



STRATEGIC PLANNING COUNCIL AGENDA

Date: November 21, 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. <u>MINUTES</u>		5 min.
1. Approve minutes of October 17, 2006		
B. <u>ACTION ITEMS/FIRST READING</u>		30 min.
1. Accreditation Steering Committee Membership Change	Exhibit B1	
C. <u>DISCUSSION/INFORMATION ITEMS</u>		30 min.
1. ASG Resolution regarding Palomar College Policy on cigarette smoking	Exhibit C1	
2. ASG Resolution regarding transfer students participation in Commencement Ceremony		
D. <u>REPORTS OF PLANNING COUNCILS</u>		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		
E. <u>REPORT FROM RAC</u>		10 min
F. <u>REPORT FROM TRC</u>		
G. <u>REPORTS OF CONSTITUENCIES</u>		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		
H. <u>OTHER ITEMS</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
November 21, 2006**

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, November 21, 2006, in SU-18. The meeting was called to order at 2:00 p.m. by Robert Deegan.

ROLL CALL

Members Present: Barton, Bishop, Cuaron, Deegan, Dowd, Eichelberger, Faulkner, Frady, Gowen, Halttunen, Ivey, Lienhart, McCluskey, O'Brien, Plotts, Van Engel
Recorder: Cheryl Ashour
Members Absent: Colwell, Doran, Hogan Egkan, Fernandez, Madrigal, Thompson, Tortarolo
Guests: Mike Dimmick for Sue Doran

A. MINUTES

1. Approve Minutes of October 17, 2006

MSC (Faulkner) to approve the Minutes of October 17, 2006 as revised

B. ACTION ITEMS/FIRST READING

1. Accreditation Steering Committee (Exhibit B1)

Brent Gowen requested, on behalf of the Faculty Senate, that the Faculty Co-chair of the Curriculum Committee be added to the membership of the Accreditation Steering Committee.

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

MSC (Cuaron) to approve the requested member to the Accreditation Steering Committee

Mike Dimmick questioned why the non-faculty member is appointed by CCE/AFT or CAST instead of each group appointing a member. Discussion ensued. It was requested that the Accreditation Steering Committee be amended to include two non-faculty chairs, one appointed by CCE/AFT and one appointed by CAST

MSC (Plotts) to amend the Tri-Chairs portion of the Accreditation Steering Committee to state: "Chairs for Self-Study: VPI, Faculty Member appointed by Faculty Senate, Non-faculty member appointed by CCE/AFT, and Non-faculty member appointed by CAST." These chairs are in addition to the Members/Designees.

C. DISCUSSION/INFORMATION ITEMS

1. ASG Resolution Regarding Palomar College Policy on Cigarette Smoking (Exhibit C1)

Michelle Eichelberger and Curtis Van Engel distributed and discussed an ASG resolution to make Palomar College and its extension campuses smoke free. Jayne Conway discussed an ad-hoc tobacco education committee's activities regarding smoking cessation. Discussion ensued. It was agreed that there is a need for additional information. ASG will be making a presentation to the Student Services Planning Council. SSPC will review the smoking policy, as well as the policies of other community colleges. The SSPC will develop a proposal and bring it to SPC.

2. ASG Resolution Regarding Transfer Students Participation in Commencement Ceremony

Michelle Eichelberger distributed and discussed an ASG Resolution to invite transfer students to walk at Commencement Ceremony and their efforts to obtain approval. Various options were presented to the Faculty Senate, such as no tassels or a different colored gown. The Faculty Senate passed a motion that agreed to allow transfer students to walk at commencement but not in cap and gown; however, President Deegan felt that it was important that all students wear a cap and gown at the ceremony. Discussion ensued. ASG will continue their efforts toward finding a compromise with the Faculty Senate that will be satisfactory to all parties.

D. REPORTS OF PLANNING COUNCILS**1. Administrative Services Planning Council**

Bonnie Ann Dowd reported that ASPC met on November 9. Anita Weems chaired the meeting. They finalized their Annual Implementation Plan progress reports due in November. She stated that a company, Client Advantage, has been engaged at no cost to look at our large copiers on campus that are close to being out of warranty. ASPC discussed going forward with a request for proposals. Client Advantage will be involved in helping us put together the RFP. They are separate from any vendor.

Facilities Review Committee gave a report to ASPC that the Safety and Security Committee brought forward child care center safety issues. It was recommended to ASPC that one-time funds be used to address these issues. The Safety and Security Committee also recommended that the College purchase ergonomic chairs for some staff. They will be making this recommendation to the Human Resource Services Planning Council.

2. Human Resource Services Planning Council – no report**3. Instructional Planning Council**

Berta Cuaron reported that IPC met October 25. They discussed student retention strategies; the early acceptance program being developed; basic skills working group activities; the faculty position request form; and priorities for one-time funds.

4. Student Services Planning Council

Joseph Madrigal reported that SSPC met on November 8. John Woods chaired the meeting. Volunteers were requested for the Accreditation Steering Committee. They had a preliminary discussion of the ASG Resolution regarding transfer students walking at the commencement ceremony. They will discuss this item further at tomorrow's meeting, along with the ASG's smoking and email resolutions. They discussed the Faculty Senate's concerns about the number of Student Services representatives on the Campus Police Committee. The Textbook Task Force reported to the Faculty Senate that overall the idea of textbook rental is great, but there are problems with the start-up costs. John Woods reported that the second assessment for student athletes was last Friday. They appreciated the high number of faculty who participated.

E. RESOURCE ALLOCATION COUNCIL

Bonnie Ann Dowd reported that RAC will meet this Tuesday, which will be the last meeting of the semester. They plan to discuss the budget timeline for the next budget cycle. They will also discuss the training schedule for those who develop budgets. Dr. Dowd plans to present an initial draft of the Fiscal Plan 2009.

F. REPORT FROM TECHNOLOGY RESOURCE COMMITTEE

Bonnie Ann Dowd reported that the TRC will meet November 30, which will be the last meeting of the semester. They will review the TRC's governance structure regarding the role, products, and relationship of the group. They plan to address the email policy and procedure, specifically the length of time an email is archived. The subgroups have also been meeting.

G. REPORTS OF CONSTITUENCIES**1. Administrative Association – No report****2. Associated Student Government**

Curtis Van Engel reported that ASG is winding down at the end of the semester. They are working on the Welcome Days for January for the spring semester. The ASG was interviewed by the North County Times, Channel 8 and KPBS regarding the smoking and transfer issues.

3. Confidential/Supervisory Team – no report**4. CCE/AFT – No report**

5. Faculty Senate

Brent Gowen reported that the Faculty Senate has been collaborating with PFF on a number of matters, including the probationary faculty evaluation committees, online instruction, as well as the future of ROP at the College.

6. PFF/AFT

Julie Ivey reported that the PFF and the District have come to an agreement on the COLA.

H. OTHER

Michelle Barton stated that normally progress reports for the AIPS are completed in November. However, because the AIP was late in getting approved, they have not yet been done. Two options were presented: 1) to send out a request this Monday giving everyone a week to complete their reports so that they can be reviewed at the December 5 meeting, or 2) not doing a November report and waiting until February. Discussion ensued. It was decided that a request for reports will be sent out this Monday, giving people Monday through Friday to complete their reports, for a discussion at the last fall SPC meeting on December 5, 2006.

Robert Deegan thanked faculty, staff, and constituent groups for working together to help pass Proposition M. He stated that everything each person did made a difference. Every building and office will be positively affected. Students will immediately see the results of the bond because the College will be able to purchase equipment for the new Science and Technology building.

I. ADJOURNMENT

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



GOVERNANCE STRUCTURE GROUP

Request submitted by Berta Cuaron, Vice President, Instruction					Date 10/17/06				
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: 2 nd 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 CCE/AFT or CAST)									
Members/Designees: <ul style="list-style-type: none"> Faculty Senate President Director, Institutional Research and Planning Faculty Co-chair, Learning Outcomes Council Faculty 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:
Approved by SPC 10/17/06

Comments:



GOVERNANCE STRUCTURE GROUP

Request submitted by Brent Gowen					Date 11/21/06							
Proposed Name of Requested Group Accreditation Steering Committee												
	Council	X	Committee		Subcommittee		Task Force					
Action Requested:				X	Add			Delete			Change	
<p>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.</p> <p>Reporting Relationship: Strategic Planning Council</p>												
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<p>Members/Designees:</p> <ul style="list-style-type: none"> • Faculty Senate President • Director, Institutional Research and Planning • Curriculum Co-Chair • Faculty Co-chair, Learning Outcomes Council • Faculty 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:
 Approved by SPC 10/17/06

Comments:

ASG Resolution to make Palomar College and its extension campuses smoke free.

Whereas a large sample of the student body was polled regarding smoking on campus, and

Whereas the results of the poll have indicated a strong support among the students for a smoke free environment at Palomar College, and

Whereas second hand smoke is a verified and serious public health hazard, and

Whereas cigarette litter has become an increasing presence on campus affecting the cleanliness of our campus, and

Whereas there have been fires started on campus because of improper handling of cigarettes, a serious concern for the well being of our campus and student body,

Let it be resolved that the Associated Students of Palomar College, the official representative of all students at Palomar College and acting in the best interest of the safety and health of all students, request the Governing Board to make all areas of Palomar College a smoke free environment. Palomar College is committed to student success, and we believe our health and safety are a necessity to ensure that success.