

# STRATEGIC PLANNING COUNCIL AGENDA

			x	Staff Product/Project Special	Date: Starting Time: Ending Time: Place:	10/21/03 2 p.m. 4 p.m. SU-18
	AIR:			MEMBERS: Barkley, Bartor Dowd, Drinan, Eberhart, Frad Madrigal, Magana, McCluske Spear, Wallenius	ly, Giese, Halttunen, Iv	ey, Jay, Key,
KE	COK	DER: Barbara Baldridge				
Ord	er of A	Agenda Items		Desired Outcome	Resources Used	Time Allotted
		<u> </u>				
A.	MI	NUTES – October 7, 2003		Decision		2 min.
В.	AC	TION ITEMS/SECOND READIN	G			30 min.
	1.	Equipment Replacement Task Force	9	Decision	Bring handout sent	
	2.	Technology Master Plan Task Force	•	Decision	Bring handout sent	
	3.	Academic Review Committee		Decision	Bring handout sent	
	4.	Financial Aid Advisory and Appeal	S	Decision	Bring handout sent	10/9
	5	Committee  Registration Committee		Desision	Daina handaut aant	10/0
	5. 6.	Registration Committee Institutional Review Committee		Decision Decision	Bring handout sent Bring handout sent	
	0.	histitutional Review Committee		Decision	Dring nandout sent	10/9
C.	FIF	RST READING				10 min.
	1.	Delete BP 403.4 – Student Health F Adopt BP 5030.3 – Student Health I Adopt AP 5030.3 – Student Health I	Fee;	Discussion	Handout	
D.	DIS	SCUSSION/INFORMATION ITEM	<u>MS</u>			
	1.	Data Sharing Consortium Update		Information/Discussion		15 min.
	2	(Michelle Barton)		Information		£
	2.	Governance Training Update		Information		5 min.
Е.	RE 1. 2. 3. 4.	PORTS OF PLANNING COUNCE Administrative Services Planning Human Resource Services Plannin Instructional Planning Council – I Student Services Planning Council	Con ng ( Bert	Council – Jack Miyamoto a Cuaron		20 min.
F.	RE 1. 2. 3. 4.	PORTS OF CONSTITUENCIES  Administrative Association – Ken Associated Student Government – Confidential/Supervisory Team – CCE/AFT – Becky McCluskey	- An			20 min.

# G. PENDING ITEMS

5. Faculty Senate – Steve Spear

**6. PFF/AFT** – Mary Ann Drinan/Mary Millet

# H. OTHER ITEMS



# STRATEGIC PLANNING COUNCIL MINUTES

October 21, 2003

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, October 21, 2003, in SU-18. The meeting was called to order at 2:01 p.m. by Dr. Sherrill L. Amador.

#### Roll Call

Members Present: Amador, Barkley, Barton, Bishop, Cuaron, Dimmick, Dowd, Drinan, Eberhart, Giese, Halttunen, Ivey, Jay, Key, Madrigal, Magana, McCluskey, Miyamoto, Owens, Patton, Soto, Spear, Wallenius

Members Absent: Cater, Frady

Guests Present: Barbara Baldridge, Jayne Conway, Herman Lee, Maria Miller (for Cater), Mike Rourke, Josie Silva

#### A. Minutes

MSC Barkley, Eberhart

The minutes of the meeting of October 7, 2003, were approved with the addition of "www" to the name of the Palomar web site on page 4, Student Services Planning Council, second paragraph, seventh line.

## B. Action Items/Second Reading

# 1. Equipment Replacement Task Force

Jerry Patton presented the revised request to form an Equipment Replacement Task Force. The task force will be encouraged to specify how the procedure will become ongoing. Following his presentation, the formation of the task force was approved.

Jerry Patton extended his thanks and acknowledgment to Berta Cuaron for her input and recommendations to the Equipment Replacement Task Force.

## 2. Technology Master Plan Task Force

Jerry Patton reported that after consulting with Don Sullins regarding the Technology Master Plan, the only concern is that the Technology Master Plan was being connected to the Educational Master Plan. It was made clear that the Technology Master Plan will only feed off of the Educational Master Plan. Don also suggested that the Systems Program Manager and the Training Coordinator be added to the Technology Master Plan Task Force.

Steve Spear was asked to take these suggestions to the Senate for action. This matter will appear on the agenda of the November 4 SPC meeting.

# 3. Academic Review Committee

Joe Madrigal and Herman Lee presented the revised request to update the Academic Review Committee. It was noted that the faculty members on the committee consist of three from instructional divisions or the library and two from counseling, one being the chair of counseling, making a total of five. The Director of Student Affairs will be added as a committee member.

As the Faculty Senate has not yet made a recommendation on this committee, action was postponed to the November 4 meeting.

# 4. Financial Aid Advisory and Appeals Committee

As the Faculty Senate has not yet made a recommendation on this committee, action was postponed to the November 4 meeting.

#### 5. Registration Committee

Joe Madrigal suggested that the Assessment/School Relations Coordinator be a voting member of the Committee. Herman Lee also agreed to this change.

As the Faculty Senate has not yet made a recommendation on this committee, action was postponed to the November 4 meeting.

## 6. Institutional Review Committee

Mike Rourke advised the Council that he is waiting for a recommendation from the Senate as to how to select the co-chair. Steve Spear stated that the Senate has decided to keep the curriculum co-chair as a member of IRC.

The Senate's complete recommendation will be made by the November 4 meeting.

Dr. Amador stated that if these committees need to meet in the meantime, they should be brought together in the old format to get things done.

# C. First Reading

Delete BP 403.4 – Student Health Fee; Adopt BP 5030.3 – Student Health Fee; Adopt AP 5030.3 –
Student Health Fee

Joe Madrigal stated that many Board procedures are included in the current Board policy. The revision being recommended for adoption separates the policy from the procedures. This item has gone before the Student Services Planning Council for discussion. Dr. Amador reported that this revision also follows the Education Code and makes a basic policy statement under BP 5030.3, which meets the Chancellor's Office minimum conditions. The Administrative Procedure delineates how to administer it.

The current BP 403.4 reads as follows:

#### **BP 403.4**

#### Student Health Fee

The maximum student health fee allowable under Education Code 76355 will be charged effective Spring, 2003, to CNED and non-credit students attending classes at the San Marcos Campus and Escondido Center only and to all CREDIT students except the following:

- Students taking classes at Pauma Valley and Indian Nation status students taking classes only
  on a reservation site
- BOGW students
- Dependent children and surviving spouses of members of the California National Guard who are killed or permanently disabled while in active service
- Students who depend on prayer for healing
- Active military students taking classes only at Camp Pendleton
- Students taking classes only at Borrego Springs
- On-line only students
- Students enrolled in a class developed and designed for training by their company, non-profit agency, or school with proof of accident insurance and held on site
- Students taking only apprenticeship classes
- Students taking classes only at La Cima Conservation Center
- High school students taking classes only at their high school (GB 7-9-02)

The proposed BP 5030.3 reads as follows:

# BP 5030.3 Student Health Fee

#### Education Code Section 76355

The District shall charge all students a state-mandated Health Fee. A mandatory maximum Health Fee shall be charged for the operation of a student health center or centers, including direct or indirect medical services and health supervision.

The proposed AP 5030.3 reads as follows:

# AP 5030.3 Student Health Fee

A state-mandated student health fee is charged for operation of the Health Center or Centers as authorized in Education Code 76355. The maximum student health fee allowable is mandatory and will be charged to all students enrolled in credit and non-credit classes offered through Palomar College, except the following:

# Exempt by law:

- Students receiving BOG Waivers.
- Students taking only apprenticeship classes.
- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- Dependent children and surviving spouses of members of the California National Guard who are killed or permanently disabled while in active service.

#### Other exemptions:

- Active military students taking classes at only Camp Pendleton.
- Students in Community Services Seminars.
- Worksite Education training for company employees only.
- Non-credit classes at sites other than the San Marcos Campus and the Escondido Center.

It is proposed that all students taking credit classes pay health fees, which also includes high school students.

The second reading is scheduled for November 4.

# D. <u>Discussion/Information Items</u>

1. Data Sharing Consortium Update

Michelle Barton provided a report on the Data Sharing Consortium. (Exhibit D-1)

#### 2. Governance Training Update

Michelle Barton reported that the first governance training session was held last week, and additional sessions will be held on Wednesday and Thursday of this week.

# E. Reports of Planning Councils

## 1. Administrative Services Planning Council

Jerry Patton reported that the ASPC is reviewing performance benchmarks for Institutional Review 03-04. Mike Rourke was asked to make a presentation as to the expectations for Institutional Review. Action plans for the 2004-05 Annual Improvement Plan are currently being discussed.

# 2. Human Resource Services Planning Council

Jack Miyamoto reported that the HRSPC is continuing to discuss the timely evaluation of classified employees and supervisors. Recommendations will be brought before the CCE shortly. Mike Rourke has offered to meet with the Council regarding the expectations for Institutional Review.

#### 3. Instructional Planning Council

Berta Cuaron reported that the IPC is continuing the dialogue for ADAs and continuing to look at measurements for ADA responsibilities. The Committee has looked at the Annual Implementation Plan and is focusing on objectives and strategies. Mike Rourke has also visited the group to discuss the expectations for Institutional Review.

## 4. Student Services Planning Council

Joe Madrigal reported that Mary San Agustin made a presentation to the SSPC on Financial Aid Partnership with Instructional Services. He also stated that, in lieu of a Student Union Advisory Committee, Bruce Bishop has volunteered to work with ASG and get their input and suggestions as to how to use that facility. The SSPC discussed the Institutional Review forms and forwarded its recommendations to Mike Rourke. The Council is also discussing the possibility of changing the title of Dean of Counseling and Matriculation to Dean of Counseling Services or Dean of Counseling and Student Resources. Discussion will continue on this issue.

## F. Reports of Constituencies

Administrative Association – There was no report.

#### Associated Student Government

Eli Magana reported that the ASG held its annual Comet Week celebration. On Friday the ASG members attended the California Community College Student Advisory Association Conference. It consisted of workshops in order to strengthen student government performance. During the conference a body of student government presidents from throughout California conceived a letter that will be sent to the Governor-elect. The letter addresses the serious setbacks that were made to California. Also within the letter they stress the fact that the California Community College system is the largest institution of higher learning of the world. They reminded him of the 10,000 community college students that protested last March against the recent losses in education. The letter also stated that next March the students will return again, but next time with 60,000 students and the theme of the march will reflect his performance in dealing with education.

# 3. Confidential and Supervisory Team

Jo Anne Giese reported that CAST has now appointed members to all committees.

4. <u>CCE/AFT</u> – There was no report.

#### 5. Faculty Senate

Steve Spear reported that the Board of Governors has narrowed the field for the new Chancellor down to 12 to 20 candidates. By early next month we should have a new Chancellor. The Academic Senate is very upset with SB-6, it might take away local authority for Districts and curriculum as well. The Senate is very concerned about linking student outcomes and faculty evaluations. The Academic Senate for California Community Colleges recommends that colleges and districts provide adequate institutional support for faculty driven processes that coordinates, manages, and integrates student learning outcomes... translated – Release Time. The Academic Senate will be looking into Student Equity since the Chancellor's Office has done nothing. The Academic Senate feels that the program review and program discontinuance processes need to be very separate processes.

## 6. <u>PFF/AFT</u> – There was no report.

G. <u>Pending Items</u> – There were none.

# H. Other Items

Dr. Amador requested that all correspondence that would normally be sent to Barbara Baldridge be sent to Josie Silva during the next three months as Ms. Silva will be replacing Ms. Baldridge while she is out on medical leave.

There being no further business, the meeting was adjourned at 3:10 p.m.





	quest submitted by ry Patton	Y			10/2	1/03					
Pro	Proposed Name of Requested Group: Equipment Replacement Task Force										
	Council		Committee	Subcommittee	е	X	Task Force				
Act	ion Requested:	X	Add	Delete			Change				

# Role, Products, Reporting Relationships:

**Role:** develop equipment replacement schedule and recommended funding (see 2003-04 Annual Implementation Plans)

- Gather data of existing equipment (age, condition, etc.)
- Identify departmental equipment needs through their action plans/budget requests
- Review all current funding sources including grants and categorical programs
- Develop a periodic replacement/repair schedule and an annual funding amount (incorporate Technology Master Plan Task Force results)
- Develop on-going policy and procedures for subsequent years
- Submit as part of strategic planning process cycle in time for budget development

Products: Equipment Replacement Schedule and required funding

Reports: to Strategic Planning Council

monitoring

Meeting Schedule: Unknown at this time

Chair: Director, Business Services

**Co-Chair:** To be elected by taskforce members

Members: (11 plus chair)

One Instructional Dean—Appointed by the Vice-President for Instruction

One Faculty Representative—Appointed by the Faculty Senate

One Classified Representative—Appointed by CCE/AFT

One AA Representative—Appointed by the Administrative Association

One CAST Representative—Appointed by CAST

Manager, Facilities Planning Director, Business Services

One Representative from each planning council

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

Reviewed by Strategic Planning Council:

Comments:

10/21/03

First Reading Approved/Denied





# GOVERNANCE STRUCTURE GROUP REQUEST

	atrick	Schwerdtfeger and Mark	Vern	oy	Date:	Septe	ember 15, 2003
Proposed Name of Reque	sted C	Froup: Technology Mas	ter Pl	an Task Force			
Council		Committee		Subcommittee		X	Task Force
Action Requested:	×	Add		Delete			Change
Administrator  Wembers: Vice-President, Vice-President, One Instructiona One Student Ser Director of Infort Seven Faculty R Academic Techn One Classified F One Instructiona One Information One CAST Repr One AA Represe Network Service Academic Techn Director of Instit Manager, Human	ster Plervices of current of the control of the current of the cur	an Task Force is charged a plan tied to the 20-year ent state of technology wource allocation, including administrative innovation of the process of the pro	Educithin to the state of the s	ational and Faciliti the Palomar Comm ffing, equipment re d learning outcome  Community College  ate /President  cite Vice-President  air)—Appointed by AFT inted by CCE/AFT ant—Appointed by	es Maste nunity Co eplaceme es assessr ge District ion t for Study y the Fac	er Pla ollegent, fa ment. cct Te	n. This plan will be District as well as acilities, and funding chnology Master
f change is requested, attach	curre	ent structure and list prop	osed	changes.			

Approved/Denied



Approved by PAC: 10/2/01

# GOVERNANCE STRUCTURE GROUP REQUEST

_	uest submitted I man Lee	by						Date Septe	ember	5, 2	003
	posed Name of I demic Review (				-						
	Council		Comm	ittee	X	Sub	comm	ittee			Task Force
Acti	on Requested:				Add			Delete			Change/Corr X
Report The	e, Products, Reports to the Direct role of the Acalations and catal	etor of E	Enrollment Review Co	Servi	ces.	o act o	n petit	ions for ex	xceptio	ons t	to academic
Mee	ting Schedule:	At leas	st once per	seme	ster					100	
Cha	ir: Director of I	Enrollm	ent Service	es							
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	ved by Strategic I	Planning First Rea			N	ecomme	rigal ar endatio	nd Mr. Spens back to	the nex		
_	A	approved	d/Denied								



# GOVERNANCE STRUCTURE GROUP REQUEST

	uest submit man Lee	ted by			22			Dat Sep	te otember	5, 2	003	
	posed Name ancial Aid A			Comr	nittee							
	Council		Comm	ittee	X	Sul	bcomi	nittee			Task Force	
Act	ion Reques	ted:			Add	l		Delete			Change	X
Rol	e, Products	, Reportii	ng Relation	ships	:							
Rep	orts to the I	Director of	Enrollmen	t Serv	ices							
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Cha	ir: I	Director of	Enrollmer	nt Serv	vices				***************************************	188		
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Reviewed by Strategic Planning Council: Comments: On Nov. 4 agreements of the Comments of the



# GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Herman Lee

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. yes

10-7-03

First Reading

Approved/Denied

On nov 4 agr

Approved by PAC: 10/2/01



Red	quest submitted b	y:	Mike Rourke		Dat	e 10	0/7/03			
Pro	Proposed Name of Requested Group Institutional Review Committee									
	Council	X	Committee		Subcommittee		Task Force			
Act	tion Requested:		Add		Delete	X	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:

- 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:

- 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 St	rategic Planning Council:	Comments:
10-7-03	First Reading	On nov. 4 agn
	Approved/Denied	

on 7000. 4 agra C-1

# Delete BP 403.4 - STUDENT HEALTH FEE

# BP 403.4 Student Health Fee

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- Students who depend on prayer for healing
- Active military students taking classes only at Camp Pendleton
- Students taking classes only at Borrego Springs
- On-line only students
- Students enrolled in a class developed and designed for training by their company, non-profit agency, or school with proof of accident insurance and held on site
- Students taking only apprenticeship classes
- Students taking classes only at La Cima Conservation Center
- High school students taking classes only at their high school (GB 7-9-02)

# Adopt BP 5030.3 - STUDENT HEALTH FEE

BP 5030.3 Student Health Fee

## **Education Code Section 76355**

The District shall charge all students a state-mandated Health Fee. A mandatory maximum Health Fee shall be charged for the operation of a student health center or centers, including direct or indirect medical services and health supervision.

# Adopt Administrative Procedure 5030.3 - STUDENT HEALTH FEE

# AP 5030.3 Student Health Fee

A state-mandated student health fee is charged for operation of the Health Center or Centers as authorized in Education Code 76355. The maximum student health fee allowable is mandatory and will be charged to all students enrolled in credit and non-credit classes offered through Palomar College, except the following that are:



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- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.

Dependent children and surviving spouses of members of the California National Guard who are killed or permanently disabled while in active service.

# Other exemptions:

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- Students in Community Services Seminars.
- Worksite Education training for company employees only.

  Non-credit classes at sites other than San Marcos Campus and Escondido Education Center.

# Data Sharing Consortia – Continuing the Dialog Across Segments

Prepared for: Strategic Planning Council October, 2003

# What is a data sharing consortium?

- Agreement among educational institutions to collect, analyze, and share student data in order to track and improve success.
- Currently, high schools, colleges, and universities are participating in consortia across the state.
- Fach institution signs an agreement to provide student level data (focus is on transcript type information)
- Procedures are in place to ensure confidentiality and consistency with FERPA (Family Education Rights and Privacy Act) guidelines.

# Why develop a data sharing consortium?

- Improve articulation
- Improve instruction
- Improve high school preparation
- Improve community college preparation
- Better meet accreditation standards
- Gain a real picture of transfer
- Increase communication between systems

# How did they come about?

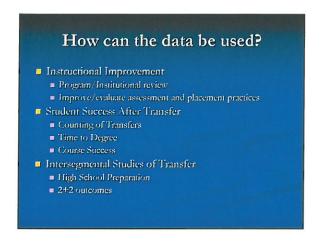
- San Diego County Data Sharing Consortium formed as a subcommittee of the San Diego Imperial Counties Community College Association (SDICCCA)
- Members of the consortium included the nine community colleges in San Diego and Imperial Counties, SDSU, CSUSM, UCSD, and National University.

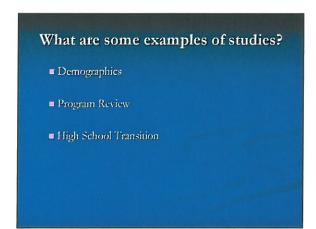
# How did they come about?

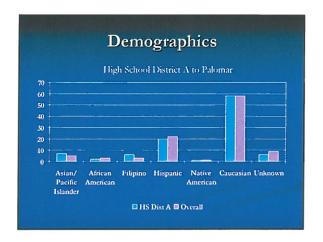
- Members of the consortia sought to answer the following questions:
  - How do our students do when they leave here?
  - Were they well prepared? Are adjustments in curriculum or placement practices necessary to improve their preparation?
  - How many got degrees? What did they get degrees in? How long did it take?

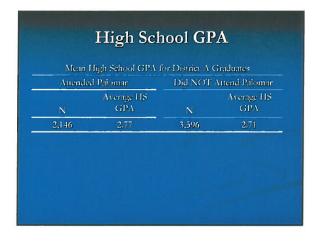
# How did they come about?

- In San Diego, six high school districts were interested in answering the same questions – and joined the consortium.
- New consortia have been cloned in Orange County, Long Beach, and Riverside/San Bernardino.
- From a state perspective about one-quarter of all community colleges in California are part of a consortium.









Palomar College Geology 100 Tran	sfers to SI	OSU Geolo	gy 303
Spring 1996 - F	all 2001		
Students	Pass Rate	Success Rate	GPA
Palomar Geol 100 Students (N=32)	96.9%	90.6%	2.99
Other Transfers (N=9,587)	93.9%	82.2%	2.67

# Math Preparation/Transition Track math course taking patterns of high school students as they transition or move into Community College classes. Identified the highest level math course taken at high school and the first math course taken when the student came to Palomar.

# Math Preparation/Transition

Math Transition of High School Graduates from District A to Palomar

Highest Level of HS Match Class	Basic Math	Begin Alg	Int. Mg./ Geo.	Gen Transfer Level	College Alg/Trig/ Stats	Analytical Geometry / Calculus
Basic Math (N=49)	81.6° e	12.2° o	4.1%	0.0%	2 (%)	0.0%
Algebra I (N=94)	64.9%		5.3%			
Alg.II/Geo (N=804)	28.5%		31.6° a			
Pre Calculus (N=130)	3.0%	8.6%	23.0%	2.9%	28.8%	33.1%
Calculus (N=88)		5.6%	23.0%			52.3%

# What has been the impact of data sharing?

- High schools getting a better picture of their students who are attending a community college
- By incorporating into program review, curriculum has been adjusted to better align with university.
- Faculty have created subject specific councils that use studies like the math transition study to frame their discussions.

# What is the current status of data sharing in California?

- The data sharing concept has grown into the California Partnership for Achieving Student Success (Cal-PASS).
- Cal-PASS is supported through a grant from the California Community College Chancellor's Office
- Will bring all data from various consortia onto on server housed at the Chancellor's Office.
- Standard reports will be generated. However, local needs will still be meet.