

STRATEGIC PLANNING COUNCIL AGENDA

MEETING TYPE:		Date:	11/04/03
	x	Staff	
		Starting Time:	2 p.m.
		Ending Time:	4 p.m.
		Place:	SU-18

CHAIR: Sherrill Amador

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

RECORDER: Josie Silva

Order of Agenda Items	Desired Outcome	Resources Used	Time Allotted
A. <u>MINUTES – October 21, 2003</u>	Decision		2 min.
B. <u>ACTION ITEMS/SECOND READING</u>			30 min.
1. Technology Master Plan Task Force	Decision	Attached	
2. Academic Review Committee	Decision	Attached	
3. Financial Aid Advisory and Appeals Committee	Decision	See Minutes of 10/21/03	
4. Registration Committee	Decision	See Minutes of 10/21/03	
5. Institutional Review Committee	Decision	See Minutes of 10/21/03	
6. Delete BP 403.4 – Student Health Fee; Adopt BP 5030.3 – Student Health Fee; Adopt AP 5030.3 – Student Health Fee	Decision	See Minutes of 10/21/03	
C. <u>FIRST READING</u>			
D. <u>DISCUSSION/INFORMATION ITEMS</u>			
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. <u>REPORTS OF CONSTITUENCIES</u>			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/Mary Millet			
G. <u>PENDING ITEMS</u>			
H. <u>OTHER ITEMS</u>			



STRATEGIC PLANNING COUNCIL MINUTES

November 4, 2003

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

Roll Call

Members Present: Amador, Barkley, Barton, Bishop, Cater, Cuaron, Dowd, Drinan, Frady, Giese, Halttunen, Ivey, Jay, Key, McCluskey, Miyamoto, Owens, Patton, Soto, Spear, Wallenius

Members Absent: Dimmick, Eberhart, Madrigal, Magana

Guests Present: Jayne Conway, Sue Doran (for Dimmick), Herman Lee, Mike Rourke, Josie Silva, Mark Vernoy

A. Minutes

MSC Barkley, Dowd

The minutes of the meeting of October 21, 2003, were approved with the following corrections:

Page 2, number 6. Institutional Review Committee, should read as follows:

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 ~~the~~ a member of IRC.

Page 4, number 5. Faculty Senate, should read as follows:

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 State 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 California Academic Senate will be looking into Student Equity since the Chancellor's Office has done nothing. The State Academic Senate feels that the program review and program discontinuance processes need to be very separate processes.

B. Action Items/Second Reading

1. Technology Master Plan Task Force

After a brief discussion, the formation of the task force was approved with the addition of the Systems Program Manager and the Training Coordinator as members of this committee. MSC Ivey/Spear

2. Academic Review Committee

After a brief discussion, the formation of the committee was approved with the addition of five teaching faculty appointed by the Faculty Senate (three instructional-library; two from counseling, one being the Chair of Counseling Department), and the Director of Student Affairs. MSC Spear/Halttunen

3. Financial Aid Advisory and Appeals Committee

After a brief discussion, the formation of the committee was approved as submitted. MSC Halttunen/Ivey

4. Registration Committee

After a brief discussion, the formation of the committee was approved with the Assessment/School Relations Coordinator being a voting member. MSC Owens/Wallenius

5. Institutional Review Committee

Mr. Spear expressed the concerns of the Faculty Senate regarding several issues with the processes of the Institutional Review Committee. After a lengthy discussion, Ms. Cuaron and Dr. Rourke were invited to attend a Faculty Senate meeting to discuss the Senate's concerns regarding the Institutional Review Committee's role, objectives and procedures. Dr. Amador recommended that the committee continue to move forward during this phase. This issue will be brought back for discussion and recommendation at the December 2, 2003, SPC meeting.

6. Student Health Fee

The following changes were made to BP5030.3 and AP 5030.3: MSC Halttunen/Dowd

BP 5030.3

Student Health Fee

Education Code Section 76355

The District shall charge all students a the 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.

C. **First Reading** – There were none.

D. **Discussion/Information Items** – There were none.

E. **Reports of Planning Councils**

1. **Administrative Services Planning Council**

Mr. Patton reported that Dr. Rourke was asked to address Institutional Review benchmarks. The Council is also looking at action plans for 2003-04 and 2004-05, and the Council is working on the Annual Implementation Plan.

2. **Human Resource Services Planning Council**

The Human Resource Services Planning Council did not meet due to the fire crisis and the closure of the college.

3. **Instructional Planning Council**

Ms. Cuaron reported that the Council discussed Institutional Review, ADA parity, and is focusing on objectives and strategies in other areas.

4. **Student Services Planning Council**

Although Mr. Madrigal was ill today, he submitted his report to Dr. Amador which stated the following: The Student Services Planning Council members attended the Governance Training Workshop as part of their meeting last week.

F. **Reports of Constituencies**

1. **Administrative Association** – There was no report.

2. **Associated Student Government**

Mr. Soto stated that ASG will elect the Budget and Finance person at their next meeting. He also stated that one of the ASG members, Jason Roache, lost his sister during the fire disaster.

3. **Confidential and Supervisory Team** - There was no report

4. **CCE/AFT** – There was no report.

5. **Faculty Senate**

Dr. Spear reported that the Faculty Senate passed two motions last week, one of which states, "Due to the unanimous opposition to the phasing out of the Phone and Register System and the impact this will have to some of our students, the Faculty Senate asks that the Phone Registration System be continued during the 2004-2005 academic year." This item will be placed on the agenda for the November 18, 2003, SPC meeting.

Dr. Spear also stated that the Academic Senate for California Community Colleges has asked local senates to update the Student Equity Plans as required by the Board of Governors. The Academic Senate wishes that all Districts proceed to update their plans. Dr. Miyamoto said that the Chancellor's Office advised him that the Academic Senate was in the process of developing the Plan. The Chancellor's Office will adopt the Academic Senate's model plan when passed.

6. PFF/AFT

Ms. Drinan reported that the PFF Executive Board is endorsing a no lay-off policy at Palomar College. The PFF feels that because of the concerns of the budget, the hiring of faculty should be placed on hold and that the commitment should come first to our faculty and staff rather than faculty hiring.

G. Pending Items – There were none.

H. Other Items

Dr. Amador advised everyone that the Annual Implementation Plan status reports are due by noon on November 14, 2003. These plans are to be submitted to Josie.

She also informed the Council that the Foundation has set up a Fire Victims Relief Fund. Names of victims have been submitted, but these names are being verified before they are released.

Dr. Amador informed the group on Barbara Baldrige's status. At this time, Dr. Amador distributed the revised Palomar College Governance Model Flow Chart for information. As a result of the three training sessions and feedback, a workshop will be scheduled for anyone who might be interested in attending one.

There being no further business, the meeting was adjourned at 3:15 p.m.

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 Systems Program Manager Training Coordinator</p>							

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

Reviewed by Strategic Planning Council:

Comments:

10/7/03 First Reading

On November 4, 2003, agenda

11/4/03 Approved

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 (3 instructional-library; 1 from counseling) Chair, Counseling Articulation Officer Supervisor, Evaluations and Records (non-voting) One student appointed by ASG Director, Student Affairs									

Reviewed by Strategic Planning Council:

Comments:

10-7-03

First Reading

11-4-03

Approved



B3

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

11/4/03 Approved

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							

Reviewed by Strategic Planning Council:

Comments:

10-7-03 First Reading

11/4/03 Approved

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 checked="" 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

On December 2, 2003, agenda

____ Approved/Denied