dowd, Drinan, Eberhart, Frady, Giese, Halttunen, Ivey, Jay, Key, Madrigal, Magana, McCluskey, Miyamoto, Owens, Patton, Soto, Spear, Wallenius

**RECORDER:** Barbara Baldrige

Order of Agenda Items	Desired Outcome	Resources Used	Time Allotted
<b>A. <u>MINUTES – SEPTEMBER 2, 2003</u></b>	Decision	Attached	2 min.
<b>B. <u>ACTION ITEMS/SECOND READING</u></b>			40 min.
1. Faculty Positions (Cuaron)	Discussion/Decision	Handout	
2. 2003-04 Annual Implementation Plan	Decision	Bring your copy	
3. Student Learning Outcomes Task Force	Decision	Bring your copy	
4. Equipment Replacement Task Force	Decision	Bring your copy	
<b>C. <u>FIRST READING</u></b>			40 min.
1. Professional Development Review Board (Eberhart)	Discussion	Handout (new)	
2. Equal Employment Opportunity Advisory Committee (Miyamoto)	Discussion	Handout (new & old)	
3. Staff Development and Training Committee (Miyamoto)	Discussion	Handout (new & old)	
4. Student Equity Committee (Miyamoto)	Discussion	Handout (new & old)	
5. Classified Professional Growth Committee (Miyamoto)	Discussion	Handout (new & old)	
6. Bookstore Advisory Committee (Patton)	Discussion	Handout (change)	
7. Food Services Advisory Committee (Patton)	Discussion	Handout (change)	
8. Add One CAST Member to Each Planning Council (Amador/Giese)	Discussion	Handouts (change)	
<b>D. <u>DISCUSSION ITEMS</u></b>			
<b>E. <u>REPORTS OF PLANNING COUNCILS</u></b>			20 min.
1. Administrative Services Planning Council – Jerry Patton			
2. Human Resource Services Planning Council – Jack Miyamoto			
3. Instructional Planning Council – Berta Cuaron			
4. Student Services Planning Council – Joe Madrigal			
<b>F. <u>REPORTS OF CONSTITUENCIES</u></b>			20 min.
1. Administrative Association – Ken Jay			
2. Associated Student Government – Amador Soto			
3. Confidential/Supervisory Team - Jo Anne Giese			
4. CCE/AFT – Becky McCluskey			
5. Faculty Senate – Steve Spear			
6. PFF/AFT – Mary Ann Drinan			
<b>G. <u>PENDING ITEMS</u></b>			
<b>H. <u>OTHER ITEMS</u></b>			



**STRATEGIC PLANNING COUNCIL  
MEETING MINUTES  
September 16, 2003**

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

**ROLL CALL**

Members Present: Amador, Barton, Bishop, Cater, Cuaron, Dowd, Drinan, Eberhart, Frady, Halttunen, Ivey, Jay, Key, McCluskey, Magana, Miyamoto, Owens, Soto, Spear, Wallenius  
Members Absent: Barkley, Dimmick, Giese, Madrigal, Patton  
Guests Present: Cheryl Ashour, Maria Miller for Chris Barkley, Jenny Akins for Jo Anne Giese

**A. MINUTES**

MSC (Bishop/Soto) to approve the minutes of the meeting of September 2, 2003

**B. ACTION ITEMS/SECOND READING**

**1. Faculty Positions (Cuaron)**

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

**2. 2003-04 Annual Implementation Plan**

MSC (Cater/Owens)

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

**3. Student Learning Outcomes Task Force**

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

Dr. Amador stated: "I personally think it is very important that the faculty be engaged in this. I don't care how many people there are. I worked with 75 to get the Strategic Planning Task Force. But I want to make sure everybody understands in terms of what our task is. We are not going to be designing the actual student learning outcomes. We are going to try and identify what the tasks are, but there may be other groups that actually do the work. This is the structuring part. I want to make sure that when we get to the part after we've had a lot of people help with the structure, timelines, where we should be at 2005, and that sort of a thing, that there will still be that much engagement. This is when it is critical that the faculty be actively involved. Having a lot of faculty involved up front makes a lot of sense. The only challenge may be in finding a classroom. I'd like a classroom in which we could at least move the tables and chairs, so that we are not sitting in an audience-type of setting, because that would be dysfunctional in terms of operation. Hearing no objections we will move forward with the only change on this from 7 faculty members to 21." **(Exhibit B-3)**

**4. Equipment Replacement Task Force**

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

**C. ACTION ITEMS/FIRST READING****1. Professional Development Review Board**

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

**2. Equal Employment Opportunity Advisory Committee**

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

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

**3. Staff Development and Training Committee**

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

**4. Student Equity Committee**

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

It was pointed out that the Matriculation Committee is actually named Matriculation and Transfer Advisory Committee. DSP&S is now DRC. It was not known who the representative from Instruction referred to; i.e., a faculty member or a staff member from Instruction. It was decided to eliminate this member. It was suggested to add a representative from Institutional Research and Planning. Jenny Akins will check with the CAST group to find out if they want to appoint a member, but she doubts it. As there are administrators already on the committee, Ken Jay said there was no need to appoint a representative from the Administrative Association. The revisions will be made, and this item will be brought back for action at the October 7 meeting. (Exhibit C-4)

**5. Classified Professional Growth Committee**

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

**6. Bookstore Advisory Committee**

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

**7. Food Services Advisory Committee**

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

**8. Add One CAST Member to Each Planning Council**

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

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

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

**D. DISCUSSION ITEMS**

There were none.

**E. REPORTS OF PLANNING COUNCILS****1. Administrative Services Planning Council**

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

**2. Human Resource Services Planning Council**

Jack Miyamoto reported that this council met on September 9 and laid out an agenda for the year. They discussed evaluations, staff cross-training, the Student Equity Plan, and the EEO Plan. Dr. Miyamoto shared the SPC self-evaluation with the council. He indicated governance training will be provided to all council members in the near future.

**3. Instructional Planning Council**

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

**4. Student Services Planning Council**

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

**F. REPORTS OF CONSTITUENCIES****1. Administrative Association – There was no report.**



**2. Associated Student Government**

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

**3. Confidential and Supervisory Team – There was no report.****4. CCE/AFT – There was no report.**

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

**5. Faculty Senate**

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

**6. PFF/AFT – There was no report****G. PENDING ITEMS – There were none.****H. OTHER ITEMS**

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

**I. ADJOURNMENT**

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

## FACULTY HIRING RECOMMENDATIONS FOR FALL 2004

### INSTRUCTIONAL PLANNING COUNCIL – SEPTEMBER 10, 2003

The following new faculty positions were approved by the Instructional Planning Council 9/10/03, as first priority, and as carry-over positions from last year:

1. Business Education
2. English
3. Mathematics – two positions

The following new faculty positions were approved by the Instructional Planning Council 9/10/03, as next priority:

1. Psychology
2. PE/Athletics – PE and Athletics combined
3. Spanish
4. Photography
5. Child Development
6. Fire

## Instruction and Student Services Faculty Hiring Recommendations for Fall 2003

Priority	Position	PT FTEF	FT FTEF	PT/FT Ratio	WSCH	WSCH/FTEF	Comments
1	Psychology	6.86	6.2	0.53	6,965	534	
2	PE/Athletics	16.29	14.02	0.54	13,364	441	PE and Athletics combined
3	Spanish	8.67	8.4	0.51	8,722	511	
4	Photography	3.35	3.3	0.5	3,119	469	
5	Child Development	4.1	2.6	0.61	4,257	635	
6	Fire	2.79	0	1	1,530	548	
7	PE/Athletics	16.29	14.02	0.54	13,364	441	PE and Athletics combined
8	Chemistry	4.07	5.8	0.41	4,412	447	
9	Interior Design/Drafting	3.64	3.78	0.49	3,621	494	Totals and ratios are a combination of the disciplines
10	Mathematics	24.38	20.93	0.53	26,429	571	
11	Political Science	2.8	2.4	0.54	2,802	539	
12	Speech	6.7	7.6	0.59	4,910	435	
13	History	7	6.4	0.52	8,061	602	
14	English	25.2	20.33	0.55	17,541	385	

Notes: All data from Fall 2001 FTEF, WSCH and WSCH to FTEF by Department and Discipline

Approved by Instructional Planning Council 11/27/02

Approved  
AS IT  
Cater/owners



# Strategic Plan 2005 Annual Implementation Plan 2003-2004

<b>Objective/Activity</b> <i>Goal: Student Success</i>		<b>Primary Person(s):</b> VP Student Services, Chief Advancement Officer	
Increase scholarship recipients by ___ % through improved processes and procedures (02-03)		Assigned Groups: Scholarship Committee	
<b>Estimated Cost:</b>	One Time	Funding Source: Foundation, General Funds	
	Ongoing	X	Time Line: June, 2004
November, 2003		February, 2004	May, 2004

<b>Objective/Activity</b> <i>Goal: Student Success</i>		<b>Primary Person(s):</b> VP Instruction; VP Student Services	
Provide comprehensive and innovative class scheduling options to improve accessibility and timely program and degree completion (02-03)		Assigned Groups: Instructional and Student Services Deans; Chairs and Directors	
<b>Estimated Cost:</b>	One Time	Funding Source:	
	Ongoing	X	Time Line: June, 2004 (Plan)
November, 2003		February, 2004	May, 2004

**Strategic Plan  
Annual Implementation Plan 2003-2004**

<b>Objective/Activity</b> <i>Goal: Student Success</i>		<b>Primary Person(s):</b> VP Instruction; VP Student Services	
Improve articulation with area high schools at the discipline level and within student services (02-03)		<b>Assigned Groups:</b> Chairs & Directors; Instructional and Student Services Deans; Matriculation & Transfer Advisory Committee; Articulation Officer	
<b>Estimated Cost:</b>	One Time	<b>Funding Source:</b> Matriculation/General Fund	
	Ongoing	<b>Time Line:</b> June, 2004	
November, 2003		February, 2004	May, 2004

<b>Objective/Activity</b> <i>Goal: Student Success</i>		<b>Primary Person(s):</b> VP Instruction; VP Student Services	
Develop and implement programs and services to increase persistence, completion, and transfer (02-03)		<b>Assigned Groups:</b> Director, Institutional Research and Planning	
<b>Estimated Cost:</b>	One Time	<b>Funding Source:</b>	
	Ongoing	<b>Time Line:</b> June, 2004 (January, 2004 – Plan)	
November, 2003		February, 2004	May, 2004

**Strategic Plan**  
**Annual Implementation Plan 2003-2004**

<b>Objective/Activity</b> <i>Goal: Teaching and Learning Excellence</i>		Primary Person(s): Faculty Senate	
Foster a learning culture that promotes institutional and student expectations, responsibilities, and respect (02-03)		Assigned Groups: President; VP Instruction; VP Student Services; Director, Student Affairs; Director, Institutional Research and Planning	
<b>Estimated Cost:</b>	One Time	Funding Source:	
	Ongoing X	Time Line: June, 2004 (January, 2004 – Plan)	
November, 2003		February, 2004	May, 2004

<b>Objective/Activity</b> <i>Goal: Teaching and Learning Excellence</i>		Primary Person(s): President; Faculty Senate President	
Develop processes for measuring student learning outcomes and integrate into a formal method of review of academic programs and certificates the creation and evaluation of student learning outcomes on a course, program, and degree/certificate level (ACC)		Assigned Groups: VP Instruction; Director, Institutional Research & Planning; Institutional Review Committee; IPC; Chairs and Directors	
<b>Estimated Cost:</b>	One Time	Funding Source:	
	Ongoing X	Time Line: April, 2004	
November, 2003		February, 2004	May, 2004

**Strategic Plan  
Annual Implementation Plan 2003-2004**

<b>Objective/Activity</b> <i>Goal: Organizational and Professional Development</i>		Primary Person(s): VP Human Resource Services	
Promote cross-functional training and education to improve institutional understanding and teamwork		Assigned Groups: HRSPC; Technology Training Coordinator	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: June, 2004 (January, 2004 Plan)	
	November, 2003	February, 2004	May, 2004

<b>Objective/Activity</b> <i>Goal: Organizational and Professional Development</i>		Primary Person(s): VP Human Resource Services	
Develop mechanisms to ensure that supervisors and department chairs evaluate classified staff, administrators/managers, and part-time faculty on a regular cycle with formal and timely follow-up following (adhering to) college policy on contract provisions (ACC)		Assigned Groups: HRSPC	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: June, 2004	
	November, 2003	February, 2004	May, 2004

**Strategic Plan  
Annual Implementation Plan 2003-2004**

<b>Objective/Activity</b> <i>Goal: Resource Management</i>		Primary Person(s): VP Finance & Administrative Services	
Explore options for flexible multi-year departmental budget planning (02-03)		Assigned Groups: Director of Fiscal Services; Revenue Allocation Committee	
<b>Estimated Cost:</b>	One Time	Funding Source:	
	Ongoing	Time Line: June, 2004 (Plan)	
November, 2003		February, 2004	May, 2004

<b>Objective/Activity</b> <i>Goal: Resource Management</i>		Primary Person(s): VP Finance & Administrative Services	
Continue efforts to make budget reports user-friendly (02-03)		Assigned Groups:	
<b>Estimated Cost:</b>	One Time	Funding Source:	
	Ongoing	Time Line: June, 2004	
November, 2003		February, 2004	May, 2004



**Strategic Plan  
Annual Implementation Plan 2003-2004**

<b>Objective/Activity</b> <i>Goal: Resource Management</i>		Primary Person(s): VP Instruction; VP Finance & Administrative Services	
Develop and implement a long range budget plan for computer hardware and software upgrades and/or replacement (02-03)		Assigned Groups: Technology Committee; Revenue Allocation Committee; VP Student Services; VP Human Resource Services	
<b>Estimated Cost:</b>	One Time	X	Funding Source: General Fund; Categorical
	Ongoing		
November, 2003		February, 2004	May, 2004

<b>Objective/Activity</b> <i>Goal: Resource Management</i>		Primary Person(s): VP Finance & Administrative Services; VP Instruction; VP Student Services	
Ensure planning and Revenue Allocation processes effectively address the equipment replacement needs of the educational and student services programs of the college (ACC)		Assigned Groups: Revenue Allocation Committee	
<b>Estimated Cost:</b>	One Time	X	Funding Source:
	Ongoing		
November, 2003		February, 2004	May, 2004

**Strategic Plan  
Annual Implementation Plan 2003-2004**

<b>Objective/Activity</b> <i>Goal: Resource Management</i>		Primary Person(s): VP Human Resource Services	
Structure employment procedures to ensure recruitment and hiring efforts resulting in further diversification of the staff with an emphasis on full-time faculty (ACC)		Assigned Groups: HRSPC; Faculty Senate	
<b>Estimated Cost:</b>	One Time	Funding Source:	
	Ongoing	Time Line: June, 2004 (Plan and Procedures)	
November, 2003		February, 2004	May, 2004

<b>Objective/Activity</b> <i>Goal: Resource Management</i>		Primary Person(s): VP Finance & Administrative Services	
Future retiree health and dental benefits be clearly identified and funded as a future obligation of the college (ACC)		Assigned Groups:	
<b>Estimated Cost:</b>	One Time	Funding Source:	
	Ongoing	Time Line: January, 2004 (Plan)	
November, 2003		February, 2004	May, 2004

**Strategic Plan  
Annual Implementation Plan 2003-2004**

<b>Objective/Activity</b> <i>Goal: Facilities Improvement</i>		Primary Person(s): VP Finance & Administrative Services; Director of Facilities	
Develop and fund an on-going district-wide maintenance plan for buildings and grounds that demonstrates the commitment to a clean, attractive learning environment (02-03)		Assigned Groups: Facilities Review Committee	
<b>Estimated Cost:</b>	One Time	Funding Source: General Funds	
	Ongoing	Time Line: June, 2004	
November, 2003		February, 2004	May, 2004

<b>Objective/Activity</b> <i>Goal: Facilities Improvement</i>		Primary Person(s): VP Finance & Administrative Services; Chief of Police; Director of Facilities	
Develop and implement a flexible parking plan that accommodates the needs of students, faculty, staff, and the community (02-03)		Assigned Groups: Facilities Review Committee	
<b>Estimated Cost:</b>	One Time	Funding Source:	
	Ongoing	Time Line: January, 2004 (Plan)	
November, 2003		February, 2004	May, 2004

**Strategic Plan  
Annual Implementation Plan 2003-2004**

<b>Objective/Activity</b> <i>Goal: Facilities Improvement</i>		<b>Primary Person(s):</b> VP Finance & Administrative Services;	
Evaluate and improve district-wide facilities-related safety and security throughout District (02-03)		<b>Assigned Groups:</b> Safety & Security Committee; Director of Facilities; Manager, Environmental Health & Safety; Chief of Police; Director of Education Centers	
<b>Estimated Cost:</b>	One Time	<b>Funding Source:</b> Parking Fund; General Fund	
	Ongoing	<b>Time Line:</b> June, 2004	
November, 2003		February, 2004	May, 2004

<b>Objective/Activity</b> <i>Goal: Facilities Improvement</i>		<b>Primary Person(s):</b> VP Finance & Administrative Services; VP Instruction	
Develop and implement uniform Facilities Use Policy and Procedures		<b>Assigned Groups:</b> Director, Student Affairs	
<b>Estimated Cost:</b>	One Time	<b>Funding Source:</b>	
	Ongoing	<b>Time Line:</b> January, 2004	
November, 2003		February, 2004	May, 2004

GOVERNANCE STRUCTURE GROUP REQUEST

<b>Request submitted by</b> President and Faculty Senate President				<b>Date</b> August, 2003			
<b>Proposed Name of Requested Group</b> Student Learning Outcomes Task Force							
<input type="checkbox"/>	<b>Council</b>	<input type="checkbox"/>	<b>Committee</b>	<input type="checkbox"/>	<b>Subcommittee</b>	<input checked="" type="checkbox"/>	<b>Task Force</b>
<b>Action Requested:</b>		<input checked="" type="checkbox"/>	<b>Add</b>	<input type="checkbox"/>	<b>Delete</b>	<input type="checkbox"/>	<b>Change</b>
<b>Role, Products, Reporting Relationships:</b> The Student Learning Outcomes Task Force is formed to: <ol style="list-style-type: none"> <li>Respond to the Accrediting Commission recommendation  <b>The college has begun to develop processes for measuring student learning outcomes and should integrate into its formal method of review of academic programs and certificates the creation and evaluation of student learning outcomes on a course, program, and degree/certificate level; and</b> </li> <li>Prepare for meeting the new accreditation standards for the next comprehensive site visit in March 2009.</li> </ol> <p>While faculty will determine specific learning outcomes at the course and program level, the Task Force product is a detailed implementation plan that defines the structures, tasks, timelines, and responsibilities, as they relate to broader institutional objectives of student success, mission and effectiveness, and program development and review.</p> <p>The Task Force will report to the Strategic Planning Council.</p>							
<b>Meeting Schedule:</b> 1 <sup>st</sup> and 3 <sup>rd</sup> Thursday, 2:00 p.m. – 3:30 p.m. (start date October 16)							
<b>Co-Chairs:</b> President; President, Faculty Senate							
<b>Members:</b> 21 Faculty Members appointed by Faculty Senate; Faculty Co-Chair, Curriculum Committee; Articulation Officer; 1 Classified Staff Member appointed by CCE; 1 Confidential/Supervisory Team Member appointed by CAST; 1 Manager appointed by Administrative Association; 1 Student appointed by ASG; Director, Institutional Research & Planning; Co-Chairs – Institutional Review Committee; VP Instruction; VP Student Services; Dean, Counseling & Matriculation.							

Reviewed by Strategic Planning Council:

Comments:

9-2-03 First Reading

9-16-03 Approved

hold to  
next mtg

GOVERNANCE STRUCTURE GROUP REQUEST

B-4  
9-16-03

Request submitted by Jerry Patton					8/8/03	
Proposed Name of Requested Group: Equipment Replacement Task Force						
<input type="checkbox"/>	Council	<input type="checkbox"/>	Committee	<input type="checkbox"/>	Subcommittee	<input checked="" type="checkbox"/> Task Force
Action Requested:		<input type="checkbox"/>	Add	<input type="checkbox"/>	Delete	<input type="checkbox"/> Change
<b>Role, Products, Reporting Relationships:</b>  Efforts to fulfill the Resource Management goals in the 2003-04 Annual Implementation Plans - Gather data of existing equipment (age, condition, etc.) - Identify departmental equipment needs through their action plans - Develop a periodic replacement schedule and a funding amount - Request funding through Strategic Planning Council - Submit as part of strategic planning process  Report to <sup>SPC</sup> <del>chair of Revenue Allocation Committee</del>						
Meeting Schedule: Unknown at this time						
Chair: A member of the Revenue Allocation Committee						
<b>Members:</b>  Kelley Hudson-MacIsaac or designee (for inventory control records) Chair, or representative of the Computer Coordinating Committee Two members of RAC, plus one to chair the task force + Co-Chair from another area						

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

Reviewed by Strategic Planning Council:

Comments:

9-2-03

First Reading

*postponed to 10-7-03*

\_\_\_\_\_

Approved/Denied





Exhibit C-1

*pulled*  
GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Judith Eberhart				Date 9/10/3			
Proposed Name of Requested Group Professional Development Review Board							
	Council	x	Committee		Subcommittee		Task Force
Action Requested:			x	Add		Delete	Change
<b>Role, Products, Reporting Relationships:</b>  The Professional Development Review Board has established guidelines for the approval of professional development contracts and reviews those that request exceptions to these guidelines. The board also reviews the annual evaluation and guides the development of the annual program.							
<b>Meeting Schedule:</b> First Thursday of each month from 3-4 p.m.							
<b>Chair:</b> Coordinator, Professional Development							
<b>Members:</b> One senior administrator Eight Faculty members: <ul style="list-style-type: none"><li>• One from each Instructional Division</li><li>• One from Student Services Faculty</li><li>• One from the Library</li><li>• One Part-time Faculty</li></ul>							

Reviewed by Strategic Planning Council:

Comments:

\_\_\_\_\_ First Reading

\_\_\_\_\_ Approved/Denied



*Exhibit C-2*

<b>GOVERNANCE STRUCTURE GROUP REQUEST</b>
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<b>Request submitted by:</b> Jack Miyamoto				<b>Date:</b> September 2, 2003			
<b>Proposed Name of Requested Group:</b> EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE							
	<b>Council</b>	<b>x</b>	<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>
<b>Action Requested:</b>			<b>Add</b>		<b>Delete</b>	<b>x</b>	<b>Change</b>
<b>Role, Products, Reporting Relationships:</b>  <u>Role:</u>  The Equal Employment Opportunity Advisory Committee assists the District in achieving understanding and support of faculty and staff diversity and equal employment 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 Equal Employment Opportunity Plan and recommends corrective action when necessary; (3) advises the Vice President of Human Resource Services in the development and presentation of annual reports to the Governing Board and Superintendent/President and responds to equal employment inquiries and concerns of all employees; (4) assists the Vice President of Human Resource Services in developing and coordinating information programs for District employees; (5) reviews and suggests revisions in services, employment policies, and other written and unwritten rules, policies, practices, and procedures that affect persons with disabilities; (6) monitors the implementation and compliance of the Americans with Disabilities Act.  <u>Products:</u> <i>EEO Plan</i>  <u>Reporting Relationship:</u> Superintendent/President							
<b>Meeting Schedule:</b> First Thursday of each month – 3:00-4:00 p.m.							
<b>Chair:</b> Vice President, Human Resource Services							
<b>Members:</b> <ul style="list-style-type: none"><li>• Four faculty</li><li>• One adjunct faculty</li><li>• Two classified unit employees → <i>One Faculty appointed by PFF</i></li><li>• One Administrative Association Member</li><li>• One CAST member</li><li>• Director, EOP&amp;S</li><li>• One Senior Administrator</li><li>• Two students appointed by the ASG <i>ex officio</i></li><li>• Two Community representatives</li><li>• <del>At large members (up to 3) may be appointed by the Superintendent/President after consultation with the EEO Advisory Committee</del> <i>per Amador</i></li></ul>							

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

Reviewed by Strategic Planning Council:

Comments:

9-16-03

First Reading  
Approved/Denied



## **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 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) serves on hearing committees for formal complaints of unlawful discrimination including those filed on the basis of sexual harassment; (4) reviews and suggests revisions in services, employment policies, and other written and unwritten rules, policies, practices, and procedures that affect persons with disabilities; and (5) monitors the implementation and compliance of the Americans With Disabilities Act.

### **Reporting Relationship**

- Vice President, Human Resource Services

### **Members**

- Vice President, Human Resource Services, Chair
- Faculty Diversity Coordinator
- Five Faculty Members (to include at least one Adjunct Faculty Member)
- Two Classified Unit Employees
- Two Administrative Association Members
- 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.

**GOVERNANCE STRUCTURE GROUP REQUEST**

<b>Request submitted by:</b> Jack Miyamoto					<b>Date:</b> September 2, 2003				
<b>Proposed Name of Requested Group:</b> Staff Development and Training Committee									
	<b>Council</b>	<b>X</b>	<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>		
<b>Action Requested:</b>				<b>Add</b>		<b>Delete</b>	<b>X</b>	<b>Change</b>	
<b>Role, Products, Reporting Relationships:</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Role:</b>            The Staff Development and Training Committee reports to the <del>President's Advisory Council</del> <sup>SPC</sup> and is responsible for making recommendations for annual staff development funding expenditures, administers periodical needs assessment surveys, and guides in the development of the three-year Human Resources Department 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.</p> <p><b>Products:</b> Three-year Human Resources Development Plan</p> <p><b>Reporting Relationship:</b> <del>President's Advisory Council</del> <sup>SPC</sup></p> </div> <div style="width: 50%; text-align: right;"> <p><i>SPC</i>  <del>President's Advisory Council</del>  <del>Committee</del></p> </div> </div>									
<b>Meeting Schedule:</b> <del>Twice yearly</del> <i>As needed</i>									
<b>Chair:</b> Vice President, Human Resource Services; Professional Development Coordinator									
<b>Members:</b> <ul style="list-style-type: none"> <li>• Vice President, Human Resource Services</li> <li>• Coordinator, Faculty Professional Development</li> <li>• Two Professional Development Review Board Members</li> <li>• Two Classified Professional Growth Committee Members</li> <li>• One Senior Administrator from the Professional Development Review Board</li> <li>• One representative from the Administrative Association</li> <li>• One representative from the Confidential/Supervisory Team</li> </ul>									

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

Reviewed by President's Advisory Council:

Comments:

9-16-03

First Reading

\_\_\_\_\_

Approved/Denied

*Miyamoto will clean up language  
 + bring back or dissolve  
 w/ Judy + Bonnie*

*bring back 2 wks*

*Mo red spear dissolve  
 been second*

## **STAFF DEVELOPMENT AND TRAINING COMMITTEE**

### **Role**

The Staff Development and Training Committee reports to the President's Advisory Council and is responsible for making recommendations for annual staff development funding expenditures, administers periodical needs assessment surveys, and guides in the development of the three-year 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**

- President's Advisory Council

### **Members**

- Coordinator, Faculty Professional Development, Co-chair
- Vice President, Human Resource Services, Co-chair
- 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 representative appointed by the Administrative Association



Exhibit C-4 new

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by: Jack Miyamoto					Date: September 2, 2003				
Proposed Name of Requested Group: Student Equity Committee									
	Council	x	Committee		Subcommittee		Task Force		
Action Requested:				Add		Delete	x	Change	
<b>Role, Products, Reporting Relationships:</b>  <u>Role:</u> <p>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 Councils, Curriculum Committee, Registration Committee, EEO Advisory Committee, Matriculation Committee, and other District committees as necessary.</p> <u>Products:</u> District Student Equity Plan <u>Reporting Relationship:</u> Superintendent/President									
<b>Meeting Schedule:</b>									
<b>Chair:</b> Vice President, Human Resource Services <b>Co-Chair:</b> Faculty Member									
<b>Members:</b> <ul style="list-style-type: none"><li>• Five teaching faculty members (one to serve as co-chair)</li><li>• Dean of Counseling and Matriculation</li><li>• <del>Representative from Instruction</del> <i>delete?</i></li><li>• One Instructional Dean</li><li>• Director of EOP&amp;S</li><li>• Director of <del>DSP&amp;S</del> <b>ORC</b></li><li>• One Counseling faculty member</li><li>• One Librarian</li><li>• One classified employee</li><li>• Two Students</li><li><i>one Rep from Research IP</i></li></ul> <p><i>add cast or AA? NO</i> <i>will check</i></p>									

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

Reviewed by Strategic Planning Council:

Comments:

9-16-03

First Reading  
Approved/Denied

## **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 Advisory Committee, and other District committees as necessary.

### **Reporting Relationship**

- Superintendent/President

### **Members**

- Five Teaching Faculty Members (one to serve as Co-Chair)
- 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
- (Co-Chair to be elected by the Committee)

**GOVERNANCE STRUCTURE GROUP REQUEST**

<b>Request submitted by:</b> Jack Miyamoto					<b>Date:</b> September 3, 2003				
<b>Proposed Name of Requested Group:</b> Classified Professional Growth Committee									
	<b>Council</b>	<input checked="" type="checkbox"/>	<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>		
<b>Action Requested:</b>				<b>Add</b>		<b>Delete</b>	<input checked="" type="checkbox"/>	<b>Change</b>	
<b>Role, Products, Reporting Relationships:</b>  Role: The Classified Professional Growth Committee reviews and approves the professional growth programs for classified employees 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.  Product: Professional Growth Program for Classified Employees  Reporting Relationship: Vice President, Human Resource Services									
<b>Meeting Schedule:</b> Three times yearly or as needed									
<b>Chair:</b> VP HR or designee -add?									
<b>Members:</b> <ul style="list-style-type: none"> <li>• Five Classified Unit members</li> <li>• Three Confidential/Supervisory Team Members</li> <li>• One Administrative Association Member</li> <li>• Vice President, Human Resource Services or designee</li> </ul>									

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

Reviewed by President's Advisory Council:

Comments: *no comments*

9-16-03 First Reading

\_\_\_\_\_ Approved/Denied

## **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

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by <b>Jerry Patton</b>					Date 9/3/03		
Proposed Name of Requested Group Bookstore Advisory Committee							
	Council	X	Committee		Subcommittee		Task Force
Action Requested:			Add		Delete	X	Change
<b>Role, Products, Reporting Relationships:</b> 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. Product: <i>Written report on...</i> Reporting Relationship: Student Services Planning Council <del>Products:</del>							
Meeting Schedule: <i>1<sup>st</sup> Monday @ 2pm</i> <i>3<sup>rd</sup></i>							
Chair: Director, Student Affairs							
<b>Members:</b> Two Faculty Members Two Students One Administrative Association rep One Classified rep One Confidential/Supervisory Rep Bookstore vendor rep. <i>Director, Student Affairs</i>							

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

Reviewed by Strategic Planning Council:

Comments:

9-16-03 First Reading

\_\_\_\_ Approved/Denied



**GOVERNANCE STRUCTURE GROUP REQUEST**

<b>Request submitted by</b> Jerry Patton					<b>Date</b> September 3, 2003				
<b>Proposed Name of Requested Group</b> Food Services Advisory Committee									
	<b>Council</b>	<input checked="" type="checkbox"/>	<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>		
<b>Action Requested:</b>				<b>Add</b>		<b>Delete</b>	<input checked="" type="checkbox"/>	<b>Change</b>	
<b>Role, Products, Reporting Relationships:</b>  <p>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.</p> <p>Products: Written quarterly report on menu, service and quality of food service operations.</p> <p>Reporting Relationship: Student Services Planning Council.</p>									
<b>Meeting Schedule:</b> Monthly – 3 <sup>rd</sup> Wednesdays 3:30 p.m., SU-18 <div style="margin-left: 200px;">(6) correct?</div>									
<b>Chair:</b> Director, Student Affairs									
<b>Members:</b> <div style="margin-left: 20px;"> <p>Two <del>One</del> Faculty Member appointed by Faculty Senate</p> <p>Two Students appointed by ASG</p> <p>Director, Student Affairs</p> <p>Food Services Management</p> <p>One Classified Employee appointed by CCE/AFT</p> </div>									

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

Reviewed by Strategic Planning Council:

Comments:

9-16-03

~~5/7/02~~

First Reading

~~5/21/02~~

Approved

**GOVERNANCE STRUCTURE GROUP REQUEST**

<b>Request submitted by</b> Jo Anne Giese, Sherrill Amador					<b>Date</b> April 2, 2002 (rev. 4/16/02, 5/7/02, 9/16/03)				
<b>Proposed Name of Requested Group</b> Administrative Services Planning Council									
X	<b>Council</b>		<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>		
<b>Action Requested:</b>					<b>Add</b>		<b>Delete</b>	X	<b>Change</b>
<b>Role, Products, Reporting Relationships:</b>  <p><u>Role:</u> The ASPC is responsible for the development of the strategic plans of Administrative Services. These responsibilities include:</p> <ul style="list-style-type: none"> <li>• Adequate support services are provided to Palomar College</li> <li>• Adequate resources for service levels requested</li> <li>• Efficient and effective utilization of resources</li> <li>• Guidance, direction, and oversight to these committees/task forces:             <ul style="list-style-type: none"> <li>◦ Facilities Planning Committee</li> <li>◦ <del>Bookstore Advisory Committee (now a task force but should be ongoing)</del></li> <li>◦ <del>Food Services Advisory Committee (now a task force but should be ongoing)</del></li> <li>◦ Safety and Security Committee</li> <li>◦ Campus Police Committee (now a task force but should be ongoing)</li> </ul> </li> <li>• Based on plans, determine staffing needs</li> </ul> <p><u>Products:</u> 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</p> <ul style="list-style-type: none"> <li>• Strategic Plans of all Administrative Services Departments</li> <li>• Three-year operating plans of all Administrative Services Departments</li> <li>• Annual Plan and Budget of all Administrative Services Departments</li> <li>• Facilities Master Planning             <ul style="list-style-type: none"> <li>◦ Facilities Master Plans: short-, intermediate-, and long-range</li> <li>◦ Five-Year Capital Outlay Plan</li> <li>◦ Scheduled Maintenance Plan</li> <li>◦ Facilities component of Educational Master Plan</li> <li>◦ Resource Impact Analysis of recommended policies, plans, and procedures on Facilities</li> </ul> </li> <li>• <del>Bookstore</del> <ul style="list-style-type: none"> <li>◦ <del>Oversight Annual Report to Strategic Planning Council</del></li> </ul> </li> <li>• <del>Food Service</del> <ul style="list-style-type: none"> <li>◦ <del>Oversight Annual Report to Strategic Planning Council</del></li> </ul> </li> <li>• Campus Police             <ul style="list-style-type: none"> <li>◦ Oversight Annual Report to Strategic Planning Council</li> </ul> </li> <li>• Annual Progress Report</li> <li>• Annual Priorities of Staffing Needs</li> </ul> <p><u>Reporting Relationship:</u> Strategic Planning Council</p>									
<b>Meeting Schedule:</b> 2 <sup>nd</sup> and 4 <sup>th</sup> Thursday, 3:30-5 p.m.									
<b>Chair:</b> Vice President, Finance and Administrative Services									
<b>Members:</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Two Faculty Members appointed by the Faculty Senate</p> <p>Two Classified Unit Employees appointed by CCE/AFT</p> <p>Director of Facilities</p> <p>Director of Business Services</p> <p>Director of Fiscal Services</p> <p>Counsel, Contracts, and Special Projects</p> <p>Chief of Police</p> <p>One CAST member</p> </div> <div style="width: 45%;"> <p>Director of Information Services</p> <p>Director of Student Affairs</p> <p>Manager of Payroll Services</p> <p>Manager of Bookstore</p> <p>Manager of Food Services</p> <p>One Student appointed by ASG</p> <p>One Faculty Member who also serves on Facilities Planning Comm.</p> </div> </div>									

Governance Structure Group Request  
Administrative Services Planning Council  
April 2, 2002 (rev. 4/16/02, 5/7/02, 9/16/02)  
Page Two

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

Reviewed by Strategic Planning Council:

Comments:

9-16-03 First Reading

\_\_\_\_\_ Approved

Approved by PAC: 10/2/01

**GOVERNANCE STRUCTURE GROUP REQUEST**

<b>Request submitted by</b> Jo Anne Giese, Sherrill Amador					<b>Date</b> April 2, 2002 (rev. 4/16/02, 5/7/02, 9/16/03)				
<b>Proposed Name of Requested Group</b> Human Resource Services Planning Council									
X	<b>Council</b>		<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>		
<b>Action Requested:</b>			<b>Add</b>		<b>Delete</b>	<b>X</b>	<b>Change</b>		
<b>Role, Products, Reporting Relationships:</b>  <u>Role:</u> The HRPC is responsible for the development of the strategic plans of Human Resource Services. These responsibilities include: <ul style="list-style-type: none"> <li>• Appropriate support services to Palomar College in the area of human resource services</li> <li>• Appropriate level of support and resources for level of services required</li> <li>• Effective and efficient policy and procedure development in human resource services necessary to meet the needs of the College</li> <li>• Guidance, direction, and oversight provided for such activities as:               <ul style="list-style-type: none"> <li>○ Employee hiring</li> <li>○ Staff diversity efforts</li> <li>○ Development and coordination of staff training programs</li> <li>○ ADA compliance</li> </ul> </li> <li>• Based on plans, determine staffing needs</li> </ul> <u>Products:</u> 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: <ul style="list-style-type: none"> <li>• Strategic Plans for Human Resource Services</li> <li>• Human Resource Services Three-Year Plan</li> <li>• Annual Budget for Human Resource Services</li> <li>• Annual Progress Report</li> <li>• Annual Priorities of Staffing Needs</li> </ul> <u>Reporting Relationship:</u> Strategic Planning Council									
<b>Meeting Schedule:</b> 2 <sup>nd</sup> and 4 <sup>th</sup> Tuesdays, 3:30 – 4:30 p.m.									
<b>Chair:</b> Vice President, Human Resource Services									
<b>Members:</b> 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 <b>One CAST member</b>									

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

Reviewed by Strategic Planning Council:

Comments:

9-16-03

First Reading

\_\_\_\_\_

Approved

**GOVERNANCE STRUCTURE GROUP REQUEST**

<b>Request submitted by</b> Jo Anne Giese, Sherrill Amador					<b>Date</b> 3/27/02 (rev. 4/16/02, 5/7/02, 9/16/03)						
<b>Proposed Name of Requested Group</b> Student Services Planning Council											
X	<b>Council</b>		<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>				
<b>Action Requested:</b>			Add	Delete	X		Change				
<b>Role, Products, Reporting Relationships:</b>  <u>Role:</u> The SSPC is responsible for the development of the strategic plans for Student Services. These responsibilities include: <ul style="list-style-type: none"> <li>• Determining the level, adequacy, and efficiency of student services necessary to support the College's strategic plan</li> <li>• Providing guidance, direction, and oversight to these committees/task forces:               <ul style="list-style-type: none"> <li>○ Academic Review Committee</li> <li>○ DSP&amp;S Advisory Committee</li> <li>○ EOP&amp;S Advisory Committee</li> <li>○ International Students Advisory Committee</li> <li>○ Matriculation Advisory Committee</li> <li>○ Registration Committee</li> </ul> </li> <li>• Based on plans, determine staffing needs</li> </ul> <p style="margin-left: 100px;"><i>add Bookstore Food Services</i></p> <u>Products:</u> The SSPC will be responsible for developing and submitting to the Strategic Planning Council the following: <ul style="list-style-type: none"> <li>• Strategic Plans for all Student Services departments</li> <li>• Three-year operating plans for all Student Services departments</li> <li>• Annual Plan and Budget for all Student Services departments</li> <li>• Annual Progress Report</li> <li>• Annual Priorities of Staffing Needs</li> </ul> <u>Reporting Relationship:</u> Strategic Planning Council											
<b>Meeting Schedule:</b> Second and Fourth Wednesdays – 9:30 to 11:00 a.m.											
<b>Chair:</b> Vice President, Student Services											
<b>Members:</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">           Dean, Counseling/Matriculation            Dean, Student Support Programs            Director, Athletics            Director, Enrollment Services            Director, Student Affairs            Research Analyst            Two Classified Unit Employees appointed by CCE/AFT                (one from Student Services)         </td> <td style="width: 50%; vertical-align: top;">           Director, Career Services or Transfer Center            One EOP&amp;S Faculty Member            One DSP&amp;S Faculty Member            Chair, Counseling (or designee)            Two Faculty Members appointed by Faculty Senate from                Instructional Areas            One Student appointed by ASG  <b>One CAST member (from Student Services)</b> </td> </tr> </table>										Dean, Counseling/Matriculation Dean, Student Support Programs Director, Athletics Director, Enrollment Services Director, Student Affairs Research Analyst Two Classified Unit Employees appointed by CCE/AFT (one from Student Services)	Director, Career Services or Transfer Center One EOP&S Faculty Member One DSP&S Faculty Member Chair, Counseling (or designee) Two Faculty Members appointed by Faculty Senate from Instructional Areas One Student appointed by ASG <b>One CAST member (from Student Services)</b>
Dean, Counseling/Matriculation Dean, Student Support Programs Director, Athletics Director, Enrollment Services Director, Student Affairs Research Analyst Two Classified Unit Employees appointed by CCE/AFT (one from Student Services)	Director, Career Services or Transfer Center One EOP&S Faculty Member One DSP&S Faculty Member Chair, Counseling (or designee) Two Faculty Members appointed by Faculty Senate from Instructional Areas One Student appointed by ASG <b>One CAST member (from Student Services)</b>										

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

Reviewed by Strategic Planning Council:

Comments:

9-16-03 First Reading

\_\_\_\_\_ Approved



GOVERNANCE STRUCTURE GROUP REQUEST

<b>Request submitted by</b> Jo Anne Giese, Sherrill Amador						<b>Date</b> 4/2/02 (rev. 4/16/02, 5/7/02, 9/16/03)	
<b>Proposed Name of Requested Group</b> Instructional Planning Council							
X	Council		Committee		Subcommittee		Task Force
<b>Action Requested:</b>			Add		Delete	X	Change
<b>Role, Products, Reporting Relationships:</b> <p><u>Role:</u> 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.</p> <p><u>Products:</u> 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.</p> <p><u>Reporting Relationship:</u> Strategic Planning Council</p>							
<b>Meeting Schedule:</b> Second and Fourth Wednesdays, 2:30 to 4:00 p.m.							
<b>Chair:</b> Vice President, Instruction							
<b>Members:</b> 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 One CAST Member							

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

Reviewed by Strategic Planning Council:

Comments:

9-16-03 First Reading

\_\_\_\_ Approved