



STRATEGIC PLANNING COUNCIL AGENDA

Date: September 21, 2004
Starting Time: 2:00 p.m.
Ending Time: 4:00 p.m.
Place: SU-18

CHAIR: Richard Jones

MEMBERS: Akins, Barton, Bishop, Charas, Cuaron, Dimmick, Doran, Dowd, Frady, Gordon, Halttunen, Ivey, Jay, Kelber, Kovrig, Madrigal, McCluskey, Miyamoto, Newmyer, Owens, Snow, Versaci, Waite

RECORDER: Ashour

	Attachments	Time
A. <u>MINUTES</u>		2 min
1. Approve Minutes of September 7, 2004		
B. <u>ACTION ITEMS/SECOND READING</u>		20 min
1. Recommendations of the Fiscal Stability Task Force	Exhibit B1	
2. Curriculum Committee Governance Structure Group Request	Exhibit B2	
C. <u>ACTION ITEMS/FIRST READING</u>		20 min
1. Annual Implementation Plan 2004-2005	Exhibit C1	
2. Matriculation & Transfer Advisory Committee	Exhibit C2	
D. <u>DISCUSSION/INFORMATION ITEMS</u>		10 min
1. Strategic Plan 2005-2008		
2. Accreditation Writing Group		
3. Naming of Buildings		
4. Institutional Review		
E. <u>REPORTS OF PLANNING COUNCILS</u>		15 min.
1. Administrative Services Planning Council – Joe Newmyer		
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>		10 min.
1. Administrative Association – Ken Jay		
2. Associated Student Government – Paul Charas		
3. Confidential/Supervisory Team – Jenny Akins		
4. CCE/AFT – Becky McCluskey		
5. Faculty Senate – Katie Merino		
6. PFF/AFT – Rocco Versaci/Julie Ivey		
G. <u>OTHER ITEMS</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
September 21, 2004**

A regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, September 21, 2004, in SU-18. The meeting was called to order at 2:00 p.m. by Dr. Richard Jones.

Roll Call

Members Present: Jenny Akins, Michelle Barton, Bruce Bishop, Paul Charas, Berta Cuaron, Sue Doran, Bonnie Dowd, Patricia Frady, Sherry Gordon, Lynda Halttunen, Julie Ivey, Ken Jay, Richard Jones, Barbara Kelber, Joe Madrigal, Becky McCluskey, Jack Miyamoto, Joe Newmyer, Wilma Owens, Susan Snow,
Members Absent: Mike Dimmick, Neill Kovrig, Rocco Versaci, Lori Waite
Recorder: Cheryl Ashour

A. MINUTES

1. Approve Minutes of September 7, 2004

MSC (Cuaron/McCluskey) to approve the Minutes of September 7, 2004 as revised

B. ACTION ITEMS/SECOND READING

1. Recommendations of the Fiscal Stability Task Force

MSC (Dowd/Cuaron) to approve the recommendations of the Fiscal Stability Task Force as written (**Exhibit B1**)

2. Curriculum Committee Governance Structure Group Request

MSC (Bishop/Halttunen) to approve the Curriculum Committee Governance Structure Group Request as written (**Exhibit B2**)

C. ACTION ITEMS/FIRST READING

1. Annual Implementation Plan 2004-2005

Dr. Jones distributed a draft of the 2004-2005 Annual Implementation Plan. (**Exhibit C1**) Michelle Barton reviewed each objective. Discussion ensued. Changes were made to the document. It will return for action at the October 5 meeting.

Bonnie Dowd requested the template be changed on the box stating "Ongoing" to include new and previous, so that everyone will know if the objective is repeated or listed for the first time. It was agreed to make that change.

Katie Townsend-Merino questioned why the Faculty Senate was responsible for Objective 4. Bruce Bishop stated he originally was responsible and briefly discussed the progress he made on the objective. He stated that two years ago the Faculty Senate requested they be given this responsibility. Mr. Bishop will meet with Ms. Townsend-Merino to discuss in more detail. She will then discuss the issue at the next Faculty Senate meeting to see if the Senate wants to be primary.

2. Matriculation & Transfer Advisory Committee

Lynda Halttunen stated she revised the Governance Structure Group Request for the Matriculation and Transfer Advisory Committee. She distributed a document showing the changes. (**Exhibit C2**) The changes were endorsed by the Student Services Planning

Council. Katie Townsend-Merino stated the changes need to go to the Faculty Senate. She will put it on the next Faculty Senate agenda and can expect action at their October 11 meeting.

This item will come back for action at the October 19 meeting.

D. DISCUSSION/INFORMATION ITEMS

1. Strategic Plan 2005-2008

Dr. Jones stated a coordinating group has been formed and they plan to meet next week. The members are: Michelle Barton, Bruce Bishop, Bonnie Dowd, Terry Gray, Neil Kovrig, and Becky McCluskey (PFF has not yet appointed someone to this committee). There was discussion of the purpose of the group: short-term to decide on a timeline, structure, and "game plan" for the Strategic Planning Task Force; or long-term to also lead the task force and act as the writing group. It was decided the coordinating group will do both.

Ms. Dowd requested clarification on the membership of the coordinating group. She had thought that members would come directly from SPC. However, because some of the constituent groups on SPC have only one or two representatives and cannot attend, it was decided that members could be appointed from outside SPC. The appointee would be asked to attend SPC meetings when progress reports are given.

2. Accreditation Writing Group

Dr. Jones stated the Accrediting Commission is requiring a progress report next year. A writing group needs to be formed to address the items the Commission listed as needing improvement. Barbara Kelber suggested membership be from the subject areas addressed by the Commission. Berta Cuaron stated the Commission addressed our hiring practices, review of the strategic planning process, learning outcomes, employee evaluations, planning resource allocation, and funding for health and lifetime benefits. Dr. Jones will appoint members and will meet within the next few weeks.

Michelle Barton stated that SPC did some work on each of the items through the Annual Implementation Plan and reports were written. The writing group can review those reports and fold them into their response.

3. Naming of Buildings

Dr. Jones reported that one of the Governing Board members requested a recommendation regarding renaming the Library be given at the next Governing Board meeting. He is waiting for a decision from the Facilities Review Committee before the issue can come to SPC for a first reading. Therefore, there may not be time to get this to the Board by the next meeting unless a special SPC meeting is called. He stated the issue is delicate and requires considerable diplomacy.

E. REPORTS OF PLANNING COUNCILS

1. Administrative Services Planning Council

Joe Newmyer reported ASPC is having their first meeting Thursday.

2. Human Resource Services Planning Council

Jack Miyamoto reported HRSPC is having their first meeting Tuesday.

3. Instructional Planning Council

Berta Cuaron reported IPC had their first meeting two weeks ago. They talked about their role and responsibilities and will review the shared governance document. The recommendations of the Fiscal Stability Task Force were reviewed. IPC will be meeting tomorrow.

4. Student Services Planning Council

Joe Madrigal reported SSPC met on September 15 and talked about the process for developing instructional equipment requests from Student Services. The requests are due to Mr. Madrigal's office by the end of the month. At that time, it will be presented to Ms. Cuaron for consideration and discussion on how to allocate funds. They discussed and approved the governance structure request form for the Matriculation and Transfer Advisory Committee. They talked about the 2005 Annual Implementation Plan. They are waiting for the District to develop its plan because it is used to develop Student Services' goals and objectives. Mr. Madrigal announced that Student Services is planning a picnic on November 5 to celebrate the hard work of the staff during the hectic registration period. SSPC also talked about the progress of the Fiscal Stability Task Force and its recommendations. They received an update from the Learning Outcomes Committee. Lastly, they talked about the Title 5 Task Force, formed to apply for an essential grant that will be developed in the future.

F. REPORTS OF THE CONSITUENCIES

1. Administrative Association – no report

2. Associated Student Government

Paul Charas gave the following report:

"The ASG is very concerned about the most recent articles that have appeared in The Telescope highly critical of the recent actions of the ASG.

I do not wish to write a response for publication in The Telescope because I do not believe a letter to the editor will get the same degree of attention from whatever the readership might be as a front page headline article and an editorial.

ASG would like the college to know that we have been struggling to increase student participation in the activities of ASG for as long as I have been here and, from what I have been told by people who have been here longer, this struggle is decades old.

Our desire to promote the ASG and increase participation and interest among Palomar College students is undermined by the mean spirited reporting of the Telescope. We are doing our best to serve all the students at Palomar and we ask for nothing in return for our efforts. But the frequent criticism and ridicule coming from the Telescope does not make people want to get involved in the activity.

The most recent action of the ASG to reform the election process was taken following three years of discussion and after the examination of other models utilized by other colleges. ASG recognizes the modifications may not be ideal and they may not work at Palomar but, clearly, the process that was in place was failing and we needed to do something to address it. If the new process proves ineffective, then we promise we will look at it again and try a different approach. Regardless, I promise the recent

amendments to our bylaws were done with the best interest of the students of Palomar College in mind and with no self serving thoughts or desires.

We readily admit that we are not professional legislators. We know that, with the exception of the Telescope staff, no one expects us to be professionals and that most people at Palomar College, including our advisor, Mr. Bishop, will allow us to make our own mistakes, learn from them, and correct them.

We wonder how the Telescope would feel, if every action they took was criticized and ridiculed as publicly as they do their fellow students in ASG. We appreciate the support of the vast majority of the Palomar College community including the administration and we will continue to do what we truly believe is in the best interest of the students.”

3. **Confidential/Supervisory Team** – no report

4. **CCE/AFT** – no report

5. **Faculty Senate** – no report

6. **PFF/AFT** – no report

G. **ADJOURNMENT**

There being no remaining items, the meeting was adjourned at 3:20 p.m.

To: Strategic Planning Council
From: Fiscal Stability Task Force,
Bonnie Ann Dowd, Joe Newmyer, Co-Chairs
Topic: Recommendations for consideration August 24th SPC meeting
Date: August 19, 2004

At your last meeting you reviewed and approved two recommendations from the Fiscal Stability Task Force (FSTF). The FSTF has approved additional recommendations that impact the 2004-05 District Budget. In addition the finalization of the State Budget has resulted in some changes from the revenue that was projected in the District's Tentative Budget as approved by the Board of Trustees in June.

The unrestricted General Fund portion of the Tentative Budget includes an allocation of \$893,383 for Capital Outlay. The FSTF is recommending reducing this allocation to \$211,394. The remainder would be allocated toward equipment in Information Services. It was agreed that Information Services did not have sufficient flexibility in the remainder of its budget to accommodate the large Capital expenditure that is required. However the allocation of \$211,394 is still under review and may be reduced depending on additional information to be submitted to the FSTF. By recommending the reduction of \$681,989 in Capital Outlay the committee is not saying that departments should not spend funds in this area. What is intended is that departments would review their total budgets and transfer funds from other accounts to cover any essential Capital Outlay needs. It was also agreed that 05-06 budgets will not be reduced as a result of any transfers that occur for this purpose. Most of the needs of the Instructional Area will very likely be met in a satisfactory manner by the increased State allocation for instructional equipment.

The FSTF began discussions to eliminate some of the designated accounts. For the most part the designated accounts involve revenue that is not restricted by any outside entity, but has been treated as restricted by the District. For example, the District classifies PFE funds as designated although they are not restricted by State law. Certainly the District must account for these funds and has done so in the past. It is expected the PFE account will be eliminated during 2004-05 when the funds are folded into the apportionment.

The Apprenticeship Program, another designated account, is projected to generate revenue of \$1,032,283 during 2004-05. This revenue is not restricted and can be spent for any legal purpose. The projected direct expenses for that program are \$940,699. By including the projected revenue and expenses in the budget as stated above, a balance of \$91,584 remains. This amount is available to cover other costs that result from the Apprenticeship Program. However since all of those costs have already been budgeted, this remainder can be used to offset the projected deficit. FSTF approved the removal of the revenue from the Apprenticeship Program from the designated accounts.

Additionally the FSTF approved the removal of the following from the designated accounts:

- Follett Minimum Guarantee
- BFAP (Administrative Services Portion)
- Indirect Overhead (Administrative Services Portion)

For each of these accounts the costs budgeted against them have been and are projected to be less than the revenue that has been and is projected to be generated. By more accurately recognizing the revenue the projected deficit will be reduced by \$380,000.

The final State budget included an additional allocation for instructional equipment/scheduled maintenance that increases the District's portion to \$925,000. It has been agreed that this total will all be allocated toward instructional materials. The required match for this is \$309,000. However the Tentative Budget included \$408,000 for a potential match. This match would have allowed the District to meet the 1-1 match required for scheduled maintenance if all the funds were allocated for that purpose. The local match for instructional equipment is 1-3. By allowing all the funds to be used for instructional equipment the match amount is reduced and \$99,000 becomes available to help reduce the deficit.

The attached spreadsheet provides a scorecard that summarizes the proposals made above and also includes the changes that result from the State budget. Additionally it reflects the removal of any growth funds from the 2004-05 District budget. This removal seemed prudent since the summer and fall enrollment are both below the comparable numbers from last year. If growth does materialize later in the academic year the District could qualify for up to \$1,500,000. As shown on the spreadsheet if the items listed below are approved then the deficit financing for 2004-05 will have been reduced from \$1,825,118 to \$1,066,313.

In summary you are asked to consider approving the following:

- Reduce Capital Outlay Allocations by at least \$681,989.
- Remove the four programs listed above from the Designated Accounts.

04-05 GENERAL FUND BUDGET DEFICIT

	CHANGES	DEFICIT BALANCE
TENTATIVE BUDGET		\$1,825,118
ADDITIONAL EQUALIZATION REVENUE	-\$1,026,929	\$798,189
REMOVE GROWTH REVENUE	\$1,073,908	\$1,872,097
PFE REVENUE REDUCTION	\$500,000	\$2,372,097
CHILD CARE INDIRECT	-\$53,211	\$2,318,886
CAPITAL OUTLAY REDUCTION	-\$681,989	\$1,636,897
BLOCK GRANT MATCH	-\$99,000	\$1,537,897
APPRENTICE PROGRAM	-\$91,584	\$1,446,313
FOLLETT MINIMUM GUARANTEE	-\$135,000	\$1,311,313
BFAP	-\$40,000	\$1,271,313
INDIRECT OVERHEAD	-\$205,000	\$1,066,313



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Berta Cuaron and Teresa Laughlin, Co-Chairs, Curriculum Committee					Date May 28, 2004		
Proposed Name of Requested Group Curriculum Committee							
	Council	X	Committee		Subcommittee		Task Force
Action Requested:			Add		Delete	X	Change
<p>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.</p> <p>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.</p>							
<p>Meeting Schedule: Approximately monthly, with additional meetings during Fall semester</p>							
<p>Chair: <u>Teresa Laughlin and Berta Cuaron, Co-Chairs</u> <i>title only</i> <i>title only</i></p>							
<p>Members:</p> <ul style="list-style-type: none"> • Four faculty representatives 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. • Vice President, Instruction (Co-Chair) • All Instructional Deans • Faculty Senate Representative (Co-Chair) • Faculty Representative from Library • Faculty Representative from Student Services • Articulation Officer • Representatives from appropriate areas will be solicited and appointed by the Senate. • Student Liaison from ASG (advisory vote) <i>(appointed by ASG)</i> • Members will serve a three-year term with 1/3 of the membership confirmed each year. 							

A. Tasks

It shall be the responsibility of the co-chairs to keep matters of strategic and long-range planning before the Curriculum Committee. Each fall semester, the co-chairs shall identify the strategic planning goals for the year and shall produce a report for Committee review no later than the last meeting of the year on goals met. In addition, the philosophy and goals of the college shall be reviewed annually from the perspective of the College Curriculum Committee.

1. Approval of new instructional, AA Degree, Certificate and Continuing Education programs.
 - a. Reviews proposed programs to determine consistency with educational master plan
 - b. Prevents unnecessary duplication and overlap among programs and courses.
 - c. Validates transfer and vocational programs in terms of educational and employment opportunities
2. Approval of new courses for inclusion in the College Catalog.
 - a. Edits language of catalog description
 - b. Validates appropriate unit value
 - c. Assigns placement within Associate Degree and CSU GE requirements
 - d. Approves placement within AA and Certificate Programs
 - e. Approves course prerequisites and co-requisites
 - f. Approves basic skills entrance requirements
 - g. Approves dual- and cross-listings
 - h. Validates appropriateness of transfer and vocational courses
 - i. Monitors consistency of course numbers
3. Approval of changes to existing programs and courses in keeping with 1 and 2 above.
4. Approval of deletions of courses and programs from the College Catalog.
5. Establishes procedures for, and conducts a periodic review of, programs and courses.
 - a. Annually reviews courses inactive for four years
 - b. Receives the annual report of the Articulation Officer
6. Recommends college-wide academic performance standards including, but not limited to:
 - a. Graduation requirements
 - b. Minimum academic qualifications and standards for:
 - (1) Math and English
 - (2) AA Degree applicable courses
 - (3) Non-AA Degree applicable courses
 - (4) Continuing Education courses
 - c. Writing Across the Curriculum
 - d. Reading Across the Curriculum
 - e. Critical Thinking Across the Curriculum
7. Establishes standing and/or ad hoc committees as needed.

Tasks not listed under a subcommittee are the responsibility of the Curriculum Committee as a whole.

B. Subcommittees

Membership to the subcommittees shall be appointed by the Co-Chairs maintaining the balance and continuity reflected in the membership of the Curriculum Committee as a whole. The tasks identified above shall be accomplished through the following subcommittees:

Committee of the whole: Discipline Specific Curriculum Specialists. The Discipline Specific Curriculum Specialists are faculty members of the Curriculum Committee that assist with curriculum changes and reviews.

Duties apply to all new courses, programs, and changes in existing courses and programs:

1. Prevents unnecessary duplication and overlap among programs
2. Approves placement within AA and Certificate Programs
3. Approves dual and cross-listings
4. Develops criteria for a timely and systematic review of Course Outline of Record
5. Edits language of catalog description and Course Outline of Record
6. Recommends college-wide academic performance standards including, but not limited to:
 - a. Writing Across the Curriculum
 - b. Reading Across the Curriculum
 - c. Critical Thinking Across the Curriculum
7. Monitors consistency of course numbers
8. Validates appropriate unit value
9. Approves course prerequisites and co-requisites
10. Approves discipline assignments for the purpose of establishing minimum qualifications.
11. Approves distance learning offerings.

Subcommittee B – General Education and Standards Subcommittee

Duties:

1. Assigns placement of new courses within Associate Degree, CSU GE and IGETC.
2. Approves changes to existing courses with respect to assigning placement within Associate Degree, CSU GE and IGETC.
3. Receives the annual report from the Articulation Officer. Recommends college-wide academic performance standards including, but not limited to:
 - a. Graduation requirements
 - b. Minimum academic qualifications and standards for:
 - i. Math and English (basic skills)
 - ii. AA Degree applicable courses
 - iii. Non-degree applicable courses

Subcommittee C - Curriculum Planning Subcommittee

Duties: To approve:

1. Multicultural courses
2. Issues dealing with distance learning
3. Student learning outcomes activities
4. Equivalency for multicultural courses.
5. Other issues as assigned

C. Procedure

Any proposal will proceed through the following channels:

- Program/Department, Division Dean, one of the Discipline Specific Curriculum Specialists (assigned by the Faculty Co-Chair), simultaneously to Subcommittees B and C, Curriculum Co-Chairs, Main Curriculum Committee, Faculty Senate, Vice President for Instruction, Superintendent/President, Governing Board.
- Proposals will be assigned based on the discipline specialist's assignment.
- If a problem is identified, it shall be the responsibility of the Discipline Specific Curriculum Specialists to contact the department chairperson/director. There should be thorough communication between Discipline Specific Curriculum Specialists and department representatives. Departments should be given direction and assistance from the Discipline

Specific Curriculum Specialists for any needed modifications to their proposals. It shall be the responsibility of the department chairperson/director to return corrected proposals to the appropriate Discipline Specific Curriculum Specialists. In the event that a difference of opinion exists between the Discipline Specific Curriculum Specialist and department, the proposal shall proceed to the Curriculum Committee as a whole, via the Instruction Office, with the Discipline Specific Curriculum Specialist's written recommendations attached. The Curriculum Committee as a whole shall have responsibility for recommending approval to the Governing Board via the Faculty Senate. It shall be the responsibility of the faculty co-chair to facilitate this procedure.

Revised PAC 5/8/99

Revised Curriculum Committee 5/5/04

Approved Faculty Senate 5/10/04

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

Reviewed by Strategic Planning Council:

Comments:

_____ First Reading

_____ Approved/Denied

*find date of first reading
2/04*

Approved by PAC: 10/2/01

Draft

CURRICULUM COMMITTEE

Role

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.

Members

☐ Four faculty representatives from each of the following divisions:

Arts and Languages and Literature; Human Arts and Social and Behavioral Sciences;
Mathematics and the Natural and Health Sciences;

Arts, Media, Business and Community Services Computing Systems; and
Vocational Technology Career, Technical, and Extended Education.

☐ Vice President, Instruction (Co-Chair)

☐ All Instructional Deans

☐ Faculty Senate Representative (Co-Chair)

☐ Faculty Representative from Library

☐ Faculty Representative from Student Services

☐ Articulation Officer

☐ Representatives from appropriate areas will be solicited and appointed by the Senate.

☐ Student Liaison from ASG (~~observer~~)(advisory vote)

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

A. Tasks

It shall be the responsibility of the co-chairs to keep matters of strategic and long-range planning before the Curriculum Committee. Each fall semester, the co-chairs shall identify the strategic planning goals for the year and shall produce a report for Committee review no later than the last meeting of the year on goals met. In addition, the philosophy and goals of the college shall be reviewed annually from the perspective of the College Curriculum Committee.

1. Approval of new instructional, AA Degree, Certificate and Continuing Education programs.

a. Reviews proposed programs to determine

- consistency with educational master plan
 - b. Prevents unnecessary duplication and overlap among programs and courses.
 - c. Validates transfer and vocational programs in terms of educational and employment opportunities
 - 2. Approval of new courses for inclusion in the College Catalog.
 - a. Edits language of catalog description
 - b. Validates appropriate unit value
 - c. Assigns placement within Associate Degree and CSU GE requirements
 - d. Approves placement within AA and Certificate Programs
 - e. Approves course prerequisites and co-requisites
 - f. Approves basic skills entrance requirements
 - g. Approves dual- and cross-listings
 - h. Validates appropriateness of transfer and vocational courses
 - ~~i. Approves course syllabi~~
 - ~~j. Prevents unnecessary duplication and overlap among courses~~
 - k. Monitors consistency of course numbers
 - 3. Approval of changes to existing programs and courses in keeping with 1 and 2 above.
 - 4. Approval of deletions of courses and programs from the College Catalog.
 - 5. Establishes procedures for, and conducts a periodic review of, programs and courses.
 - ~~a. Develops criteria for a timely and systematic review of syllabi~~
 - b. Annually reviews courses inactive for ~~two~~ four years
 - c. Receives the annual report of the Articulation Officer
 - 6. Recommends college-wide academic performance standards including, but not limited to:
 - a. Graduation requirements
 - b. Minimum academic qualifications and standards for:
 - (1) ~~Basic skills courses~~ Math and English
 - (2) AA Degree applicable courses
 - (3) Non-AA Degree applicable courses
 - (4) Continuing Education courses
 - c. Writing Across the Curriculum
 - d. Reading Across the Curriculum
 - e. Critical Thinking Across the Curriculum
 - 7. Establishes standing and/or ad hoc committees as needed.
- Tasks not listed under a subcommittee are the responsibility of the

Curriculum Committee as a whole.

B. Subcommittees

Membership to the subcommittees shall be appointed by the Co-Chairs maintaining the balance and continuity reflected in the membership of the Curriculum Committee as a whole. The tasks identified above shall be accomplished through the following subcommittees:

Subcommittees A1, A2 – ~~Course and Program Approval~~

~~Committees~~ (Two parallel committees)

Committee of the whole: Discipline Specific Curriculum Specialists The Discipline Specific Curriculum Specialists are faculty members of the curriculum committee that assist with curriculum changes and reviews.

Duties apply to all new courses, programs, and changes in existing courses and programs:

1. Prevents unnecessary duplication and overlap among programs
2. Approves placement within AA and Certificate Programs
3. Approves dual and cross-listings
4. Develops criteria for a timely and systematic review of ~~Syllabi~~ Course outline of Record
5. Edits language of catalog description and ~~syllabi~~ Course outline of Record
6. ~~Approves course syllabi~~
6. Recommends college-wide academic performance standards including, but not limited to:
 - (a) Writing Across the Curriculum
 - (b) Reading Across the Curriculum
 - (c) Critical Thinking Across the Curriculum
7. Monitors consistency of course numbers
8. Validates appropriate unit value
9. Approves course prerequisites and co-requisites
10. Approves discipline assignments for the purpose of establishing minimum qualifications.
11. approves distance learning offerings.

Subcommittee B – General Education and Standards Subcommittee

Duties:

1. Assigns placement of new courses within Associate Degree, and CSU GE requirements and IGETC.
2. ~~Approves basic skills entrance requirements.~~ Approves changes to existing courses with respect to assigning placement within Associate Degree, CSU GE and IGETC.
3. Receives the annual report from the Articulation Officer. Approves changes to existing programs and courses with respect to:
 - a. Assigning placement within Associate Degree and CSU GE requirements.

- b. ~~Approving placement within AA and Certificate Programs~~
 - c. ~~Approves basic skills entrance requirements~~
- 4. ~~Receives the annual report from the Articulation Officer. Recommends college-wide academic performance standards including, but not limited to:~~
 - a. ~~Graduation requirements~~
 - b. ~~Minimum academic qualifications and standards for:~~
 - i. ~~Basic skills course Math and English (basic skills)~~
 - ii. ~~AA Degree applicable courses~~
 - iii. ~~Non-degree applicable courses~~
 - iv. ~~Continuing Education courses~~
 - v. ~~Certificate Programs~~
- 5. ~~Recommends college-wide academic performance standards including, but not limited to:~~
 - a. ~~Graduation requirements~~
 - b. ~~Minimum academic qualifications and standards for:~~
 - i. ~~Basic skills course Math and English (basic skills)~~
 - ii. ~~AA Degree applicable courses~~
 - iii. ~~Non-degree applicable courses~~
 - iv. ~~Continuing Education courses~~
 - v. ~~Certificate Programs~~

Subcommittee C - Curriculum Planning Subcommittee

Duties to approve:

- 1. ~~Reviews proposed programs to determine consistency with educational master plan~~
- 2. ~~Validates transfer and vocational programs in terms of educational and employment opportunities~~
- 3. ~~Validates appropriateness of transfer and vocational courses~~
- 4. ~~Approves changes to existing programs and courses with respect to validating appropriateness of transfer and vocational courses~~
- 5. ~~Recommends college-wide academic performance standards including, but not limited to:~~
 - (a) ~~Writing Across the Curriculum~~
 - (b) ~~Reading Across the Curriculum~~
 - (c) ~~Critical Thinking Across the Curriculum~~
- 6. ~~Annually reviews courses inactive for two years~~
- 6. 1. Multicultural courses
- 2. Issues dealing with distance learning
- 3. Student learning outcomes activities
- 4. Equivalency for multicultural courses.
- 5. Other issues as assigned

C. Procedure

Any proposal will proceed through the following channels:

☐ Program/Department, Division Dean, one of the ~~A Subcommittees~~ Discipline Specific Curriculum Specialists (assigned by the Faculty Co-Chair), simultaneously to Subcommittees B

and C, Curriculum Co-Chairs, Main Curriculum Committee, Faculty Senate, Vice President for Instruction, Superintendent/President, Governing Board.

☐ ~~It is recommended that each subcommittee process proposals within a two-week time period. All proposals shall be first considered by one of the A subcommittees with the corrected syllabi. Proposals will be assigned by the faculty co-chair. Based on the discipline specialist's assignment.~~

☐ If a problem is identified, it shall be the responsibility of the ~~subcommittee~~ Discipline Specific Curriculum Specialists to contact the department chairperson/director. There should be thorough communication between ~~subcommittees~~ Discipline Specific Curriculum Specialists and department representatives. Departments should be given direction and assistance from the ~~subcommittees~~ Discipline Specific Curriculum Specialists for any needed modifications to their proposals. It shall be the responsibility of the department chairperson/director to return corrected proposals to the appropriate ~~subcommittee~~ Discipline Specific Curriculum Specialists. In the event that a difference of opinion exists between the ~~subcommittee~~ Discipline Specific Curriculum Specialists and department, the proposal shall proceed ~~either to the next subcommittee or to the Curriculum Committee as a whole (whichever is next in line)~~, via the Instruction Office, with the ~~subcommittee's~~ Discipline Specific Curriculum Specialists written recommendations attached. The Curriculum Committee as a whole shall have responsibility for recommending approval to the Governing Board via the Faculty Senate. It shall be the responsibility of the faculty co-chair to facilitate this procedure. rev. PAC 5-18-99

Strategic Plan 2005 Annual Implementation Plan 2004-2005

Objective/Activity 1 <i>Goal: Student Success</i>	<p>primary person(s): VP Instruction; VP Student Services</p>
<p>Increase completion of educational goals, including transfer, by developing and implementing programs and services to increase persistence (students returning in subsequent semesters) (02-03) (03-04)</p> <p>Major tasks / plans to accomplish goal. (03-04)</p> <ol style="list-style-type: none"> 1. Define joint projects with Instruction to improve retention. 2. Increase the number of Ed. Plans developed by counselors by 5%. 3. Work with Research and Planning Office to create Research Agenda for Student Services. 4. Utilize student e-mail to increase communication effectiveness. 5. Implement Project 8, SA upgrade. 6. Implement one-stop admissions and financial aid services. 7. Implement a Bursar's operation in the Student Services Center. 8. Provide quality health, wellness and prevention services to meet the needs of students. 	<p>Assigned Groups: Instructional Planning Council, Student Services Planning Council ; <i>SLO</i></p>
Estimated Cost:	<p>One Time</p> <p>Ongoing X</p>
Funding Source:	<p>Time Line: May, 2005 (Plan)</p>

Key

Funding Source: left blank, when existing resources are to be used.

6-16-04 *chap*

Strategic Plan Annual Implementation Plan 2004-2005

Objective/Activity 2 <i>Goal: Student Success</i>	<i>new</i>	Primary Person(s): VP Student Services
Develop and implement a comprehensive plan to increase the options for and accuracy of counseling and advising. Major tasks / plans to accomplish goal.		Assigned Groups: Dean, Counseling Services, Counseling Department
Estimated Cost:	One Time	Funding Source: Matriculation
	Ongoing X	Time Line May, 2005

Strategic Plan Annual Implementation Plan 2004-2005

Objective/Activity 3 <i>Goal: Student Success</i> <i>new</i>	Primary Person(s): VP Instruction; VP Student Services, VP Finance and Administrative Services	
Continue to develop and improve policies and procedures that use technology to communicate relevant information to existing and potential students Major tasks / plans to accomplish goal.	Assigned Groups: ATG, Technology Master Plan Task Force , <i>Information Services</i>	
Estimated Cost:	One Time	Funding Source: Time Line: May, 2005
	Ongoing X	
<i>Ongoing new item x</i>		

put in all

Strategic Plan Annual Implementation Plan 2004-2005

Objective/Activity 4 <i>Goal: Teaching and Learning Excellence</i>		Primary Person(s): Faculty Senate	
Foster a learning culture that promotes institutional and student expectations, responsibilities, and respect (02-03) (03-04)		Assigned Groups: President; VP Instruction; VP Student Services; Director, Student Affairs; Director, Institutional Research and Planning, Learning Outcomes Council	
Estimated Cost:	One Time	Funding Source: Time Line: January, 2005 (Plan)	
	Ongoing		

Strategic Plan Annual Implementation Plan 2004-2005

Objective/Activity 5 <i>Goal: Teaching and Learning Excellence</i>	<i>new</i>	Primary Person(s): VP Instruction
Integrate information competency skills across the curriculum. Major tasks / plans to accomplish goal.		Assigned Groups: IPC, Librarians, Curriculum Committee, Learning Outcomes Council
Estimated Cost:	One Time Ongoing	Funding Source:
	X	Time Line: May, 2005 (Plan)

Strategic Plan Annual Implementation Plan 2004-2005

Objective/Activity 6 Goal: Organizational and Professional Development		Primary Person(s): VP Human Resource Services	
Promote cross-functional training and education to improve institutional understanding and teamwork (03-04). Major tasks / plans to accomplish goal.		Assigned Groups: HRSPC; Training Coordinator	
Estimated Cost:	One Time	Funding Source: Time Line: May, 2005	
	Ongoing		

Strategic Plan Annual Implementation Plan 2004-2005

Objective/Activity 7 Goal: Organizational and Professional Development Pursue professional development grant opportunities. Major tasks / plans to accomplish goal.		Primary Person(s): VP Human Resource Services; VP Instruction; Executive Vice President for the Foundation Assigned Groups: PD Coordinator ; <i>PD Review Board</i>	
Estimated Cost:	One Time	Funding Source: Time Line: May, 2005	
	Ongoing		

Strategic Plan Annual Implementation Plan 2004-2005

Objective/Activity 11 <i>Goal: Resource Management</i>		Primary Person(s): VP Finance & Administrative Services	
Reassess options for flexible multi-year departmental budget planning (02-03) (03-04) Major tasks / plans to accomplish goal.		Assigned Groups: Director of Fiscal Services; Revenue Allocation Committee	
Estimated Cost:	One Time	X	Funding Source: Time Line: May, 2005
	Ongoing		

Strategic Plan Annual Implementation Plan 2004-2005

Objective/Activity 9 <i>Goal: Resource Management</i>		Primary Person(s): VP Instruction; VP Finance & Administrative Services	
Develop and implement a long-range budget plan for computer hardware and software upgrades and/or replacement (02-03) Major tasks / plans to accomplish goal.		Assigned Groups: Technology Master Plan Task Force; Revenue Allocation Committee	
Estimated Cost:	One Time	X	Funding Source:
	Ongoing		
		Time Line: January, 2005 (part of Technology Master Plan)	

**Strategic Plan
Annual Implementation Plan 2004-2005**

Objective/Activity 10 Goal: Resource Management Strengthen business and community partnerships and relationships to increase funding sources and support. Major tasks / plans to accomplish goal.	Primary Person(s): VP Instruction; VP Student Services; Executive Vice President for the Foundation Assigned Groups: Instructional Departments; Foundation, Workforce and Community Development
Estimated Cost:	One Time X Ongoing
Funding Source: General Fund; Categorical Time Line: May, 2005	

Strategic Plan Annual Implementation Plan 2004-2005

Objective/Activity 11 <i>Goal: Resource Management</i>	<i>new</i>	Primary Person(s): VP Instruction; VP Finance & Administrative Services
Update and implement the Technology Master Plan Major tasks / plans to accomplish goal.		Assigned Groups: Technology Master Plan Task Force; Revenue Allocation Committee
Estimated Cost:	One Time X Ongoing	Funding Source: General Fund; Categorical
		Time Line: January, 2005

Strategic Plan Annual Implementation Plan 2004-2005

Objective/Activity 12 <i>Goal: Facilities Improvement</i>		Primary Person(s): VP Finance & Administrative Services; VP Instruction;	
Develop and implement uniform Facilities Use Policy and Procedures (03-04) Major tasks / plans to accomplish goal.		Assigned Groups: Director, Student Affairs; Athletics; Facilities; Performing Arts	
Estimated Cost:	One Time	X	Funding Source:
	Ongoing		
		Time Line: January, 2005	

Strategic Plan Annual Implementation Plan 2004-2005

Objective/Activity 13 Goal: Facilities Improvement		Primary Person(s): VP Finance & Administrative Services; VP Instruction	
Complete and implement a Master Signage Plan for all District facilities. Major tasks / plans to accomplish goal. PROPOSE CARRYING OVER TO NEXT STRATEGIC PLAN		Assigned Groups: Director, Student Affairs ; Facilities Master Plan , Director Facilities, Facilities Review Committee	
Estimated Cost:	One Time	X	Funding Source:
	Ongoing		
		Time Line: TBD – CARRY OVER TO NEXT STRATEGIC PLAN	

MATRICULATION AND TRANSFER ADVISORY COMMITTEE

Role

The purpose of the Matriculation and Transfer Advisory Committee is to review and support the activity of the Matriculation and Transfer programs.

Products

Matriculation and Transfer Advisory Committee members are responsible for articulating the Palomar College Matriculation Plan and the Transfer Center Plan, goals, objectives, budget revisions and accomplishments to the constituencies they represent.

Reporting Relationship

Student Services Planning Council

Meeting Schedule

*September, December, March, May
2nd Thursday – 2-3:30 p.m.*

Chair

Dean, Counseling Services

Members

- Vice President, Instruction
- Vice President, Student Services
- Non-Credit Matriculation Coordinator
- One Faculty representative from ~~Transfer Counselor Counseling~~ (Change)
- One Faculty representative from ESL
- One Faculty representative from Math
- One Faculty representative from English
- One Faculty representative from Reading
- Director, EOP&S
- Director, Information Services
- Director, DRC
- Director, Enrollment Services
- Director, Institutional Research and Planning
- **Director, Transfer Center (Add)**
- Assessment and School Relations Supervisor
- One Instructional Dean
- ~~Counseling Services Supervisor~~ (Delete – position does not currently exist)
- One Classified Employee
- One Student