



## STRATEGIC PLANNING COUNCIL AGENDA

Date: December 5, 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
<b>A. <u>MINUTES</u></b>		5 min.
1. Approve minutes of November 21, 2006		
<b>B. <u>ACTION ITEMS/FIRST READING</u></b>		30 min.
1. Technology Resources Committee Membership Change	Exhibit B1	
<b>C. <u>DISCUSSION/INFORMATION ITEMS</u></b>		30 min.
1. Proctoring Services		
2. Reactivation of Staff Development and Training Committee		
3. AIP Progress Reports		
4. SP 2009/Accreditation: Community College Survey of Student Engagement		
<b>D. <u>REPORTS OF PLANNING COUNCILS</u></b>		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		
<b>E. <u>REPORT FROM RAC</u></b>		10 min
<b>F. <u>REPORT FROM TRC</u></b>		
<b>G. <u>REPORTS OF CONSTITUENCIES</u></b>		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		
<b>H. <u>OTHER ITEMS</u></b>		



**STRATEGIC PLANNING COUNCIL  
MEETING MINUTES  
December 5, 2006**

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, December 5, 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, Doran, Dowd, Eichelberger, Faulkner, Fernandez, Frady, Giese, Gowen, Halttunen, Hogan Egkan, Ivey, Lienhart, Madrigal, McCluskey, O'Brien, Plotts, Tortarolo, Van Engel  
Recorder: Cheryl Ashour  
Members Absent: Sara Thompson  
Guests: Jayne Conway

**A. MINUTES**

**1. Approve Minutes of November 21, 2006**

MSC (Gowen) to approve the Minutes of November 21, 2006 as written

**B. ACTION ITEMS/FIRST READING**

**1. Technology Resources Committee Membership Change (Exhibit B1)**

The Faculty Senate is requesting an additional member to the Technology Resources Committee. They would like to add more of a presence and ensure that they have someone to report back to the Faculty Senate each week. They also want to make sure they are represented on all of the subcommittees. Bonnie Dowd stated that this Committee is large to begin with and already has a problem with people not attending and making quorum. The Technology Resources Co-Chair is appointed by the Faculty Senate and is responsible to report back to them. Each of the eight faculty members on this Committee decided which subcommittee they wanted to serve. Discussion ensued. This item will return for a second reading at the next meeting.

**C. DISCUSSION/INFORMATION ITEMS**

**1. Proctoring Services**

Brent Gowen reported that proctoring services are provided for online classes, as well as for students who may have missed a test. These tests are being administered by the Library Tutoring Services. There were about 1600 tests proctored in the spring 2006 semester. Tutoring Services is requesting a larger facility and additional help. The Online Workgroup and IPC will review the present and future demand and make a recommendation.

**2. Reactivation of Staff Development and Training Committee**

John Tortarolo reported that additional funding from the State has been made available for faculty and staff development. The Staff Development and Training Committee will be reactivated to produce a plan.

**3. AIP Progress Reports**

This item has been pulled and will return at the next meeting.

**4. SP 2009/Accreditation; Community College Survey of Student Engagement**

To assist with our Strategic Plan 2009 and accreditation, we want to ensure that we are measuring and assessing student engagement. Students from a random sample of classes will be given a survey over the course of two weeks in spring 2007. The process and types of questions students will be asked were explained.

**D. REPORTS OF PLANNING COUNCILS**

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

**2. Human Resource Services Planning Council**

John Tortarolo reported that HRSPC is meeting this afternoon. They plan to continue their work on the AIP and review their other information items and work in progress.

**3. Instructional Planning Council**

Berta Cuaron reported that IPC met last Wednesday. They reviewed one-time funds. AIP activities, the two ASG resolutions, and the institutional review process were discussed.

**4. Student Services Planning Council**

Joseph Madrigal reported that SSPC met on November 22. Michelle Eichelberger presented two ASG issues – student email policy and transfer student graduation. SSPC also discussed smoking on campus. A tobacco work group under the direction of SSPC is being formed to develop a process. President Deegan said that if the smoking policy will be reviewed, the group should be represented by those with all points of view to ensure an objective and unbiased process.

**E. RESOURCE ALLOCATION COUNCIL**

Bonnie Ann Dowd reported that RAC reviewed the budget development timeline at their last meeting. They also discussed the 2009 Fiscal Plan.

**F. REPORT FROM TECHNOLOGY RESOURCE COMMITTEE**

Bonnie Ann Dowd reported that the next TRC meeting will be January 25, 2007. At their last meeting TRC discussed its purpose.

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

Curtis Van Engel reported that ASG is working on revising the smoking resolution to include a gradual phase-in on the complete ban of smoking on campus. They will also request immediate action to create designated smoking areas. Constituent groups will be given an opportunity to give feedback.

**3. Confidential/Supervisory Team – no report****4. CCE/AFT – no report****5. Faculty Senate**

Brent Gowen reported that the Faculty Senate discussed technology and distance education. The Faculty Senate plans to report at the next Governing Board meeting that the faculty doesn't find the textbook rental program feasible, but it does have a number of alternatives.

**6. PFF/AFT**

Shannon Lienhart reported that the PFF is having a party on December 14 at 4:00 pm at the Roadhouse. Everyone is invited. Julie Ivey reported that she recently attended a conference regarding budget.

**H. ADJOURNMENT**

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

## GOVERNANCE STRUCTURE GROUP REQUEST

<b>Request submitted by: Technology Master Plan Task Force</b> (Dr. Mark Vernoy and Dr. Bonnie Ann Dowd, Co-Chairs)					<b>Date: September 15, 2005</b>				
<b>Proposed Name of Requested Group:</b> Technology Resources Committee (TRC)									
	<b>Council</b>	<b>X</b>	<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>		
<b>Action Requested:</b>				✓	<b>Add</b>		<b>Delete</b>		<b>Change</b>
<p><b>Role &amp; Products</b> – Implement the Technology Master Plan 2005 by developing processes for addressing the need for proven and cutting edge technology, streamlining the organization’s structure with regard to technology, working with RAC &amp; SPC in the creation of specific budget lines for technology, both hardware and software, and technology support and to identify funds for innovation. Annually review and update the plan every three years in conjunction with the District’s Strategic Plan.</p> <p><b>Reporting Relationship:</b> Reports to the Strategic Planning Council</p>									
<b>Meeting Schedule:</b> 2 <sup>nd</sup> and 4 <sup>th</sup> Thursday, 2:00 pm to 3:30 pm									
<p><b>Co-Chairs:</b></p> <ul style="list-style-type: none"> <li>One Co-Chair appointed by the Faculty Senate</li> <li>One Co-Chair appointed by the Superintendent/President from membership</li> </ul> <p><b>Members:</b></p> <ul style="list-style-type: none"> <li>Vice President, Instruction (or designee)</li> <li>Vice President, Student Services (or designee)</li> <li>Vice President, Administrative Services (or designee)</li> <li>One Instructional Dean – Appointed by the VP for Instruction</li> <li>One Student Services Dean/Director – Appointed by the VP for Student Services</li> <li>Director of Information Services</li> <li>Academic Technology Coordinator</li> <li>Academic Technology Supervisor</li> <li>Network and Technical Services Manager</li> <li>Systems Programming Manager</li> <li>One Instructional Computer Lab Technician-Appointed by CCE/AFT</li> <li>One Information Systems Network Specialist/Assistant-Appointed by CCE/AFT</li> <li>One CAST Representative-Appointed by CAST</li> <li>One AA Representative-Appointed by the Administrative Association</li> <li>Seven Faculty Members Appointed by the Senate representing divisions (these seven faculty include the faculty co-chair.)</li> <li>One Representative from ETV appointed by CCE/AFT</li> <li>Media Supervisor (AV)</li> <li>Two Classified Employees appointed by CCE/AFT</li> <li>One Student Representative appointed by ASG</li> <li>One Representative from the Palomar College Foundation</li> <li>One PFF member appointed by PFF</li> </ul>									

10/18/05      First Reading  
12/06/05      Approved

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