

STRATEGIC PLANNING COUNCIL AGENDA

| | | | | |
|---------------|---|-----------------|-----------------------|----------------|
| MEETING TYPE: | | | Date: | 10/7/03 |
| | x | Staff | Starting Time: | 2 p.m. |
| | | Product/Project | Ending Time: | 4 p.m. |
| | | Special | 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 |
|--|------------------------|----------------|---------------|
| A. <u>MINUTES – SEPTEMBER 16, 2003</u> | Decision | | 2 min. |
| B. <u>ACTION ITEMS/SECOND READING</u> | Decision | Handouts | 25 min. |
| 1. Equipment Replacement Task Force | | | |
| 2. Equal Employment Opportunity Advisory Committee | | | |
| 3. Deletion of Staff Development and Training Committee | | | |
| 4. Student Equity Committee | | | |
| 5. Classified Professional Growth Committee | | | |
| 6. Bookstore Advisory Committee | | | |
| 7. Food Services Advisory Committee | | | |
| 8. Add one CAST member to each Planning Council | | | |
| C. <u>FIRST READING</u> | Information/Discussion | Handouts | 25 min. |
| 1. Technology Master Plan Task Force | | | |
| 2. Academic Review Committee | | | |
| 3. Financial Aid Advisory and Appeals Committee | | | |
| 4. Registration Committee | | | |
| D. <u>DISCUSSION/INFORMATION ITEMS</u> | | | 10 min. |
| 1. Progress Report Template for Strategic Plan 2005 Annual Implementation Plan | | Handout | |
| 2. Governance Flow Chart and Training Update | | Handout | |
| E. <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 – Berta Cuaron | | | |
| 4. Student Services Planning Council – Joe Madrigal | | | |

F. REPORTS OF CONSTITUENCIES

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

G. PENDING ITEMS

H. OTHER ITEMS



STRATEGIC PLANNING COUNCIL MINUTES

October 7, 2003

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, October 7, 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, Cuaron, Dimmick, Eberhart, Frady, Giese, Halttunen, Ivey, Jay, Key, Madrigal, Magana, McCluskey, Owens, Patton, Soto, Spear, Wallenius

Members Absent: Dowd, Drinan, Miyamoto

Guests Present: Barbara Baldrige, Jayne Conway, Mike Rourke, Mary San Agustin, Mark Vernoy

A. Minutes

MSC Soto, Halttunen

The minutes of the meeting of September 16, 2003, were approved.

B. Action Items/Second Reading

1. Equipment Replacement Task Force

This item was postponed until the next meeting as it was not ready for presentation.

2. Equal Employment Opportunity Advisory Committee

MSC Wallenius, Barkley to approve this committee as presented on Exhibit B-2, based on the changes made as a result of the discussion at the last meeting.

3. Staff Development and Training Committee

MSC Spear, Cater to approve moving this committee to "inactive" status, rather than deleting it.

4. Student Equity Committee

MSC Spear, Madrigal to approve this committee as presented on Exhibit B-4.

5. Classified Professional Growth Committee

MSC McCluskey, Bishop to approve this committee as presented on Exhibit B-5.

6. Bookstore Advisory Committee

MS Failed Spear, Cater to amend to add the Director of Fiscal Services to this Committee. Jerry Patton pointed out that the contract will remain his responsibility.

MSC Madrigal, Soto to approve this committee as presented on Exhibit B-6.

7. Food Services Advisory Committee

MSC Halttunen, Soto to approve this committee as presented on Exhibit B-7.

8. Add one CAST Member to Each Planning Council

MSC Madrigal, Frady to approve of the addition of one CAST member to the membership of each of the four planning councils as they are not currently represented on those councils.

C. First Reading

1. Technology Master Plan Task Force

Mark Vernoy presented the request to form a Technology Master Plan Task Force as outlined on Exhibit C-1. Suggestions for changes were as follows: Correct the title of Academic Technology Coordinator; the Instructional Computer Lab Technician and Information Systems Network Specialist will be appointed by CCE/AFT; and the Manager of Human Resource Services will be added to the committee. Council members were asked to take this back to their groups and to be prepared to act on it at the next SPC meeting.

2. Academic Review Committee

Joe Madrigal presented the update of the Academic Review Committee as outlined on Exhibit C-2. Suggestions for changes were as follows: Add the words "appointed by Faculty Senate" after "Four teaching faculty"; add the words "appointed by ASG" and delete "non-voting" after "One student." Lynda Halttunen noted that the department chair of counseling and one counselor have typically served on this committee as two of the four faculty members. Chris Barkley would like to check with the Committee on Committees to see what the makeup of this committee was. Mr. Madrigal will ask for clarification of these suggested changes from Herman Lee, and Steve Spear will bring back a recommendation from the Faculty Senate. Council members were asked to take this back to their groups and to be prepared to act on it at the next SPC meeting.

3. Financial Aid Advisory and Appeals Committee

Joe Madrigal presented the update of the Financial Aid Advisory and Appeals Committee as outlined on Exhibit C-3. Suggestions for changes were as follows: Add the words "appointed by Faculty Senate" after Faculty representative, One generalist counselor, EOP&S or DRC counselor, and Athletic faculty representative; add the words "appointed by CCE/AFT" after Fiscal Services representative and One Financial Aid Advisor; and add the words "appointed by ASG" after One student representative. Mary San Agustin mentioned that two-year staggered terms, with two- and three-year initial appointments, are suggested so that there would be continuity from year to year. Council members were asked to take this back to their groups and to be prepared to act on it at the next SPC meeting.

4. Registration Committee

Joe Madrigal presented the update of the Registration Committee as outlined on Exhibit C-4. Suggestions for changes were as follows: Add the words "appointed by Faculty Senate" after One faculty; add the words "appointed by ASG" after One student; add the words "appointed by CCE/AFT" after Curricular Scheduling Technician; add the words "appointed by the VP of Instruction" after One instructional dean; add the Director of Communications to the list of members; correct the title of the Director of Extended Education; and add the Assessment/School Relations Coordinator to the list of members. Mr. Madrigal will clarify whether or not the latter is to be a voting member. Council members were asked to take this back to their groups and to be prepared to act on it at the next SPC meeting.

5. Institutional Review Committee

Mike Rourke presented the request for revisions to the Institutional Review Committee as outlined on Exhibit C-5. A suggestion was made to add an Institutional Research Department representative to the committee. Chris Barkley asked why the Faculty Senate is not appointing the co-chair. Dr. Rourke replied that, in attempting to get started at the beginning of the year, there is often a delay in having the Faculty Senate make the appointment. Steve Spear will ask the Faculty Senate which they prefer and bring the answer back to the next meeting.

Dr. Amador explained the significance of how the Institutional Review Committee will work. As the Strategic Planning Council, we want to know that institutional review is happening, what is going on, what the processes are, and that dates are being followed. Everybody is looking at themselves annually; we are not waiting six years to decide whether we are doing something well or we need improvement. This feeds in annually to the planning councils. Therefore, as the information is received, corrections and changes are made. It is likely that we are doing this now, but this will formalize the procedure. We are standardizing the criteria and the data, which is the bigger picture. This will make certain that program review and institutional review are integrated into the planning process at the planning councils, not at SPC where we do not have the ability or the time to discuss the intricacies of each area.

Chris Barkley asked why the Curriculum Committee co-chair or designee was not included. Dr. Rourke responded that the current IRC co-chair has been the representative from the Curriculum Committee, and the deletion was made at her recommendation. The issue involves the workload associated with the Curriculum Committee co-chair and the others on that committee. Her thought was that the workload of the Curriculum Committee co-chair is too great for that person to be simultaneously serving on IRC. Dr. Amador added that the entire review process is being done in the departments themselves, so the experts are performing the reviews. The old structure provided for a much broader committee that required the members to look at all departments. Now the expertise is functioning at the level of the knowledge base, instead of a committee doing oversight review. Every discipline will, therefore, have curriculum expertise involved every year.

Doug Key asked how this might connect with the Student Learning Outcomes Task Force. He stated that it seems like that committee might be addressing issues such as efficiency and effectiveness and how they set up assessments of learning. He asked if this committee evaluates task force items or does it wait until they are implemented before evaluating them. Dr. Rourke distributed and discussed a schematic indicating how the process will work. Dr. Spear pointed out that the IRC no longer evaluates individual units; it merely sets the policy. The actual review of the units is an internal function done by the department with standardized data.

Council members were asked to take this back to their groups and to be prepared to act on it at the next SPC meeting.

D. Discussion/Information Items

1. Progress Report Template for Strategic Plan 2005 Annual Implementation Plan

Michelle Barton presented the revised template, which incorporated the suggestions made by council members at a previous meeting (Exhibit D-1). Dr. Amador asked that all the primary people listed on the 18 objectives use this format to respond for their first status report on this year's AIP, which will be due prior to the second SPC meeting in November.

2. Governance Flow Chart and Training Update

Dr. Amador reported that the leaders of the constituency groups have worked with Michelle Barton and her to formulate a workshop plan for the governance training. Copies of the Governance Model Flow Chart (Exhibit D-2) were distributed to Council members. Dr. Amador thanked Steve Spear for his work on this chart. Dr. Amador briefly discussed the layout of the chart.

One and one-half hour training sessions will be held for all SPC and planning council members on October 14 at 2 p.m., October 22 at 9:30 a.m., and October 23 at 1 p.m. Each council member will be asked to select one of those times to attend a session. There are 75 people who are potentially involved and are expected to attend. The purpose of the workshop is to help the council members understand their roles and, consequently, enhance our governance and make us better at what we do. Participants will be asked to let Cheryl Ashour know which session they will attend.

E. Reports of Planning Councils

1. Administrative Services Planning Council

Jerry Patton reported that the ASPC will be meeting on Thursday. They will be assigning tasks for the AIP.

2. Human Resource Services Planning Council – There was no report.

3. Instructional Planning Council

Berta Cuaron reported that the IPC met September 24. The primary agenda item was to begin looking at ADA parity data. They had a good healthy dialogue and have expanded some data from the first chart they presented. They will continue the discussion tomorrow. They are starting to look at the AIP and address those goals. They will be forming some work groups for strategies and planning this year.

4. Student Services Planning Council

Joe Madrigal reported that the SSPC met September 24. They are sending a recommendation forward to proceed with a faculty position, a combination of P.E. and Athletics, an 80/20 position. They discussed the revised Health Fee Policy that Jayne Conway is proposing. Herman Lee discussed enrollment drops and provided an update. Mr. Lee will give a more detailed report at the next Governing Board meeting. They discussed Institutional Review and the two options provided. They will notify IRC which option they have selected.

Mr. Madrigal asked Mary San Agustin to update the council on the BFAP funds that the College has received. Ms. San Agustin reported that Palomar has received an additional \$390,000. They have received an advance of \$322,000. The remaining \$68,000 will be provided after they address the possible mid-year cuts. Ms. San Agustin distributed a list of the student workers who have been hired to promote financial aid and assist divisions with their needs. Many students have not yet become aware of the availability of financial aid. Council members were asked to help get the word out. Ms. San Agustin pointed out that financial aid does affect the VTEA program. The web site is www.palomar.edu/fa. Every financial aid student is getting an e-mail account. All Financial Aid forms will be on the web. They are working with a consultant to develop an on-line BOGW application so they can promote electronic processing.

F. Reports of Constituencies

1. Administrative Association

Ken Jay reported that the group has finally appointed representatives to all committees and task forces.

2. Associated Student Government

Eli Magana reported that the ASG is holding its fall elections this week. The retreat held September 27 and 28 provided an end result of a better understanding of how to conduct meetings and the function of the ASG and Palomar as a whole. The six goals that were developed which will be their primary focus between now and next fall are as follows:

1. Install a suggestion box within the vicinity of the student union for student comments and concerns.
2. A book exchange program.
3. Gain teacher support – contact departments on campus to circulate ASG information through various classrooms.
4. Issue ASG scholarships to students who are non-members who meet criteria set by the ASG.
5. Focus on ways to offer more entertainment at Palomar to help ignite school spirit.
6. Develop a youth program directed toward high school students who are potential Palomar students. The program will also teach the importance of college.

Amador Soto distributed flyers promoting the ASG election and asked that council members post them.

3. Confidential/Supervisory Team

Jo Anne Giese reported that CAST is still looking for members to fill committee vacancies, but they appreciate the opportunity to be appointed to committees. The executive council will be calling members to solicit participation.

4. CCE/AFT

Becky McCluskey reported that CCE has a few more committee members to select. Dr. Amador added that appointment of members of planning councils should be a high priority for all of the constituent groups.

5. Faculty Senate

Steve Spear reported that Berta Cuaron spoke to the Senate yesterday about the ADA parity issue and alleviated a great many concerns of the faculty. They appointed all 21 members of the SLO Task Force and appointed members to all other task forces. They are still looking for chairs for some of the senate committees.

They will soon be entering into lengthy discussions on student equity with regard to access to technology. Dr. Amador noted that now that the Student Equity Committee has been formalized, they can work on the plan which is due in March, 2004. Any concerns about technology should be part of that plan.

6. PFF/AFT – There was no report.

G. Pending Items – There were none.

H. Other Items

1. Health Services

Jayne Conway reported that flu shots are now available in Health Services. Health Services staff are preparing for the Health Fair on October 22. They have all been working with the Vista Community Clinic looking at issues of second-hand smoke on campus. She thanked Amador Soto for all his work in trying to make the campus healthier. A new law has been passed requiring smoking to be no closer than 20 feet from doors and windows of all state buildings, including community colleges. The Safety and Security Committee will be working on the implementation of that law. They will be looking for volunteers to become part of the tobacco education coalition.

There being no further business, the meeting was adjourned at 3:30 p.m.

| | | | | | | | | | |
|--|----------------|----------|------------------|------------|---------------------------------|---------------|-------------------|---------------|--|
| Request submitted by: Jack Miyamoto | | | | | Date: September 17, 2003 | | | | |
| Proposed Name of Requested Group: Equal Employment Opportunity Advisory Committee | | | | | | | | | |
| | Council | x | Committee | | Subcommittee | | Task Force | | |
| Action Requested: | | | | Add | | Delete | x | Change | |
| <p>Role, Products, Reporting Relationships:</p> <p><u>Role:</u></p> <p>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.</p> <p><u>Products:</u> EEO Plan</p> <p><u>Reporting Relationship:</u> Superintendent/President</p> | | | | | | | | | |
| <p>Meeting Schedule: First Thursday of each month – 3:00-4:00 p.m.</p> | | | | | | | | | |
| <p>Chair: Vice President, Human Resource Services</p> | | | | | | | | | |
| <p>Members:</p> <ul style="list-style-type: none"> • Four faculty (appointed by Senate) • One faculty (appointed by PFF) • One adjunct faculty (appointed by Senate) • Two classified unit employees • One Administrative Association Member- • One CAST member • Director, EOP&S • One Senior Administrator • Two students appointed by the ASG • Two Community representatives | | | | | | | | | |

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

Reviewed by Strategic Planning Council:

Comments:

9-16-03

First Reading

10-7-03

Approved

GOVERNANCE STRUCTURE GROUP REQUEST

| | | | | | | | | | |
|--|----------------|----------|------------------|------------|--------------------------------|---------------|-------------------|---------------|--|
| Request submitted by: Jack Miyamoto | | | | | Date: September 2, 2003 | | | | |
| Proposed Name of Requested Group: Staff Development and Training Committee (INACTIVE AS OF 10/7/03) | | | | | | | | | |
| | Council | X | Committee | | Subcommittee | | Task Force | | |
| Action Requested: | | | | Add | | Delete | X | Change | |
| Role, Products, Reporting Relationships: <p>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 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>Products: Three-year Human Resources Development Plan</p> <p>Reporting Relationship: President's Advisory Council</p> | | | | | | | | | |
| Meeting Schedule: Twice yearly (INACTIVE) | | | | | | | | | |
| Chair: Vice President, Human Resource Services; Professional Development Coordinator | | | | | | | | | |
| Members: <ul style="list-style-type: none"> • Vice President, Human Resource Services • Coordinator, Faculty Professional Development • Two Professional Development Review Board Members • Two Classified Professional Growth Committee Members • One Senior Administrator from the Professional Development Review Board • One representative from the Administrative Association • One representative from the Confidential/Supervisory Team | | | | | | | | | |

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

Reviewed by Strategic Planning Council:

Comments:

9/16/03 First Reading

10/7/03 COMMITTEE DECLARED INACTIVE AS OF 10/7/03

| | | | | | | | | | |
|---|----------------|----------|------------------|------------|---------------------------------|---------------|-------------------|---------------|--|
| Request submitted by: Jack Miyamoto | | | | | Date: September 17, 2003 | | | | |
| Proposed Name of Requested Group: Student Equity Committee | | | | | | | | | |
| | Council | x | Committee | | Subcommittee | | Task Force | | |
| Action Requested: | | | | Add | | Delete | x | Change | |
| <p>Role, Products, Reporting Relationships:</p> <p><u>Role:</u></p> <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 & Transfer Advisory Committee, and other District committees as necessary.</p> <p><u>Products:</u> District Student Equity Plan</p> <p><u>Reporting Relationship:</u> Superintendent/President</p> | | | | | | | | | |
| <p>Meeting Schedule:</p> | | | | | | | | | |
| <p>Chair: Vice President, Human Resource Services</p> <p>Co-Chair: Faculty Member</p> | | | | | | | | | |
| <p>Members:</p> <ul style="list-style-type: none"> • Five teaching faculty members (one to serve as co-chair) • Dean of Counseling and Matriculation • One Instructional Dean • Director of EOP&S • Director of DRC • One Counseling faculty member • One Librarian • One classified employee • Two Students • Representative from Research & Planning • One Confidential/Supervisory Representative | | | | | | | | | |

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

Reviewed by Strategic Planning Council:

Comments:

9-16-03

First Reading

10-7-03

Approved

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|---|----------------|----------|------------------|------------|---------------------------------|---------------|-------------------|---------------|--|
| Request submitted by: Jack Miyamoto | | | | | Date: September 17, 2003 | | | | |
| Proposed Name of Requested Group: Classified Professional Growth Committee | | | | | | | | | |
| | Council | x | Committee | | Subcommittee | | Task Force | | |
| Action Requested: | | | | Add | | Delete | x | Change | |
| Role, Products, Reporting Relationships: 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 | | | | | | | | | |
| Meeting Schedule: Three times yearly or as needed | | | | | | | | | |
| Chair: Chosen by committee | | | | | | | | | |
| Members: <ul style="list-style-type: none"> • Five Classified Unit members • Three Confidential/Supervisory Team Members • One Administrative Association Member • Vice President, Human Resource Services or designee | | | | | | | | | |

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

Reviewed by Strategic Planning Council:

Comments:

9-16-03 First Reading

10-7-03 Approved

Approved by PAC: 10/2/01

| | | | | | | | |
|---|----------------|-------------------------------------|------------------|--|---------------------|-------------------------------------|-------------------|
| Request submitted by Jerry Patton | | | | | Date 9/3/03 | | |
| Proposed Name of Requested Group Bookstore Advisory Committee | | | | | | | |
| | Council | <input checked="" type="checkbox"/> | Committee | | Subcommittee | | Task Force |
| Action Requested: | | | Add | | Delete | <input checked="" type="checkbox"/> | Change |
| Role, Products, Reporting Relationships: Role: The Advisory Committee works as a liaison between students, faculty, 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: Written quarterly report on services and quality of operations Reporting Relationship: Student Services Planning Council | | | | | | | |
| Meeting Schedule: 3 rd Monday at 2:00 | | | | | | | |
| Chair: Director of Student Affairs | | | | | | | |
| Members: Two Faculty Members Two Students One Administrative Association representative One Classified Employee appointed by CCE/AFT One Confidential/Supervisory representative Bookstore vendor representative Director of Student Affairs | | | | | | | |

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

Reviewed by Strategic Planning Council:

Comments:

9-16-03 First Reading

10-7-03 Approved

GOVERNANCE STRUCTURE GROUP REQUEST

| | | | | | | | | | |
|---|----------------|-------------------------------------|------------------|------------|----------------------------------|---------------|-------------------------------------|---------------|--|
| Request submitted by Jerry Patton | | | | | Date September 3, 2003 | | | | |
| Proposed Name of Requested Group Food Services Advisory Committee | | | | | | | | | |
| | Council | <input checked="" type="checkbox"/> | Committee | | Subcommittee | | Task Force | | |
| Action Requested: | | | | Add | | Delete | <input checked="" type="checkbox"/> | Change | |
| Role, Products, Reporting Relationships: <p>Role: The Advisory Committee works as a liaison between the students, faculty, staff, and Administrative Services. The committee will review the food service operations and provide input to the Vice President, Finance and Administrative Services on 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> | | | | | | | | | |
| Meeting Schedule: Monthly – 3 rd Wednesdays, 3:00 p.m | | | | | | | | | |
| Chair: Director of Student Affairs | | | | | | | | | |
| Members: Two Faculty Members appointed by Faculty Senate Two Students appointed by ASG Director of Student Affairs Food Services Management representative One Classified Employee appointed by CCE/AFT | | | | | | | | | |

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

Reviewed by Strategic Planning Council:

Comments:

9-16-03 First Reading

10-7-03 Approved

GOVERNANCE STRUCTURE GROUP REQUEST

B8

| | | | | | | | | | |
|--|---------|--|-----------|-----|---|--------|------------|---------------|--|
| Request submitted by Jo Anne Giese, Sherrill Amador | | | | | Date April 2, 2002 (rev. 4/16/02, 5/7/02, 9/16/03, 10/7/03) | | | | |
| Proposed Name of Requested Group Administrative Services Planning Council | | | | | | | | | |
| X | Council | | Committee | | Subcommittee | | Task Force | | |
| Action Requested: | | | | Add | | Delete | X | Change | |
| Role, Products, Reporting Relationships: <u>Role:</u> The ASPC is responsible for the development of the strategic plans of Administrative Services. These responsibilities include: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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 <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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ Oversight Annual Report to Strategic Planning Council • Food Service <ul style="list-style-type: none"> ○ Oversight Annual Report to Strategic Planning Council • Campus Police <ul style="list-style-type: none"> ○ Oversight Annual Report to Strategic Planning Council • Annual Progress Report • Annual Priorities of Staffing Needs <u>Reporting Relationship:</u> Strategic Planning Council | | | | | | | | | |
| Meeting Schedule: 2 nd and 4 th Thursday, 3:30-5 p.m. | | | | | | | | | |
| Chair: Vice President, Finance and Administrative Services | | | | | | | | | |
| Members: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Two Faculty Members appointed by the Faculty Senate Two Classified Unit Employees appointed by CCE/AFT Director of Facilities Director of Business Services Director of Fiscal Services One CAST member appointed by CAST Chief of Police </div> <div style="width: 45%;"> Director of Information Services Director of Student Affairs Manager of Payroll Services Manager of Bookstore Manager of Food Services One Student appointed by ASG One Faculty Member who also serves on Facilities Planning Comm. </div> </div> | | | | | | | | | |

Governance Structure Group Request
Administrative Services Planning Council
April 2, 2002 (rev. 4/16/02, 5/7/02, 9/16/02, 10/7/03)
Page Two

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

Reviewed by Strategic Planning Council:

Comments:

9-16-03 First Reading

10-7-03 Approved

Approved by PAC: 10/2/01

GOVERNANCE STRUCTURE GROUP REQUEST

B8

Request submitted by
 Jo Anne Giese, Sherrill Amador

Date
 April 2, 2002 (rev. 4/16/02, 5/7/02, 9/16/03
 10/7/03)

Proposed Name of Requested Group
 Human Resource Services Planning Council

| | | | | | | | |
|-------------------------------------|----------------|--------------------------|------------------|--------------------------|---------------------|-------------------------------------|-------------------|
| <input checked="" type="checkbox"/> | Council | <input type="checkbox"/> | Committee | <input type="checkbox"/> | Subcommittee | <input type="checkbox"/> | Task Force |
| Action Requested: | | <input type="checkbox"/> | Add | <input type="checkbox"/> | Delete | <input checked="" type="checkbox"/> | Change |

Role, Products, Reporting Relationships:

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 Tuesdays, 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
 One CAST member appointed by CAST

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

Reviewed by Strategic Planning Council:

Comments:

9/16/03 First Reading

10/7/03 Approved

GOVERNANCE STRUCTURE GROUP REQUEST

B8

| | | | | | | | | | |
|--|---------|--|-----------|--|--|---|------------|--|--|
| Request submitted by Jo Anne Giese, Sherrill Amador | | | | | Date 4/2/02 (rev. 4/16/02, 5/7/02, 9/16/03, 10/7/03) | | | | |
| Proposed Name of Requested Group Instructional Planning Council | | | | | | | | | |
| X | Council | | Committee | | Subcommittee | | Task Force | | |
| Action Requested: | | | Add | | Delete | X | Change | | |
| Role, Products, Reporting Relationships: <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. <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. <u>Reporting Relationship:</u> Strategic Planning Council | | | | | | | | | |
| Meeting Schedule: Second and Fourth Wednesdays, 2:30 to 4:00 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 One CAST Member appointed by CAST | | | | | | | | | |

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

Reviewed by Strategic Planning Council:

Comments:

9/16/03 First Reading

10/7/03 Approved

GOVERNANCE STRUCTURE GROUP REQUEST

38

| | | | | | | | | | | | |
|--|---|--|-----------|--|---|---|------------|--|--|--|---|
| Request submitted by Jo Anne Giese, Sherrill Amador | | | | | Date 3/27/02 (rev. 4/16/02, 5/7/02, 9/16/03 10/7/03) | | | | | | |
| Proposed Name of Requested Group Student Services Planning Council | | | | | | | | | | | |
| X | Council | | Committee | | Subcommittee | | Task Force | | | | |
| Action Requested: | | | Add | | Delete | X | Change | | | | |
| Role, Products, Reporting Relationships: <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"> • 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: <ul style="list-style-type: none"> ○ 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 <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"> • 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 <u>Reporting Relationship:</u> Strategic Planning Council | | | | | | | | | | | |
| Meeting Schedule: Second and Fourth Wednesdays – 9:30 to 11:00 a.m. | | | | | | | | | | | |
| Chair: Vice President, Student Services | | | | | | | | | | | |
| Members: <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&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 One CAST member from Student Services appointed by CAST </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 One CAST member from Student Services appointed by CAST |
| 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 One CAST member from Student Services appointed by CAST | | | | | | | | | | |

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

Reviewed by Strategic Planning Council:

Comments:

9/16/03 First Reading

10/7/03 Approved

| | | | | | | | |
|--|---------|-------------------------------------|-----------|--------------------------|--------------|-------------------------------------|------------|
| Request submitted by: Patrick Schwerdtfeger and Mark Vernoy | | | | Date: September 15, 2003 | | | |
| Proposed Name of Requested Group: Technology Master Plan Task Force | | | | | | | |
| <input type="checkbox"/> | Council | <input type="checkbox"/> | Committee | <input type="checkbox"/> | Subcommittee | <input checked="" type="checkbox"/> | Task Force |
| Action Requested: | | <input checked="" type="checkbox"/> | Add | <input type="checkbox"/> | Delete | <input type="checkbox"/> | Change |
| <p>Role, Products, Reporting Relationships:</p> <p>Role: The Technology Master Plan Task Force is charged with developing a comprehensive, District-wide technology programs and services plan tied to the 20-year Educational and Facilities Master Plan. This plan will include an assessment of the current state of technology within the Palomar Community College District as well as a long-term plan for technology resource allocation, including staffing, equipment replacement, facilities, and funding that will facilitate educational and administrative innovation and learning outcomes assessment.</p> <p>Product: To this end the Task Force will publish the <i>Palomar Community College District Technology Master Plan</i> by December 2004.</p> <p>Reports to: Superintendent/President</p> <p>Meeting Schedule: First and third Thursdays, 1-3 p.m.</p> <p>Co-Chairs: Faculty Member—Appointed by the Faculty Senate Administrator—Appointed by the Superintendent/President</p> <p>Members: Vice-President, Instruction Vice-President, Student Services Vice-President, Administrative Services One Instructional Dean—Appointed by the Vice-President for Instruction One Student Services Dean/Director—Appointed by the Vice-President for Student Services Director of Information Systems Seven Faculty Representatives (in addition to Co-Chair)—Appointed by the Faculty Senate Academic Technology Coordinator One Classified Representative—Appointed by CCE/AFT One Instructional Computer Lab Technician—Appointed by CCE/AFT One Information Systems Network Specialist/Assistant—Appointed by CCE/AFT One CAST Representative—Appointed by CAST One AA Representative—Appointed by the Administrative Association Network Services Manager Academic Technology Supervisor Director of Institutional Research and Planning Manager, Human Resource Services Two Student Representatives—Appointed by ASG</p> | | | | | | | |

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

Reviewed by Strategic Planning Council:

Comments:

10/7/03 First Reading

____ Approved/Denied



C-2

GOVERNANCE STRUCTURE GROUP REQUEST

| | | | | | | | | | |
|---|----------------|--|------------------|------------|----------------------------------|---------------|-------------------|----------------------|--|
| Request submitted by Herman Lee | | | | | Date September 5, 2003 | | | | |
| Proposed Name of Requested Group Academic Review Committee | | | | | | | | | |
| | Council | | Committee | X | Subcommittee | | Task Force | | |
| Action Requested: | | | | Add | | Delete | | Change/Corr X | |
| Role, Products, Reporting Relationships: Reports to the Director of Enrollment Services. The role of the Academic Review Committee is to act on petitions for exceptions to academic regulations and catalog policies. | | | | | | | | | |
| Meeting Schedule: At least once per semester | | | | | | | | | |
| Chair: Director of Enrollment Services | | | | | | | | | |
| Members: Dean, Counseling and Matriculation Four teaching faculty appointed by Faculty Senate Articulation Officer Supervisor, Evaluations and Records (non-voting) One student appointed by ASG | | | | | | | | | |

Reviewed by Strategic Planning Council:

Comments:

Mr. Madrigal and Mr. Spear will bring further recommendations back to the next meeting.

10-7-03

First Reading

_____ Approved/Denied

GOVERNANCE STRUCTURE GROUP REQUEST

| | | | | | | | | | |
|---|----------------|--|------------------|----------|----------------------------------|--|------------------------|--|--|
| Request submitted by Herman Lee | | | | | Date September 5, 2003 | | | | |
| Proposed Name of Requested Group Financial Aid Advisory and Appeals Committee | | | | | | | | | |
| | Council | | Committee | X | Subcommittee | | Task Force | | |
| Action Requested: | | | Add | | Delete | | Change X | | |
| Role, Products, Reporting Relationships: Reports to the Director of Enrollment Services The Committee advises and makes recommendations to the Director of Financial Aid and Scholarships on matters related to the application of policy, procedures, and practices relative to the administration of federal, state, and institutional student financial aid programs. The Committee also reviews and makes recommendation to the Director of Enrollment Services on written appeals from students regarding financial aid status. | | | | | | | | | |
| Meeting Schedule: As needed | | | | | | | | | |
| Chair: Director of Enrollment Services | | | | | | | | | |
| Members: (two-year terms) Director, Financial Aid and Scholarships (non-voting permanent member) Faculty representative appointed by Faculty Senate One generalist counselor appointed by Faculty Senate EOP&S or DRC counselor appointed by Faculty Senate Athletic faculty representative appointed by Faculty Senate Fiscal Services representative appointed by CCE/AFT Financial Aid Counselor One Financial Aid Advisor appointed by CCE/AFT One student representative appointed by ASG | | | | | | | | | |

Reviewed by Strategic Planning Council:

Comments:

10-7-03

First Reading

Approved/Denied



C-4

GOVERNANCE STRUCTURE GROUP REQUEST

| | | | | | | | | | |
|--|----------------|--|------------------|------------|----------------------------------|---------------|-------------------|-----------------|--|
| Request submitted by Herman Lee | | | | | Date September 5, 2003 | | | | |
| Proposed Name of Requested Group Registration Committee | | | | | | | | | |
| | Council | | Committee | | Subcommittee | | Task Force | | |
| Action Requested: | | | | Add | | Delete | | Change X | |
| Role, Products, Reporting Relationships: Role: The Registration Committee serves primarily to review and examine the registration process and plan for system improvement. Reports to the Director of Enrollment Services | | | | | | | | | |
| Meeting Schedule: Once per semester | | | | | | | | | |
| Chair: Director of Enrollment Services | | | | | | | | | |
| Members: Supervisor, Admissions Director, Information Services Supervisor, District Cashiering Services Curricular Scheduling Technician appointed by CCE/AFT Dean, Counseling and Matriculation One instructional dean appointed by VP Instruction Chair, Counseling Department Director of Extended Education One faculty member appointed by Faculty Senate One student appointed by ASG Director, Communications Assessment/School Relations Coordinator (voting?) | | | | | | | | | |

Reviewed by Strategic Planning Council:

Comments:

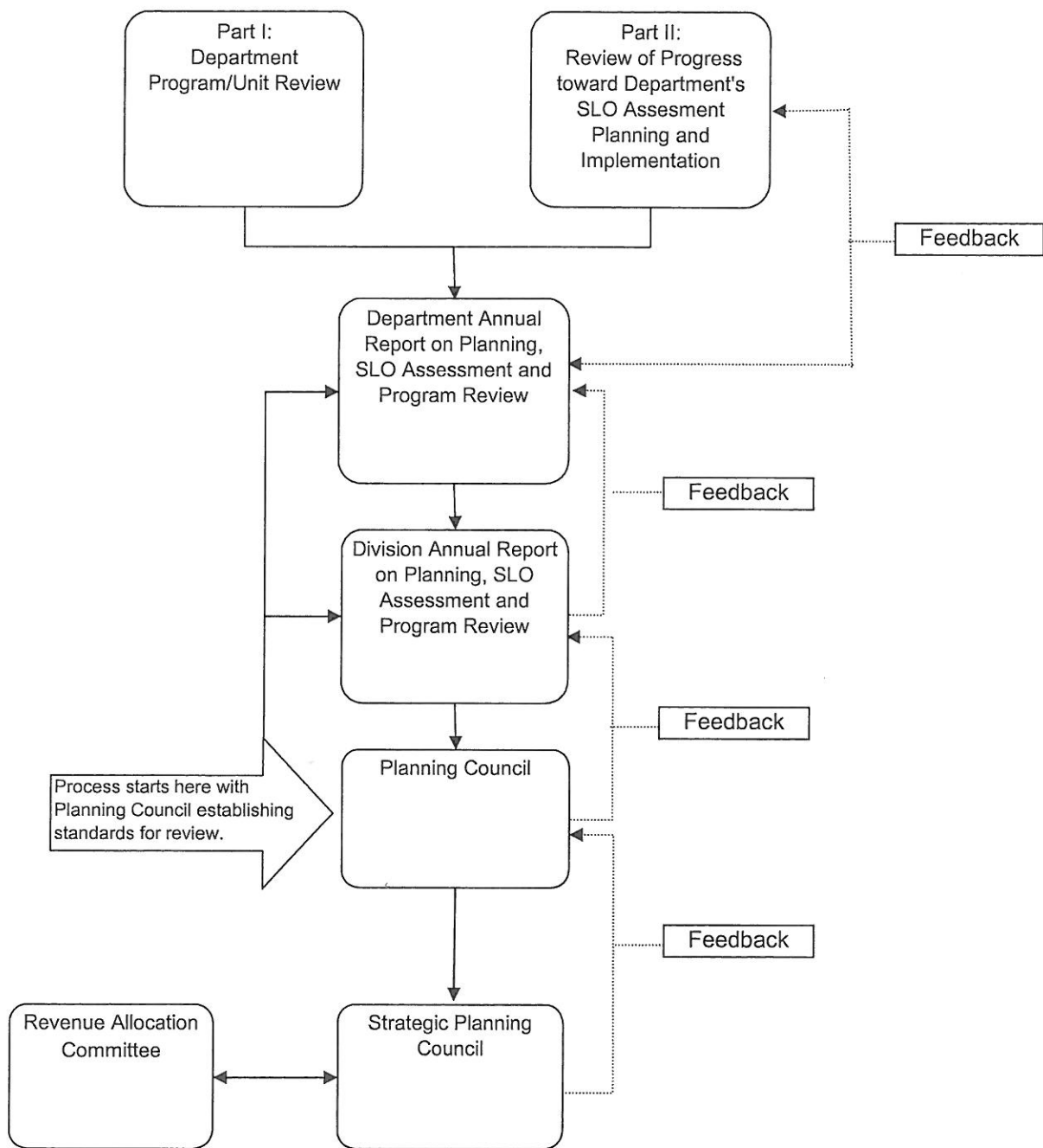
Mr. Madrigal will clarify whether or not the Assessment/School Relations Coordinator is a voting member.

10-7-03

First Reading

Approved/Denied

Expertise-Based Institutional Review 2003-04
Generic VP Division



TIMELINE FOR EXPERTISE-BASED INSTITUTIONAL REVIEW 2003-04

| TASK | PERFORMED BY | A | S | O | N | D | J | F | M | A | M |
|--|-----------------------------------|---|---|---|---|---|---|---|---|---|---|
| SPC establishes annual implementation plan | Chairperson SPC | | X | | | | | | | | |
| Develop training materials & standardized form(s), do mailing to chairs&directors | IRC Co-Chairs | | | X | | | | | | | |
| Administer training for planning councils | IRC Co-Chairs | | | X | | | | | | | |
| Planning Councils establish division's annual program review guidelines for 2003-04 | Chairperson Planning Council | | | | X | | | | | | |
| Administer training for departments and programs | | | | | X | | | | | | |
| Programs complete reviews | Department Chairperson | | | | X | | | | | | |
| Divisions and Directors complete reviews and develop executive summaries with recommendations | Division Dean or Program Director | | | | | X | | | | | |
| Planning Councils complete reviews and develop executive summaries with recommendations | Chairperson Planning Council | | | | | | | X | | | |
| Recommendations incorporated into department plans in preparation for 2004-05 budget development | | | | | | | | | X | | |

Palomar College Institutional Review 2003



Non-Instructional Program:

Quantitative data available at <http://www.palomar.edu/irp/IRData/home.htm>

| Financial Data Elements | Fall 2002 |
|-------------------------|-----------|
| Discretionary | |
| Hourly Accounts | |

| Reviewed by | Initial | Date |
|---------------------|---------|------|
| Chairperson | | |
| Supervisor/Director | | |
| VP | | |

Program accomplishments from last academic year

Standard: List program accomplishments

Current program goals and objectives

Standard: 2-3 goals congruent with the Strategic Planning Goals, measurable objectives

Program data elements

Standard: 2-3 quantitative data elements and 1 qualitative data element that can be used to evaluate the effectiveness of this program

Palomar College Institutional Review 2003



Non-Instructional Program:

Quantitative data available at <http://www.palomar.edu/irp/IRData/home.htm>

| Financial Data Elements | Fall 2002 |
|-------------------------|-----------|
| Discretionary | |
| Hourly Accounts | |

| Reviewed by | Initial | Date |
|---------------------|---------|------|
| Chairperson | | |
| Supervisor/Director | | |
| VP | | |

Program accomplishments from last academic year

Standard: List program accomplishments

Current program goals and objectives

Standard: 2-3 goals congruent with the Strategic Planning Goals, measurable objectives

Program data elements

Standard: 2-3 quantitative data elements and 1 qualitative data element that can be used to evaluate the effectiveness of this program

| | | | | | | | |
|---|---------|-------------------------------------|-----------|--------------------------------|--------------|-------------------------------------|------------|
| Request submitted by: Mike Rourke | | | | Date 10/7/03 | | | |
| Proposed Name of Requested Group | | | | Institutional Review Committee | | | |
| <input type="checkbox"/> | Council | <input checked="" type="checkbox"/> | Committee | <input type="checkbox"/> | Subcommittee | <input type="checkbox"/> | Task Force |
| Action Requested: | | <input type="checkbox"/> | Add | <input type="checkbox"/> | Delete | <input checked="" type="checkbox"/> | Change |
| Role, Products, Reporting Relationships: ROLE: The Institutional Review Committee develops the models, methodology, and processes by which all programs and services at Palomar College are reviewed on an annual basis to evaluate their efficiency, effectiveness, and alignment with the Strategic Plan, Educational and Facilities Master Plan and those institution-wide plans to be developed in the future. The Committee develops specific criteria and procedures by which individual programs, functions, and services are evaluated. It works with the appropriate staff to develop criteria, gather data, and coordinate reviews for the Planning Councils. PRODUCTS: <ul style="list-style-type: none"> Procedures, criteria, and tools relating to the evaluation of all District functions and activities Develop and provide training pertinent to institutional review REPORTING RELATIONSHIPS: Strategic Planning Council for role, process, and updates; Planning Councils for products | | | | | | | |
| Meeting Schedule: Fourth Thursday of month 2-3:30 PM | | | | | | | |
| Co-Chairs: An administrator appointed by the Superintendent/ President A faculty member elected from the membership of the Committee | | | | | | | |
| Members: <ul style="list-style-type: none"> 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) Seven Faculty Members representing divisions, library, or student services, appointed by the Faculty Senate Two Classified Unit Employees appointed by CCE/AFT One Administrative Association Member appointed by Administrative Association One Confidential and Supervisory Team Member appointed by CAST Director of Institutional Research and Planning (or designee) One Student appointed by ASG | | | | | | | |

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

Reviewed by Strategic Planning Council:

Comments:

10-7-03 First Reading

_____ Approved/Denied



GOVERNANCE STRUCTURE GROUP REQUEST

| | | | | | | |
|---|----------------|-------------------------------------|------------------|--------------------------|---------------------|-------------------------------------|
| Request submitted by: Mike Rourke | | | | Date 9/25/03 | | |
| Proposed Name of Requested Group Institutional Review Committee | | | | | | |
| <input type="checkbox"/> | Council | <input checked="" type="checkbox"/> | Committee | <input type="checkbox"/> | Subcommittee | <input type="checkbox"/> |
| Action Requested: | | <input type="checkbox"/> | Add | <input type="checkbox"/> | Delete | <input checked="" type="checkbox"/> |
| | | <input type="checkbox"/> | Change | | | |
| Role, Products, Reporting Relationships: ROLE: The Institutional Review Committee develops the models, methodology, and processes by which all programs and services at Palomar College are reviewed on an annual periodic basis to evaluate their efficiency, effectiveness, and alignment with the Strategic Plan, Educational and Facilities Master Plan and those institution-wide plans to be developed in the future. 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 appropriate staff of programs, functions, and services to develop criteria, to gather data, and coordinate reviews for the Planning Councils. 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: <ul style="list-style-type: none"> Procedures, criteria, and tools relating to the evaluation of all District functions and activities Develop and provide training pertinent to institutional review Program and Functional Review and Evaluation Reports containing specific recommendations Resource Impact (financial and other) Analysis of recommended plans and policies | | | | | | |
| REPORTING RELATIONSHIPS: Educational Master Planning Committee Strategic Planning Council for role, process, and updates; Planning Councils for products | | | | | | |
| Meeting Schedule: Second and Fourth Thursday of month 2-3:30 PM | | | | | | |
| Co-Chairs: An administrator appointed by the Superintendent/ President A faculty member elected from the membership of the Committee | | | | | | |
| Members: <ul style="list-style-type: none"> Faculty Member, Co-Chair appointed by the Faculty Senate 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) Curriculum Committee Faculty Co-Chair (or designee) Five Seven Faculty Members from representing divisions, library, or student services, not already represented appointed by the Faculty Senate Two Classified Unit Employees One Administrative Association Member One Confidential and Supervisory Team Member One Student | | | | | | |

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

Reviewed by Strategic Planning Council:

Comments:

_____ First Reading

_____ Approved/Denied

**Strategic Planning Council
Progress Report Template for Strategic Plan 2005
Annual Implementation Plan**

Template 1: If work on objective is “In Progress.”

1. What is your work plan for this objective?
 - a. Who is working on it?
 - b. What goals have you established?
 - c. What tasks are you going to complete?
 - d. What are your timelines?
 - e. What progress have you made to date? What tasks have you completed?
2. Is your work integrated with others responsible for this objective? How?
3. How will you determine if the tasks you complete make an impact? (How will you measure success?)
4. Have you experienced barriers that have impacted work on this objective?

Note: If previous progress report includes your work plan, provide an update on progress made to date.

Template 2: If work on objective has not started.

1. When will you begin working on this objective/activity?
2. Are there any barriers that have prevented work from beginning?

Template 3: If work on the objective is completed.

1. What progress was made during the reporting period?
2. What is the outcome of your work on this objective? What has been the impact?
3. Are you planning to continue tracking or monitoring the outcomes? If so, how?
4. Did you experience any barriers that impacted your work on this objective? If so, what were they?
5. Is this objective “Completed” or “Continuous Process?”
6. Please describe effective processes, approaches, or tactics employed to accomplish this objective that you believe may help individuals working on other objectives.

D-2



Palomar College
Financial Aid & Scholarships

2003-2004 BFAP
Financial Aid Student Workers

| <u>Department</u> | <u>Student</u> | <u>Site Supervisor</u> |
|--|---|--|
| American Indian Studies | Christy Bitsui | Steven Crouthamel |
| Associated Student Government --Computer Lab | Thomas Gray | Marilyn Lunde/Bruce Bishop |
| Athletics Department | Ashley Fence | John Woods |
| Assessment Center | Evelia Sanchez | Diane McAllister |
| Career Center | ???? | Renee Roth |
| ESL | Aide Herrera Roberto Martinez Rigoberto Reyes Jorge Villalobos | Lynne Henson Lynne Henson Lynne Henson Lynne Henson |
| EOPS | Nestor Samayoa* | Anne Stadler |
| English/Reading Lab | Carrie Jack | Steve McDonald |
| Financial Aid & Scholarships & Admissions-San Marcos | David Baumann Yennifer Maciel Ulises Nava | Karen Richhart Karen Richhart Karen Richhart |
| Financial Aid & Scholarships & Admissions - Escondido | ???? | Angelina Arzate |
| Foreign Languages-Writing Lab | Michelle Forshner | Michael Schaeffer |
| Performing Arts | Ykylyr Rauh | Kimberly Loya |
| Upward Bound/EOC-Escondido | ????? | ???? |

Note: *10 hours per week

Palomar College
Financial Aid & Scholarships Office

Financial Aid Student Employee

2003-2004 Statement of Understanding

Employment Responsibilities

1. Student must maintain a minimum of six (6) units for student employment.
2. Student is aware that this is NOT a Federal Work Study position and income earned is taxable and must be reported.
3. Student can only work a maximum of 40 hours per week.
4. Student is expected to provide front counter service and response to phone inquiries.
5. Student must actively promote enrollment fee waiver and federal financial aid to students.
6. Student must actively encourage and assist students with utilizing financial aid web page, federal web link and college e-mail system.
7. Student should assist students with downloading forms and information materials.
8. Student should assist students with establishing their e-mail account (only financial aid applicants).
9. Student should schedule the student for an Advisor appointment for answers to more specific questions.
10. Student is expected to maintain confidentiality when working with students and all matters discussed in the Financial Aid Office.
11. Student is expected to contact the Financial Aid Office as soon as possible when he/she is not able to work during his/her scheduled hours.

Timesheets

1. Blank Student Employee Timesheets can be downloaded in the Payroll web page and must be completed in pen.
2. Timesheet reporting period is from the 16th of the month through the 15th
3. Timesheet must be signed by the student and initialed by Karen Richhart.
4. Karen must initial any changes or mistakes, as well as special work hours on time sheet report to verify his/her awareness of all corrections and time documented. Days not initialed will not be paid for that payperiod.
5. No signature stamp will be allowed.
6. Timesheet should be routed for the Director's signature by 10 a.m. the 16th of the month. Note: IF the 16th falls on a weekend, submit timesheet the last weekday prior.

Training/Communication

1. Student is required to attend the first half session of COUN 49 course.
2. Student is required to complete the BOGW application form, complete a FASFA on the web, loan counseling, and establish an e-mail account.
3. Student is expected to ask questions when in doubt and to not make any commitments or promises to students about their financial aid status.

.....

Student's Name (Print)

Student's Signature

Date

Site Supervisor's Name (Print)

Supervisor's Signature

Date

Financial Aid & Scholarships



Dear Faculty,

Did you know?

- Financial factors are a key reason that students drop out of school or have poor academic performance.
- Many students are eligible for financial aid but do not apply or complete the process.
- It is NOT too late to apply for Fall 2003.
- If eligible students could get a refund on enrollment fees paid, money back for books and supplies already purchased.

We need your help to provide financial aid staff 5 to 10 minutes of your classroom time at the beginning. We will make a brief presentation about financial aid benefits and how to obtain more information and apply for assistance.

Please contact us with the following information or complete the attached Financial Aid Classroom Presentation Request Form.

Name of Instructor

Department

Course Title

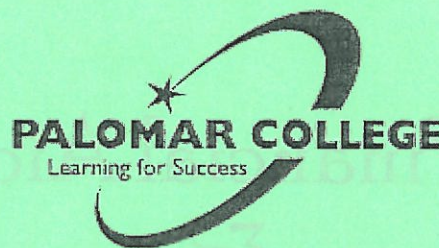
Room Location

Class Date and Time

Number of Students

Contact Person: Ann Marie Johnston
Ext. 2751
ajohnston@palomar.edu

Financial Aid & Scholarships



Classroom Presentation Request Form

Name of Instructor: _____

Department: _____

Ext. _____ e-mail: _____

Course Title: _____

Date: _____ Time: _____

Room Location: _____ # of Students: _____

Return Form to: Ann Marie Johnston
Financial Aid & Scholarships Office

Confirmation will be sent through e-mail.

It's Not Too Late!

You could get a **REFUND** on the enrollment fees paid for the semester and/or you could get **MONEY** for the books/supplies you paid at the beginning of the semester

.....

Enrollment Fee Waiver (BOGW) California Residents Only

If you qualify for an Enrollment Fee Waiver (BOGW), your enrollment fees of \$18 per unit plus the mandatory health fees would be waived. This waiver would be still valid even if you have already paid your fees. If you paid your fees and become eligible before the last day of the semester, you would receive a refund for the amount of enrollment fees and health fees you personally paid for the semester.

Criteria information and applications are available from the following sources:

- Fall 03 Class Schedule
- Download form at www.palomar.edu/fa under "BOGW-Fee Waiver"
- Financial Aid Office.

Federal Grants for College Cost

If you complete the Free Application for Federal Student Aid (FAFSA) you could get a refund on your enrollment fees paid, or you could get money back for non-resident tuition, books and supplies you paid for at the beginning of the semester.

Student should complete the federal application on-line at the Financial Aid webpage www.palomar.edu/fa/apply.htm or www.fafsa.ed.gov

For additional information or assistance, please stop by the Financial Aid Office.

