STRATEGIC PLANNING COUNCIL AGENDA

Date:	October 17, 2006
Starting Time:	2:00 p.m.
Ending Time:	3:45 p.m.
Place:	**SU-18**

CHAIR: Deegan

MEMBERS: Barton, Bishop, Colwell, Cuaron, Doran, Dowd, Eichelberger, Faulkner, Fernandez, Frady, Gable, Gowen, Halttunen, Ivey, Lienhart, Madrigal, McCluskey, O'Brien, Plotts, Thompson, Tortarolo, Van Engel

 RECORDER: Ashour

	Attachments	Time
A. MINUTES		5 min.
1. Approve minutes of October 3, 2006		
B. ACTION ITEMS/SECOND READING		5 min.
1. Annual Implementation Plan	Exhibit B1	
2. Accreditation Self-Study Planning Committee	Exhibit B2	
C. ACTION ITEMS/FIRST READING		30 min.
1. Sabbatical Leave Committee		
D. DISCUSSION/INFORMATION ITEMS		30 min.
1. Process for New Program Approval	Exhibit D1	
2. Grants Process Work Group		
E. REPORTS OF PLANNING COUNCILS		15 min.
1. Administrative Services Planning Council – Bonnie Ann Dowd		
2. Human Resource Services Planning Council – John Tortarolo		
3. Instructional Planning Council – Berta Cuaron		
4. Student Services Planning Council – Joe Madrigal		
F. REPORT FROM RAC		10 min
G. REPORT FROM TRC		
H. REPORTS OF CONSTITUENCIES		15min.
1. Administrative Association – Tom Plotts		
2. Associated Student Government – Curtis Van Engel		
3. Confidential/Supervisory Team – Marsha Gable		
4. CCE/AFT – Becky McCluskey		
5. Faculty Senate – Brent Gowen		
6. PFF/AFT – Shannon Lienhart/Julie Ivey		

I. OTHER ITEMS

![Palomar College logo]

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, October 17, 2006, in SU-18. The meeting was called to order at 2:00 p.m. by Robert Deegan.

ROLL CALL

Members Present: Barton, Bishop, Colwell, Cuaron, Deegan, Dowd, Hogan Egkan, Eichelberger, Fernandez, Frady, Gable, Gowen, Halttunen, Ivey, Lienhart, McCluskey, Thompson, Tortarolo, Van Engel

Recorder: Cheryl Ashour

Members Absent: Sue Doran, Molly Faulkner, Patrick O'Brien, Tom Plotts

Guests: Chris Wick for Sue Doran, Calvin One Deer Gavin for Tom Plotts

A. **MINUTES**

    1. **Approve Minutes of October 3, 2006**

        MSC (Gowen) to approve the Minutes of October 3, 2006 with revisions

B. **ACTION ITEMS/SECOND READING**

    1. **Annual Implementation Plan (Exhibit B1)**

        Michelle Barton reported that the writing group reconvened to revise Objectives 12 and 13. Each objective was changed to begin with "Develop and implement a plan to …"

        MSC (Bishop) to approve the Annual Implementation Plan

    2. **Accreditation Self-Study Planning Committee (Exhibit B2)**

        Berta Cuaron reported that the Accreditation Self-Study Planning Committee was revised according to the recommendations from the first reading at the last meeting.

        MSC (Halttunen) to approve the Accreditation Self-Study Planning Committee

C. **ACTION ITEMS/FIRST READING**

    1. **Sabbatical Leave Committee**

        MSC (Gowen) to move this item to a second reading

        MSC (Gavin) to remove the Sabbatical Leave Committee from the Governance Structure document

D. **DISCUSSION/INFORMATION ITEMS**

    1. **Process for New Program Approval (Exhibit D1)**

        Berta Cuaron provided a history of the process for approving new programs. She distributed and discussed the process. The process speaks to the requirements from the Chancellor's Office. Discussion ensued. It was suggested that the name be changed to "Process for New Instructional Programs Approval."

    2. **Grants Process Work Group**

        Michelle Barton requested volunteers to participate in the Grants Process Work Group. The work group will meet twice a month.

E. **REPORTS OF PLANNING COUNCILS**

    1. **Administrative Services Planning Council** – no report

    2. **Human Resource Services Planning Council**

        John Tortarolo reported that HRSPC discussed objectives 6 and 13 from the AIP.

    3.   **Instructional Planning Council**

        Berta Cuaron reported that IPC met last Wednesday. They allocated 75/25 funds to departments. The first four objectives from the AIP were discussed.

    4.   **Student Services Planning Council** – no report

F.   **RESOURCE ALLOCATION COUNCIL**

    Bonnie Ann Dowd reported that RAC met October 10. They discussed the breakdown of the $2.1 million

G.   **REPORT FROM TECHNOLOGY RESOURCE COMMITTEE**

    Bonnie Ann Dowd reported that the TRC met October 12.

H.   **REPORTS OF CONSTITUENCIES**

    1.   **Administrative Association** – No report

    2.   **Associated Student Government**

        Michelle Eichelbergr reported that many students were disappointed by the lack of participation by faculty and administration during Comet Celebration. The event has gotten very positive feedback. The results of the smoking survey will be announced in a couple of weeks.

    3.   **Confidential/Supervisory Team**

        Marsha Gable reported that this will be her last meeting. She has accepted a position at Cal State San Marcos to oversee their outreach programs. President Deegan thanked her for her work at the College.

    4.   **CCE/AFT**

        Becky McCluskey reported that CCE has endorsed Proposition M at their board meeting.

    5.   **Faculty Senate**

        Brent Gowen reported that the Faculty Senate discussed the evaluation process of probationary faculty.

    6.   **PFF/AFT**

        Shannon Lienhart reported that the PFF bylaws were changed to set aside a portion of the dues into a political fund.

I.   **ADJOURNMENT**

    There being no remaining items the meeting was adjourned at 4:00 p.m.

Strategic Plan 2009
Annual Implementation Plan
2006-2007

PALOMAR COLLEGE
Learning for Success

Objective/Activity 1 **Goal:** *Student Success*		Primary Person(s): **Vice President, Student Services; Vice President, Instruction**	
Develop and implement an institution-wide plan that includes strategies to improve retention (course completion) and persistence (semester to semester attendance and completion).		Assigned Groups: **Student Services Planning Council; Instructional Planning Council; Student Learning Outcomes Council** * IPC and SSPC should consider establishing a working group to prepare a draft plan for review by May, 2007	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: **Plan due May, 2007**	
Nov., 2006		Feb., 2007	May, 2007

Objective/Activity 2 *Goal: Student Success*		Primary Person(s): **Vice President, Student Services; Vice President, Instruction**	
Increase instructional faculty's awareness and referral of students to services that support student success.		Assigned Groups: **Student Services Planning Council; Instructional Planning Council**	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: **May, 2007**	
Nov., 2006	Feb., 2007		May, 2007

Objective/Activity 3 *Goal : Student Success*		Primary Person(s): **Vice President, Student Services; Vice President, Instruction**	
Define and communicate classroom and college expectations of students that foster shared responsibility for learning outcomes.		Assigned Groups: **Student Services Planning Council; Instructional Planning Council; Learning Outcomes Council; Associated Student Government**	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: **May, 2007**	
Nov., 2006	Feb., 2007		May, 2007

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Objective/Activity 4 *Goal* : *Student Success*		Primary Person(s): **Vice President, Student Services; Vice President, Instruction**	
Increase student awareness and use of services that support student success.		Assigned Groups: **Student Services Planning Council; Instructional Planning Council; Associated Student Government**	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line:	
Nov., 2006	Feb., 2007		May, 2007

Objective/Activity 5 *Goal* : *Student Success*		Primary Person(s): **Vice President, Instruction**	
Align scheduling, course and program offerings to meet the needs of students.		Assigned Groups: **Deans; Instructional Planning Council; Director, Extended Education; Instructional Department Chairs and Directors; Associated Student Government**	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: **May, 2007**	
Nov., 2006	Feb., 2007		May, 2007

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Strategic Plan
Annual Implementation Plan 2006-2007

Objective/Activity 6 *Goal* : *Student Success*		Primary Person(s): **Superintendent/President; Vice President, Human Resource Services**	
Increase the number of full-time faculty while recognizing the need to increase the diversity among full-time faculty.		Assigned Groups: **Strategic Planning Council; Human Resource Services Planning Council for Model EEO Plan; Faculty Senate**	
Estimated Cost:	One Time	**Funding Source:**	
	Ongoing	**Time Line: May, 2007**	
Nov., 2006		Feb., 2007	May, 2007

Objective/Activity 7 *Goal* : *Teaching and Learning*		Primary Person(s): **Faculty Senate President; Academic Technology Coordinator**	
Integrate campus discussions related to on-line teaching.		Assigned Groups: **Faculty Senate Academic Technology Committee; Technology Resources Committee; Academic Technology Group; Professional Development; PFF; Associated Student Government**	
Estimated Cost:	One Time	**Funding Source:**	
	Ongoing	**Time Line: May, 2007**	
Nov., 2006		Feb., 2007	May, 2007

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Objective/Activity 8 _Goal : Teaching and Learning_			Primary Person(s): **Co-Chairs of Technology Resources Committee**
Provide up-to-date technology and related technical and equipment support for instructional purposes.			Assigned Groups: **Technology Resources Committee; Strategic Planning Council**
Estimated Cost:	One Time		**Funding Source:**
	Ongoing		**Time Line: May, 2007**
Nov., 2006	Feb., 2007		May, 2007

Objective/Activity 9 _Goal : Teaching and Learning_			Primary Person(s): **Academic Technology Coordinator; Professional Development Coordinator**
Provide comprehensive technology training for instructional purposes.			Assigned Groups: **Academic Technology Group; Professional Development; Technology Resources Committee**
Estimated Cost:	One Time		**Funding Source:**
	Ongoing		**Time Line: May, 2007**
Nov., 2006	Feb., 2007		May, 2007

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Strategic Plan
Annual Implementation Plan 2006-2007

Objective/Activity 10		Primary Person(s): Co-Chairs of Learning Outcomes Council
Goal : *Teaching and Learning*		
Enculture the discussion and implementation of learning outcomes cycles.		Assigned Groups: Learning Outcomes Council; Institutional Review Committee
Estimated Cost:	One Time	Funding Source:
	Ongoing	Time Line: May, 2007
Nov., 2006	Feb., 2007	May, 2007

Objective/Activity 11		Primary Person(s): Professional Development Coordinator
Goal : *Teaching and Learning*		
Advance the faculty-to-faculty mentoring program		Assigned Groups: Faculty Senate
Estimated Cost:	One Time	Funding Source:
	Ongoing	Time Line: November, 2006
Nov., 2006	Feb., 2007	May, 2007

Objective/Activity 12 *Goal* : *Teaching and Learning*			**Primary Person(s): Vice President, Instruction; Vice President, Student Services**
Provide financial and institutional support to facilitate faculty skill development, knowledge, research and innovation in on- and off-campus venues.			**Assigned Groups: Instructional Planning Council; Student Services Planning Council; Professional Development**
Estimated Cost:	One Time		**Funding Source:**
	Ongoing		**Time Line: May, 2007**
Nov., 2006		Feb., 2007	May, 2007

Objective/Activity 13 *Goal* : *Organizational and Professional Development*			**Primary Person(s): Vice President, Human Resource Services**
Establish and fund on-going employee training programs for technical and professional skills to assess needs, assure competencies, and identify appropriate delivery methods.			**Assigned Groups: Human Resource Services Planning Council; Information Services; Professional Development; Council of Classified Employees (CCE); Technology Resources Committee**
Estimated Cost:	One Time		**Funding Source:**
	Ongoing		**Time Line: May, 2007**
Nov., 2006		Feb., 2007	May, 2007

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Objective/Activity 14 *Goal* : *Organizational and Professional Development*		Primary Person(s): **Superintendent/President**	
Evaluate formal communication channels and improve the vertical and horizontal communication within the governance structure.		**Assigned Groups: Strategic Planning Council; Instructional Planning Council; Student Services Planning Council; Human Resource Services Planning Council; Administrative Planning Council; Research and Planning**	
Estimated Cost:	One Time	**Funding Source:**	
	Ongoing	**Time Line: May, 2007**	
Nov., 2006	Feb., 2007		May, 2007

Objective/Activity 15 *Goal* : *Resource Management*		Primary Person(s): **Superintendent/President; Director, Research and Planning**	
Develop and implement a process for submitting, approving, and managing grants.		**Assigned Groups: Strategic Planning Council; Research and Planning; Director, Grant Funded Student Programs; Director, Fiscal Services**	
Estimated Cost:	One Time	**Funding Source:**	
	Ongoing	**Time Line: May, 2007**	
Nov., 2006	Feb., 2007		May, 2007

Objective/Activity 16 *Goal* : *Resource Management*		Primary Person(s): **Vice President, Instruction; Vice President Finance & Administrative Services**	
Develop a comprehensive process that addresses the financial implications of program development and implementation.		Assigned Groups: **Deans; Director, Fiscal Services; Strategic Planning Council**	
Estimated Cost:	One Time	**Funding Source:**	
	Ongoing	**Time Line: May, 2007**	
Nov., 2006	Feb., 2007		May, 2007

Objective/Activity 17 *Goal* : *Facilities Improvement*		Primary Person(s): **Vice President, Finance & Administrative Services; Director, Facilities**	
Identify and provide appropriate levels of funding to support and ensure implementation of the facilities plan and the ongoing maintenance of buildings and grounds.		Assigned Groups: **Administrative Services Planning Council; Facilities Review Committee**	
Estimated Cost:	One Time	**Funding Source:**	
	Ongoing	**Time Line: May, 2007**	
Nov., 2006	Feb., 2007		May, 2007

Objective/Activity 18			**Primary Person(s): Vice President, Finance & Administrative Services**	
Goal : *Facilities Improvement*				
Complete the master signage plan for all district facilities			**Assigned Groups: Administrative Services Planning Council**	
Estimated Cost:	One Time		**Funding Source:**	
	Ongoing		**Time Line: May, 2007**	
Nov., 2006		Feb., 2007		May, 2007

Objective/Activity 19			**Primary Person(s): Manager, Facility Planning/Environmental Health & Safety**	
Goal : *Facilities Improvement*				
Continue to develop procedures to respond to emergency situations.			**Assigned Groups: Safety and Security Committee; Campus Police Committee**	
Estimated Cost:	One Time		**Funding Source:**	
	Ongoing		**Time Line: May, 2007**	
Nov., 2006		Feb., 2007		May, 2007

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PALOMAR COLLEGE
Learning for Success

Request submitted by Berta Cuaron, Vice President, Instruction	**Date** 10/09/06

Proposed Name of Requested Group   Accreditation Steering Committee

	Council	X	**Committee**		**Subcommittee**		**Task Force**

Action Requested:		X	**Add**		**Delete**		**Change**

Role and Products:
The Accreditation Steering Committee provides the overall planning, guidance, response, and preparation for the self-study, mid-term report, and other report requirements from ACCJC/WASC. The Committee is responsible for coordinating and organizing information, data, and resources in preparation for accreditation-related reports and site visits. The Committee makes recommendations on any issues related to accreditation throughout the six-year cycle. The Committee maintains currency with accreditation standards and procedures, including attending accreditation workshops. The Committee communicates and distributes information related to accreditation standards and procedures.

Reporting Relationship: Strategic Planning Council

Meeting Schedule: 2nd Thursday from 2:00-3:30 pm (more frequently during self-study)

Chair: Vice President for Instruction (Accreditation Liaison Officer)
Tri-Chairs for Self-study: VPI, Faculty Member (appointed by Faculty Senate), Non-faculty member (appointed by appropriate constituent group)

*Members:
- Faculty Senate President
- Director, Institutional Research and Planning
- Faculty Co-chair, Learning Outcomes Council
- Co-chair, Institutional Review Committee
- Instructional Planning Council representative
- Student Services Planning Council representative
- Administrative Services Planning Council representative
- Human Resource Services Planning Council representative
- One Faculty Senate representative (appointed by Faculty Senate)
- One Administrative Association representative (appointed by Administrative Association)
- One CCE/AFT representative (appointed by CCE/AFT)
- One CAST representative (appointed by CAST)
- One PFF representative (appointed by PFF)

Reviewed by Strategic Planning Council: Comments:

Process for New Program Approval

Faculty Member
Writes Proposal

Department Chair
Analyzes, Modifies, Approves

Division Dean
Analyzes, Modifies, Approves

The faculty member will initiate the new program request. The request should include all the requirements of the Chancellor's Office for a new program which can be found in Section 55130, Approval of Credit Program, Program and Course Approval Handbook, Chancellor's Office, California Community Colleges, Second Ed., March 2003 (or most recent version). http://www.cccco.edu/divisions/esed/aa_ir/credit.htm

This request will include, but not be limited to:
• Title and Short description
• Courses Needed (Existing and New)
• Justification or Evidence of Need
• Faculty Requirement
• Enrollment Expected (FTE Generated)
• Interdepartmental Conflicts
• Possible Regional College Conflicts
• Classroom Requirements
• Supplies, Equipment
• Classified Staff Needs
• Accreditation Requirements

Instructional Planning Council
Discussion of Submitted Plan, Tentative Approval

Strategic Planning Council
Tentatively Approves Pending Resource Evaluation
And Regional Deans' Approval (Vocational Programs Only)

• Does Program Fit Mission of College?
• Faculty Hiring Process
• Resource Requirements: Outside Funding and/or Institutionalization of Program's
        Budget into General Fund.
• Regional Colleges' Approval

Revenue Allocation Committee
Revenue Source for New Program

General Funds Identified or Not

Strategic Planning Council
Approval of Program with Funds Identified and Regional Deans' Approval Submitted
(Vocational Programs Only)

Instructional Planning Council
Sends Complete Package of New Program to Curriculum Committee

Curriculum Committee
Approves New Curriculum

Faculty Senate
Approves Action of Curriculum Committee

Governing Board
Approves Action of Curriculum Committee
Approves New Program

Final Submittal to Board
Requires Funding Source:
Outside or General Fund
Check with Articulation Officer about Transfer Programs

Chancellor's Office for Approval