



STRATEGIC PLANNING COUNCIL AGENDA

Date: November 16, 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, Dowd, Frady, Gordon, Halttunen, Ivey, Jay, Kelber, Kovrig, Madrigal, McCluskey, Miyamoto, Newmyer, Owens, Snow, Snyder, Townsend-Merino, Versaci, Waite

RECORDER: Ashour

	Attachments	Time
A. <u>MINUTES</u>		2 min
1. Approve Minutes of November 2, 2004		
B. <u>ACTION ITEM/SECOND READING</u>		10 min
1. Writing Team for Accreditation Progress Report		
C. <u>ACTION ITEMS/FIRST READING</u>		20 min
1. "2005-06 Campus Explorations on ..."		
2. Assign Administrative Services Planning Council to draft policies and procedures relating to innovative fundraising		
D. <u>DISCUSSION/INFORMATION ITEMS</u>		30 min
1. Institutional Review		
2. Fiscal Stability Task Force Report		
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/Neill Kovrig		
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>PENDING ITEMS</u>		
1. Library Rename		
H. <u>OTHER ITEMS</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
November 16, 2004**

A regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, November 16, 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, Sherry Gordon, Julie Ivey, Ken Jay, Richard Jones, Barbara Kelber, Joe Madrigal, Becky McCluskey, Jack Miyamoto, Joe Newmyer, Wilma Owens, Susan Snow, Katie Townsend-Merino, Rocco Versaci

Members Absent: Mike Dimmick, Lynda Halttunen, Neill Kovrig

Recorder: Cheryl Ashour

Guests: Jayne Conway, Pat Schwerdtfeger, Sara Thompson

A. MINUTES

1. Approve Minutes of November 2, 2004

MSC (Newmyer/Miyamoto) to approve the Minutes of November 2, 2004 as presented

B. ACTION ITEMS/SECOND READING

1. Writing Team for Accreditation Progress Report

MSC (Kelber/Madrigal) to approve the Writing Team for Accreditation Progress Report

The writing team will consist of Katie Townsend-Merino, Barbara Kelber, Marilee Nebelsick-Tagg, Becky McCluskey, Berta Cuaron, Joe Newmyer, Michelle Barton, Nancy Horio, Lori Waite, and Kelly Hudson-MacIsaac.

C. ACTION ITEMS/FIRST READING

1. "2005-06 Campus Explorations on..."

Dr. Barbara Kelber discussed expanding the idea of a learning community to a campus-wide interaction and interdisciplinary experience for students beginning with the fall 2005 semester. A theme will be decided upon and any faculty member who is interested in participating will discuss the theme in their course throughout the semester. The idea has been approved by the Faculty Senate, the Curriculum Committee, and Instructional Planning Council. The theme will be determined by a faculty web survey. In addition, a once-a-week afternoon topics class will be offered for students wishing to participate. The topics class will be team taught by interested instructors and will include group interaction and guest speakers. Dr. Bonnie Dowd recommended that the campus-wide theme be tied into all marketing efforts for the academic year e.g., the cover of the schedule displaying the theme and perhaps even having the professional development activities designed with the theme in mind. This item will be return to the December 7 meeting for action.

2. Assign Administrative Services Planning Council to draft policies and procedures relating to innovative fundraising.

Dr. Jones stated that the College does not have a procedure or guideline for how money is raised on Campus and who keeps the money when it is generated. He recommends that a task force be formed under the Administrative Services Planning Council to create a procedure. It was suggested that membership on the task force

include a member from each of the Planning Councils and that departments who don't normally have fundraising opportunity be invited to participate on the task force.

After discussion, it was decided that Administrative Services Planning Council will form a task force to draft procedures relating to innovative fundraising. Joe Newmyer will draft a governance structure request and present it at the next ASPC meeting; then bring the item back to SPC for a first reading.

D. DISCUSSION/INFORMATION ITEMS

1. Institutional Review

Sara Thompson discussed the goals of Institutional Review Committee (IRC) and how they relate to the planning councils. The goal of the committee is to modify the institutional review process this year to reflect the feedback they received from focus groups at the end of last year. They also plan to evaluate two years of this new institutional review process. The committee created a shorter form to be used by departments, which include areas for progress reports and feedback by deans and directors. Deans/directors are required to write a summary and a copy of the feedback will be added to the summary.

The Accrediting Commission will require a report that ties institutional review to strategic planning and revenue allocation. The IRC would like to clarify how they fit into the process. They are asking the planning councils to help them figure out if IRC is effective, necessary, and what changes they might need. The IRC is supposed to respond to directives from the planning councils; however they have not yet received any. They need to know specific things they are supposed to ask the college units. Is the College meeting institutional review requirements through our planning councils and therefore we do not need the IRC process? If it is determined that IRC is still needed, Ms. Thompson requested that the planning councils provide feedback. Discussion ensued. It was decided that this item will return at the next meeting for discussion on whether to continue the Instructional Review Committee.

2. Fiscal Stability Task Force Report

Joe Newmyer reported that four sub-groups were formed in the Fiscal Stability Task Force and they did great work developing guidelines and reaching conclusions. At their next meeting they will be reviewing the sub-groups' conclusions. If approved, the recommendations will be brought to the next SPC meeting in the form of a report. FSTF received spreadsheet information from fiscal comparing the last three years of actual expenditures to the current year's budget in an attempt to address possible over-budgeting.

E. REPORTS OF PLANNING COUNCILS

1. Administrative Services Planning Council

Joe Newmyer reported ASPC discussed an operational issue – should items on which a division or department wants to spend money come through Strategic Planning Council? It was decided that if the department has the money to fund their request, it only need to come to SPC for information purposes. However, if the department does not have adequate funding, they would need to go through the process to SPC and RAC. Two issues will be coming to SPC in the near future. One is a request to put defibrillators on campus with the money coming from the reserves. The other request involves surveillance cameras at the Escondido Center.

2. Human Resource Services Planning Council

Jack Miyamoto reported that HRSPC met last Tuesday. They changed the descriptive language in faculty job announcements. They continued their work on Goal 6 of the Annual Implementation Plan regarding cross-training.

3. Instructional Planning Council

Berta Cuaron reported that IPC had a busy agenda last week. They had four presentations: campus explorations; update on the Learning Outcomes Council; update on the Fiscal Stability Task Force; and, results of the Survey of Student Engagement.

4. Student Services Planning Council

Joe Madrigal reported that SSPC had two reports: update on the Learning Outcomes Council and the results of the Survey of Student Engagement. He stated Student Services has had an annual holiday gathering. They would like to know if the other areas would like to participate.

F. REPORTS OF CONSTITUENCIES**1. Administrative Association - No report****2. Associated Student Government - No report****3. Confidential/Supervisory Team - No report****4. CCE/AFT - No report****5. Faculty Senate**

Katie Townsend-Merino reported that at the last Faculty Senate meeting they heard a report from the Learning Outcomes Council. Also, the Professional Procedures Committee gave a final report about academic due process for faculty. As a result of this report, the Faculty Senate has recommended that two faculty members who were denied due process last year should be allowed to reinstate their request.

6. PFF/AFT - No report**G. PENDING ITEMS****1. Library Rename**

Dr. Jones reported that his office has been unable to trace down the Putnam family. The last college where Mr. Putnam was President was contacted. They did not have any contact information for him.

H. ADJOURNMENT

There being no remaining items, the meeting was adjourned at 3:40 p.m.