PALOMAR COLLEGE
Learning for Success

| STRATEGIC PLANNING COUNCIL |
| *AGENDA* |

MEETING TYPE:			Date:	12/2/03
	x	Staff	Starting Time:	2 p.m.
		Product/Project	Ending Time:	4 p.m.
		Special	Place:	SU-18

CHAIR: Sherrill Amador

MEMBERS: 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. **MINUTES – November 18, 2003**	Decision		2 min.
B. **ACTION ITEMS/SECOND READING**			
1. **Institutional Review Committee**	Decision	Attachment	15 min.
C. **FIRST READING**			
1. **Curriculum Committee**	Information/Discussion		10 min.
D. **DISCUSSION/INFORMATION ITEMS**			
1. **IPC Recommendation for Additional Faculty Positions For 2004-05 – Berta Cuaron**	Discussion/Decision	Attachment	15 min.
E. **REPORTS OF PLANNING COUNCILS**			20 min.
F. **REPORTS OF CONSTITUENCIES**			20 min.

E. **REPORTS OF PLANNING COUNCILS**

   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**

   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. **PENDING ITEMS**

H. **OTHER ITEMS**

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

ROLL CALL

Members Present:	Amador, Barkley, Barton, Bishop, Cuaron, Dowd, Frady, Halttunen, Ivey, Jay, McCluskey, Madrigal, Magana, Miyamoto, Soto, Spear, Wallenius
Members Absent:	Barton, Cater, Dimmick, Drinan, Eberhart, Giese, Key, Owens
Guests Present:	Cheryl Ashour for JoAnne Giese, Maria Miller for Judy Cater, Judy Dolan for Doug Key

A.   MINUTES

The minutes of the meeting of November 18, 2003, were approved with changes. On page two, number 4, the following corrections were made: Mr. Forsyth name does not have an "e" at the end of it; in the first paragraph, fifth line, it should read "The District is currently at 50.48% which is acceptable . . ."; the second paragraph, second sentence should read "Ms. Michele Barton is in disagreement with the data Mr. Forsyth gathered and explained the circumstances behind the incorrect data that was reported in the past." On page three, section F.2 there should be a period at the end of the last sentence.

B.   ACTION ITEMS/SECOND READING

1.   Institutional Review Committee

Steve Spear reported that the Faculty Senate requests revisions to the committee membership. **(Exhibit B1)** The first suggested revision is to change the total faculty membership to nine instead of seven.   One of the two new members would be the faculty curriculum committee co-chair or designee. The Faculty Senate would directly appoint the faculty Institutional Review Committee co-chair from one of the nine faculty members

MS (Spear/Dolan): Failed 5 Aye, 9 Nay

Dr. Amador proposed that the curriculum committee co-chair or designee be added as a separate bullet to the membership list for a total of eight faculty members, and the Institutional Review Committee co-chair be chosen by the Faculty Senate from the existing faculty members.

MSC (Spear/Miller) Motion passed with a unanimous vote.

The second revision requested by the Faculty Senate was to change the Director of Institutional Research and Planning (or designee) to a non-voting member, but be listed as a resource person. Discussion ensued.

MS (Spear/Miller): Failed 4 Aye, 9 Nay

C.   ACTION ITEMS/FIRST READING

1.   Curriculum Committee

Bruce Bishop discussed the history of student representation on the committee, and why the student should be a voting member instead of an observer. **(Exhibit C1)** Julie Ivey requested a part time faculty member be on the committee. Steve Spear responded that the faculty representatives could be either a part time or full time faculty member.

2.   PAR

Herman Lee presented a report on how the College would be assisting students who were unable to use e-services for registration. He assured SPC that access would still be achieved and no student would be lost in the process.

D.   DISCUSSION/INFORMATION ITEMS

1.   IPC Recommendation for Additional Faculty Positions For 2004-05

Berta Cuaron reported that the Instructional Planning Council met last Wednesday and discussed 21 faculty positions requested by the division deans. **(Exhibit D1)** At IPC, the deans explained the process each division conducted in prioritizing positions.   The list was narrowed down to 13 positions.   IPC is recommending to fill a minimum of eight faculty positions for fall, 2004.   Five positions are listed as second priority. They request approval today so that they can advertise the positions before the holiday break. It was pointed out that these positions are in addition to the 10 positions already announced.   Everyone was in agreement. Ms. Cuaron will move forward with the hiring process.

Ms. Cuaron announced that IPC made a commitment to get back on their faculty hiring timeline for fall, 2005, hires by beginning the process in spring, 2004. A timeline needs to be finalized around April in order to hire by the next fall. In the spring, all departments will have an opportunity to resubmit and the list will be reprioritized. The impact of AB 1207 on additional faculty retiring was discussed.

E.   REPORTS OF PLANNING COUNCILS

1.   Administrative Services Planning Council

Jerry Patton reported the council had not met since the last SPC meeting, but they have been working on their action plans and institutional review process.

2.   Human Resource Services Planning Council

Jack Miyamoto reported the council met on November 25. They finalized the classified evaluation procedures. They began discussions on improving diversity of faculty hiring. They began collecting data and going over what the current process is, where we advertise, how we do that, what we ask departments to do, and what we include in a job announcement. He will be sending a letter to Steve Spear in the Faculty Senate to request that a representative from the Faculty Senate meet with the HRSPC to talk about what the Senate's view of this is and how they may improve diversity.

3.   Instructional Planning Council

Berta Cuaron reported that the council met last Wednesday and finalized their faculty hiring recommendations for fall, 2004. They will begin discussing ADA position parity and work on their goals and objectives for the Annual Implementation Plan.

4.   Student Services Planning Council

Joseph Madrigal reported that their council did not meet last Wednesday. However, they have been working on institutional review. All areas of Student Services have completed their institutional review documents.

F.   REPORTS OF CONSTITUENCIES

1.   Administrative Association – There was no report.

2.   Associated Student Government

Amador Soto reported they are going to have a meeting tomorrow at 1:00 p.m. in SU-18. They plan to appoint new senators at this meeting.

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

4.   CCE/AFT

Becky McCluskey reported that Stephanie Gonzales, secretary to CCE/AFT, will be leaving for another job next week. She will need to be replaced.

5.   Faculty Senate

Steve Spear reported that the Faculty Senate met two weeks ago and discussed institutional review and governance structure. They met yesterday with Marty Hidelman from the statewide CFE union and Kate Clark, from the statewide Academic Senate. They had a very productive meeting. Next week will be their last regularly scheduled meeting for the fall.

     6.   **PFF/AFT** – There was no report

G.   **PENDING ITEMS** – There were none.

H.   **OTHER ITEMS**
Dr. Amador announced there will be a governance training meeting for anybody that wants to come on Wednesday, December 10, in room SU-18. The notice will be sent out to staff one more time. She gave a brief status report on governance structure. The goal was to review every committee by the end of December.   Only a few committees have not been reviewed, but with a reason. The Benefits Committee, the Professional Development and Review Board, and Sabbatical Leave Committee are pending the faculty contract. The Computer Coordinating Committee and the Technology Committee will be reviewed as a part of the Technology Master Plan Task Force. This will be part of their charge.

Bonnie Dowd requested that Strategic Planning Council not meet on December 18, due to finals week. The only item on the agenda was the Curriculum Committee. After discussion, Steve Spear proposed voting on the Curriculum Committee today, instead of waiting until February, 2004. **(Exhibit H1)** Everyone agreed to allow the student to be a voting member and approved the Curriculum Committee governance structure group request with that revision. The Faculty Senate will take a poll of its members and if one of their members is not in agreement with this decision, the request will come back to SPC.

Dr. Amador discussed rumors circulating around three December 9 Governing Board agenda items regarding the presidential search. She stated:

> "Governance works this way with the Board for open meetings: you have to put something on the agenda; otherwise it doesn't get discussed, revised, or acted upon. There was no hidden agenda, covert action by my part because it is on the agenda. That is the only way the Board gets to discuss it in open session. We gave them a draft; they can discuss it and do as they feel is appropriate. The timelines are there to be discussed – they can have the discussion on whether they want to use a search firm or whether they want to do it in-house – that is their call. The Board hires the Superintendent/President. And the composition of the committee was what was used previously. That can be looked at, but they need to approve the composition before the various groups select their own representatives. This begins the process, allows for the discussion and the decision of how the Board wants to proceed. There is also another rumor around about the interim or whether there is going to be an interim, and whether I am going to be the interim. In my discussion with the Board, I indicated I would stay a few weeks for a smooth transition. Believe me; if I am going to retire from this institution, I am not seeking a permanent interim position the day after I retire. "

It was asked if the item on the Board agenda was an action or information item. Dr. Amador responded it is an action item. Bruce Bishop stated that there is no requirement that the item be information first. However, the Board members can decide not to act. But if it is on as information, they would have to go through a process of making it an action item. Discussion ensued.

Jerry Patton discussed the budget process for year 2004-05. He distributed a handout regarding the annual action plans by the planning councils

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

PALOMAR COLLEGE
Learning for Success

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by:	Mike Rourke			Date	10/7/03

Proposed Name of Requested Group				Institutional Review Committee			
	Council	X	Committee		Subcommittee		Task Force
Action 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 from the membership of the Committee appointed by the Faculty Senate

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
- Faculty Co-Chair of the Curriculum Committee

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

12-02-03   Approved

Approved by PAC: 10/2/01

PALOMAR COLLEGE
Learning for Success

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Teresa Laughlin and Berta Cuaron	Date 11/12/03

Proposed Name of Requested Group Curriculum Committee

Council	X	Committee		Subcommittee		Task Force	
Action Requested:			**Add**		**Delete**		**Change**

Role, Products, Reporting Relationships:

The Curriculum Committee shall be the preeminent body for the development and recommendation of curricular policy to include philosophy, goals, strategic and long-range planning. The Curriculum Committee shall coordinate, evaluate and review the college curricula to encourage innovation and excellence in instruction.

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

Meeting Schedule: Wednesdays, 3 – 5 p.m., approx. 6 meetings in Fall, 4 meetings in Spring

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

Members:
- Four faculty representatives appointed by Faculty Senate from each of the following divisions: Languages and Literature; Social and Behavioral Sciences; Mathematics and the Natural and Health Sciences; Arts, Media, Business and Computing Systems; and Career, Technical and Extended Education
- All Instructional Deans
- Faculty Representative from Library appointed by Faculty Senate
- Faculty Representative from Student Services appointed by Faculty Senate
- Articulation Officer
- Representatives from appropriate areas will be solicited and appointed by the Senate.
- Student Liaison from ASG (observer) appointed by ASG (voting member suggested by Bruce)

Members will serve a three-year term with 1/3 of the membership confirmed each year.

Reviewed by Strategic Planning Council: Comments:

12-2-03	First Reading	Come back 12/16/03
		Fac Senate will take poll + if no negative response – leave
		now all faculty SPC members ok w/ it
12-2-03	Approved/Denied w/ change	if opposition then come back here

FACULTY HIRING RECOMMENDATIONS FOR FALL 2004

INSTRUCTIONAL PLANNING COUNCIL – NOVEMBER 26, 2003

The following new faculty positions were approved by the Instructional Planning Council 10/26/03, as first priority:

1. Chemistry
2. Political Science
3. English as a Second Language
4. Emergency Medical Education
5. Art/Sculpture & Foundry
6. Psychology
7. Physical Education/Athletics
8. Interior Design

The following new faculty positions were approved by the Instructional Planning Council 10/26/03, as second priority:

9. Music/Choral
10. Speech
11. Radio and Television
12. History
13. Philosophy

FY04-05 Budget Development

The budget development process is critical this year to provide direction and information on next year's budget as well as attempting to restore the planning council reductions and to address the additional needs of equipment, supplies, and operating costs.

There are two sources of funds: new revenue, 1) primarily state apportionments, usually stated as growth funds and COLA, and 2) the reallocation of existing funds.

If there are growth funds and COLA, the primary use of these funds are for salary and benefit increases, with the remainder available to fund inflationary increases, i.e., utilities, maintenance contracts, and then additional budget requests, including the 2003-04 Annual Implementation Plans.

Planning Councils should be developing their ~~3 year~~ *annual* action plans (or other internal processes selected) and building their budget requests right now along with the Institutional Review documents as supporting information.

SPC should determine if they are willing to support the reallocation of funds and if so, to task RAC with the development of a recommendation on process/procedures.

Budget Development

1. Continuation Budget from FY03-04

    a. Instructions will be issued in January

    b. Additional budget requests due in 1st of April

2. VPFAS will assemble Planning Councils requests (includes AIPs) and submit to SPC

3. SPC will review, prioritize and forward to RAC for funding

4. RAC will determine revenues and availability of funds for budget requests

    a. April – DOF determination of property tax shortfall

    b. May – Governor's May Revise

    c. June – Tentative Budget adopted by Governing Board

    d. July/Aug/Sept – legislators and Governor pass budget legislation

    e. Sept – Adopted Budget adopted by Governing Board

5. After the Governing Board approves the final budget, RAC makes final determine of revenues and notifies SPC

6. SPC initiates any budget changes/increases, etc.