



STRATEGIC PLANNING COUNCIL AGENDA

Date:	February 17, 2009
Starting Time:	2:00 p.m.
Ending Time:	4:00 p.m.
Place:	SU-18

CHAIR: Deegan

MEMBERS: Barton, Brannick, Claypool, Cuaron, Dowd, Duran, Frederick, Gowen, Gropen, Halttunen, Hoffmann, Japtok, Jennum, Kelly, Kovrig, Lienhart, Madrigal, McCluskey, Owens, Talmo, Titus, Tortarolo, von Son

RECORDER: Ashour

	Attachments	Time
A. <u>MINUTES</u>		5 min.
1. Approve minutes of February 3, 2009		
B. <u>ACTION ITEMS/SECOND READING</u>		45min
1. Board Policies 3050, 3200, 3250, 3280, 3580 7175, 7210, 7250	Exhibit B1	
2. Board Procedures 7126, 7127, 7145, 7175	Exhibit B2	
3. Task Force to Update the Educational & Facilities Master Plan	Exhibit B3	
C. <u>ACTION ITEMS/FIRST READING</u>		5 min.
1. Holiday Schedule 2009-2010	Exhibit C1	
2. Winter Holiday Schedules 2009-2010; 2010-2011; 2011-2012	Exhibit C2	
3. Student Services Planning Council	Exhibit C3	
D. <u>INFORMATION/DISCUSSION</u>		15 min
1. Service Pins		
2. Potential Shared Governance Meeting Dates: 2/27 1-4 pm; 3/13 8-11am; 4/17 12-3 pm		
3. Accountability Report	Exhibit D3	
4. State Budget Update		
E. <u>REPORTS OF PLANNING COUNCILS</u>		15 min
1. Finance & 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. <u>REPORT FROM ACCREDITATION SELF-STUDY</u>		5 min
G. <u>REPORT FROM BUDGET COMMITTEE</u>		10 min
H. <u>REPORTS OF CONSTITUENCIES</u>		15min.
1. Administrative Association – Theo Brockett		
2. Associated Student Government – Robert Frederick		
3. Confidential/Supervisory Team – Lee Hoffmann		
4. CCE/AFT – Neill Kovrig		
5. Faculty Senate – Monika Brannick		
6. PFF/AFT – Shannon Lienhart		
I. <u>OTHER ITEMS</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
February 17, 2009**

A regular meeting of the Palomar College Strategic Planning Council scheduled for February 17, 2009, was held in SU-18. President Robert Deegan called the meeting to order at 2:00 p.m.

ROLL CALL

Members Present: Brannick, Claypool, Cuaron, Deegan, Dowd, Duran, Frederick, Gowen, Halttunen, Hoffmann, Japtok, Kelly, Kovrig, Lienhart, Madrigal, McCluskey, Owens, Titus, Tortarolo
Recorder: Cheryl Ashour
Members Absent: Barton, Brockett, Jennum, Talmo, von Son

A. MINUTES

1. Approve Minutes of February 3, 2009

MSC (Halttunen/Owens) to approve the Minutes of February 3, 2009 with revisions

B. ACTION ITEMS/SECOND READING

1. Board Policies 3050, 3200, 3250, 3280, 3580, 7175, 7210, 7250, 7310 (Exhibit B1)

MSC (Tortarolo/Cuaron) to approve Board Policies 3050, 3200, 3250, 3280, 3580, 7175, 7210, 7250 and 7310

2. Board Procedures 7126, 7127, 7145, 7175 (Exhibit B2)

Board Procedure 7145 will be sent back to the Policies and Procedures Task Force to further discuss the idea that personnel records would be permanent.

MSC (Brannick/Gowen) to approve Board Procedures 7126, 7127, 7175

3. Task Force to Update the Educational & Facilities Master Plan (Exhibit B3)

Berta Cuaron discussed the changes to the Task Force that were agreed upon at the first reading. If approved, the Task Force will begin meeting March 25 to give the Faculty Senate time to appoint a co-chair.

MSC (Owens/Gowen) to approve the Task Force to Update the Educational & Facilities Master Plan

C. ACTION ITEMS/FIRST READING

1. Holiday Schedule 2009-2010 (Exhibit C1)

John Tortarolo reviewed the Holiday Schedule for 2009-2010. This item will return for action/second reading at the next SPC meeting.

2. Winter Holiday Schedules 2009-2010; 2010-2011; 2011-2012 (Exhibit C2)

John Tortarolo reviewed the Winter Holiday Schedules for 2009-2010; 2010-2011; 2011-2012. This item will return for action/second reading at the next SPC meeting.

3. Student Services Planning Council Governance Structure (Exhibit C3)

Joe Madrigal stated that the Student Services Planning Council Governance Structure used the same format as the Instructional Planning Council. He discussed changes that were made to the Governance Structure. This item will return for action/second reading at the next SPC meeting.

D. INFORMATION/DISCUSSION

1. Service Pins

John Tortarolo stated that because the service pins use genuine gemstones, the cost to purchase the pins are approximately \$9,000 a year. He asked that constituent leaders discuss with their groups and let him know if they would like to continue getting pins with gemstones, purchase pins without gemstones, or replace the pins with something else. HRSPC will discuss this issue at their next meeting.

2. Potential Shared Governance Meeting Dates

Discussion ensued on the next date to meet to discuss shared governance. It was decided to meet on Friday, February 27, 2009, from 1:00 p.m. to 4:00 p.m.

3. Accountability Report (Exhibit D3)

Berta Cuaron distributed a draft of the narrative to the ARCC 2008 Report for Palomar College. The final draft will be brought to SPC when completed. It is due to the Chancellor's office within 30 days. The results of the ARCC 2008 Report will be discussed at a future meeting.

4. State Budget

Bonnie Ann Dowd discussed the information known at this time regarding the State Budget.

E. REPORTS FROM PLANNING COUNCILS**1. Finance & Administrative Services Planning Council**

Bonnie Ann Dowd reported that the FASPC met February 5 and their next meeting is February 19. Dr. Dowd distributed and discussed a Fund 11 spreadsheet generated from PeopleSoft for the Finance and Administrative Services division. They also discussed the institutional review progress and the renewal of the pay phones contract.

2. Human Resource Services Planning Council

John Tortarolo reported that HRSPC will meet today at 4:00 p.m.

3. Instructional Planning Council

Berta Cuaron reported that IPC met last Wednesday. They brainstormed on creative ways to find money.

4. Student Services Planning Council

Joe Madrigal reported that SSPC met on February 11. They discussed the need to alert students and staff about where the smoking areas are located on campus. SSPC discussed the student loan and the emergency book grants programs. Claudia Duran gave a report on the budget committee. Sherry Titus gave a report on her effort working with the Foundation to provide student discounts from Dell and Apple when they purchase a computer when they click on an icon on our website, with a 3% commission to Palomar College. Discussion ensued in SPC regarding this issue.

F. REPORT FROM ACCREDITATION SELF-STUDY

Berta Cuaron reported that a dialogue on the planning agendas will take place today at 1:00 p.m. in SU-18. Dr. Kinsella and his assistant came to Palomar College last Thursday to look at the team room, working areas for the team, and their accommodations at Lake San Marcos Resort. A general schedule of the site visit was sent out today. Ms. Cuaron discussed the schedule.

G. REPORT FROM BUDGET COMMITTEE

Bonnie Ann Dowd reported that the Budget Committee met on February 10 and will meet again February 24. They discussed the request from the Faculty Senate President to allow the past Senate President to be an official member of the Budget Committee for one year. They discussed the state budget as it is known at this time.

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

Rob Frederick reported that Club Rush last week was very successful; many clubs have reported an increase in membership. A few ASG members will be attending an ASG legislative conference in Washington, D.C. and the March on March event at the State Capitol. Mr. Frederick showed SPC the new ASG pamphlet.

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

Neill Kovrig reported that plans are underway for the March 25 Classified Staff Day. CCE is working with Human Resource Services on the event. A small group of CCE officers plan to attend the AFT/PSRP conference in Baltimore. PERB has rescheduled their meeting with CCE and the District.

5. Faculty Senate

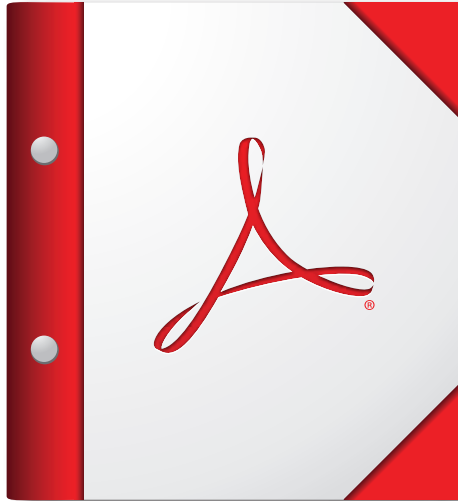
Monika Brannick reported that the Faculty Senate is working on Administrative Retreat rights and the Academic Honesty policies. The Faculty Senate would like to rename the Faculty Senate Office after Bill Bedford. She will be discussing this with the Facilities Review Committee. Ms. Brannick discussed the statement recently issued by the Faculty Senate. She is in the process of forming a standing committee, the Palomar College Committee to Combat Hate. The governance structure form is being written and will come to SPC at a future meeting.

6. PFF/AFT

Shannon Lienhart reported that PFF elections are progressing. There are four part-time positions open on the Executive Board and two full-time positions open on the E-Board. Delegates have been appointed to the CFT Convention in March. The negotiations team members have been appointed and several meeting dates have been proposed to the District.

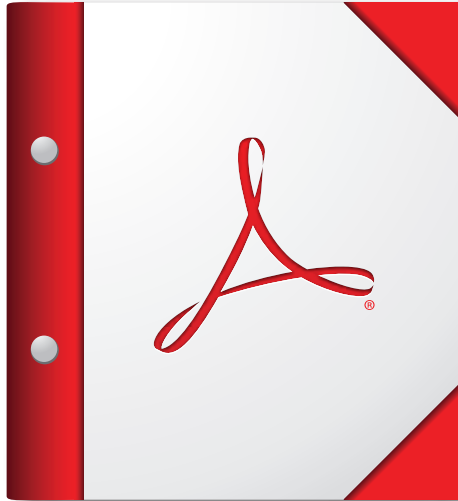
I. ADJOURNMENT

There being no remaining items, the meeting was adjourned at 3:50 p.m.



**For the best experience, open this PDF portfolio in
Acrobat 9 or Adobe Reader 9, or later.**

Get Adobe Reader Now!



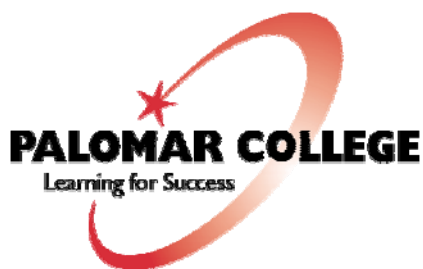
**For the best experience, open this PDF portfolio in
Acrobat 9 or Adobe Reader 9, or later.**

Get Adobe Reader Now!



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Berta Cuaron and Kelley Hudson-MacIsaac				Date 12/12/08			
Proposed Name of Requested Group Education and Facilities Master Plan 2022 Update							
	Council		Committee		Subcommittee	X	Task Force
Action Requested:		Add		Delete		Change	
Role, Products, Reporting Relationships: <u>Role:</u> <ul style="list-style-type: none"> Work with the district's architect, LPA, to update Master Plan 2022, including: Review and utilization of enrollment/growth data projections, provided by the Office of Research and Planning Review, update, validate San Marcos campus plan with assumptions Identification and validation of academic programs, support services, and operations for Escondido Center Identification and validation of academic programs, support services, and operations for the North Education Center in Fallbrook <u>Product:</u> <ul style="list-style-type: none"> Updated district Educational and Facilities Master Plan 2022 Reporting Relationship: Strategic Planning Council							
Meeting Schedule: Second and Fourth Wednesdays, 2:30 to 4:00 p.m.							
Co-Chairs: One senior administrator appointed by Superintendent/President One faculty member, appointed by the Faculty Senate							
Members: <u>IPC Membership:</u> Vice President for Instruction Five instructional deans Director of Extended Education Seven Faculty Members (one each from the five instructional divisions, library, and student services appointed by Faculty Senate) One Faculty Member who is also on the Faculty Senate appointed by the Faculty Senate Two Classified Unit Employees appointed by CCE/AFT (one from Instruction area) One Student appointed by ASG Director of Occupational and Non-Credit Programs Research Analyst One CAST Member appointed by CAST <u>Additional Members:</u> Manager, Facility Planning/Environmental Health and Safety Director of Facilities Vice President of Student Services or designee Vice President of Finance and Administrative Services or designee Director of Research and Planning One Educational Administrator appointed by AA One Faculty member from each of the following academic departments: English, Mathematics, Life Sciences, and ESL appointed by the Faculty Senate Director, Workforce and Community Development							



HOLIDAY SCHEDULE

2009-2010

Board Approved: _____

DATE HOLIDAY OBSERVED	HOLIDAY
Friday, July 3	Independence Day (Observed)
Monday, September 7	Labor Day
Friday, November 13	Veterans' Day
Thursday, November 26	Thanksgiving Day
Friday, November 27	Local Holiday
Thursday, December 24	Local Holiday
Friday, December 25	Christmas Day
Monday, December 28	Admissions Day
Tuesday, December 29	Added Board Holiday
Wednesday, December 30	Added Board Holiday
Thursday, December 31	Local Holiday
Friday, January 1	New Year's Day
Monday, January 18	Martin Luther King, Jr. Day
Friday, February 12	Lincoln's Day
Monday, February 15	Washington's Day
Friday, March 26	Spring Holiday
Monday, May 31	Memorial Day

WINTER HOLIDAYS SCHEDULE FOR 2009-2010; 2010-2011; AND 2011-2012

December/January 2009/2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 13	December 14	December 15	December 16	December 17	December 18	December 19
	Work day	Work day	Work day	Work day	Work day	
December 20	December 21	December 22	December 23	December 24	December 25	December 26
	Work day	Work day	Work day	Local Holiday	Christmas Day	
December 27	December 28	December 29	December 30	December 31	January 1	January 2
	Admissions Day	Added Bd. Holiday	Added Bd. Holiday	Local Holiday	New Year's Day	

December/January 2010/2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 12	December 13	December 14	December 15	December 16	December 17	December 18
	Work day	Work day	Work day	Work day	Work day	
December 19	December 20	December 21	December 22	December 23	December 24	December 25
	Work day	Work day	Work day	Work day	Christmas Day (Observed)	
December 26	December 27	December 28	December 29	December 30	December 31	January 1
	Admissions Day	Local Holiday	Local Holiday	Added Bd. Holiday	New Years Day (Observed)	

December/January 2011/2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 18	December 19	December 20	December 21	December 22	December 23	December 24
	Work day	Work day	Work day	Work day	Work day	
December 25	December 26	December 27	December 28	December 29	December 30	December 31
	Christmas Day (Observed)	Admissions Day	Local Holiday	Local Holiday	Added Bd. Holiday	
January 1	January 2	January 3	January 4	January 5	January 6	January 7
	New Years Day (Observed)	Work day	Work day	Work day	Work day	

Board Approved



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Joseph L. Madrigal				Date 3/27/02 (rev 4/16/02, 5/7/02 9/16/03, 10/7/03, 2/15/05, 3/1/05, 1/27/09, 2/2/09)						
Proposed Name of Requested Group Student Services Planning Council										
X	Council		Committee	X	Subcommittee		Task Force			
Action Requested:			Add		Delete	X	Change			
Role, Products, Reporting Relationships: <u>Role:</u> <ul style="list-style-type: none"> Develops, implements, evaluates and revises Student Services' plans and initiatives, both short- and long term. Develops, reviews, and updates the process (qualitative and quantitative elements and instrument) and establishes the timeline for the 2-year Institutional Program Review and Planning (IPR&P) cycle for Student Services. Reviews and summarizes IPR&P documents and utilizes them to develop and guide recommendations for priorities for Student Services, including budget, staffing needs, equipment, technology, facilities, and other resources essential to support Student Services and the success of students. Utilizes the District's Strategic Plan and the Annual Implementation Plan to guide and outline its goals, tasks and actions to be accomplished in the academic year. Make recommendations relevant to any matters or issues that impact Student Services and/or by request from SPC. Provides guidance, direction, and oversight to these committees: <ul style="list-style-type: none"> Academic Review Committee Matriculation and Transfer Committee Financial Aid & Appeals Committee Campus Police Committee Registration Committee Scholarship Committee Convenes a subcommittee to review and update the process (qualitative and quantitative elements and instrument) and timeline for requesting full-time positions and to prioritize each year's list of full-time positions for discussion and endorsement by SSPC, forwarding the recommendation to SPC as information. <u>Products:</u> <ul style="list-style-type: none"> Institutional Program Review and Planning documents, summaries and recommendations, including budget, staffing needs, equipment, technology, and facilities priorities Progress report on Strategic Plan and AIP Annual goals and accomplishments Full-time Position Priority Recommendations <u>Reporting Relationship:</u> Strategic Planning Council										
Meeting Schedule: Second and Fourth Wednesdays – 9:30 to 11:00 a.m.										
Chair: Vice President, Student Services										
Members: <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 33%;"> <ul style="list-style-type: none"> Dean, Counseling Services Director, Health Services Director, Enrollment Services Director, Student Affairs One Faculty member appointed by Faculty Senate from Instructional Areas Two Classified Unit Employees appointed by CCE/AFT (one from Student Services) One faculty member who is also on the Faculty Senate One Student appointed by ASG </td> <td style="vertical-align: top; width: 33%;"> <ul style="list-style-type: none"> Director, Career Services Director, Athletics Chief of Police Research Analyst One EOP&S Faculty Member One DRC Faculty Member Chair, Counseling (or designee) Director Transfer Center One CAST Member from Student Services appointed by CAST </td> <td style="vertical-align: top; width: 33%;"></td> </tr> </table>								<ul style="list-style-type: none"> Dean, Counseling Services Director, Health Services Director, Enrollment Services Director, Student Affairs One Faculty member appointed by Faculty Senate from Instructional Areas Two Classified Unit Employees appointed by CCE/AFT (one from Student Services) One faculty member who is also on the Faculty Senate One Student appointed by ASG 	<ul style="list-style-type: none"> Director, Career Services Director, Athletics Chief of Police Research Analyst One EOP&S Faculty Member One DRC Faculty Member Chair, Counseling (or designee) Director Transfer Center One CAST Member from Student Services appointed by CAST 	
<ul style="list-style-type: none"> Dean, Counseling Services Director, Health Services Director, Enrollment Services Director, Student Affairs One Faculty member appointed by Faculty Senate from Instructional Areas Two Classified Unit Employees appointed by CCE/AFT (one from Student Services) One faculty member who is also on the Faculty Senate One Student appointed by ASG 	<ul style="list-style-type: none"> Director, Career Services Director, Athletics Chief of Police Research Analyst One EOP&S Faculty Member One DRC Faculty Member Chair, Counseling (or designee) Director Transfer Center One CAST Member from Student Services appointed by CAST 									

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

Approved by PAC: 10/2/01

Reviewed by Strategic Planning Council:

9/16/03 First Reading

10/7/03 Approved

2/1/05 First Reading

3/15/05 Approved

4/4/06 Revised

ARCC 2008 Report: College Level Indicators

Palomar College

Palomar Community College District

College Self-Assessment

Palomar College serves a district of 2,500 square miles with a population of over 730,000. Each year more than 46,000 students attend the college and take classes at the San Marcos campus, one education center, or seven outreach sites. Over the past seven years, as the region's population has grown by 12%, Palomar's enrollment has increased. The college's San Marcos campus is at capacity and access to college and courses is a concern.

Palomar is recognized for the breadth and quality of its educational program offerings. Palomar provides over 250 AA degree and certificate programs and awards over 2,000 degrees and certificates annually. Each year, more than 1,000 students transfer to a CSU or UC, approximately 800 continue their studies at an in-state private or out-of-state university, and 2,000 become transfer prepared.

The SPAR and 30+ Units Rate for the college's first two cohorts are good and match our peers' average. However, the SPAR and 30+ Units rate for the most recent cohort dropped significantly. The college has identified inconsistencies in data reporting as a result of the college's course cleanup project and is researching if the inconsistencies affected the rates.

Overall system transfers to out-of-state colleges decreased. In the past, Palomar's transfer counts to out-of-state colleges have been high. We are unclear as to whether this is a technical issue related to the data match performed by the Chancellor or a real drop in out-of-state transfers.

The college recognizes the importance of the SPAR measure and has completed further internal analyses that evidence the persistence of our students. For the most recent cohort, the completion rate for students who begin and complete their studies at Palomar did not decrease as significantly as the SPAR measure in the ARCC report. A match with NSC reveals that 115 students transferred within six months after the end of the report's tracking period. Further, about 14% are still working toward their educational goals and attending Palomar within one year after the tracking period. Student enrollment past the tracking period may be related to the working status of our students, timely course access due to capacity limitations, or the number of Palomar students who serve in the military that have been deployed during their college careers. The college will discuss ways to help students complete their goals in a timely manner.

Report metrics that use recent data are relatively stable. Palomar is implementing strategies to improve its performance. The persistence rate for the college has increased and is at our peer's average. The college is developing a plan to provide enhanced instruction and support services for students enrolling in basic skills level and ESL courses. Targeted outcomes are persistence, course success rates, and basic skills and ESL improvement rates. Implementing this plan should improve these students' completion and transfer rates over time. The college is increasing instructional capacity through the implementation of its master plan. Expanded facilities and a commitment to increasing full-time faculty will help Palomar meet demand and advance student success.



ARCC 2009 - Accountability Reporting for the Community Colleges – AB1417

Palomar College serves a district of 2,500 square miles with a population of over 730,000. More than 46,000 students attend the college taking classes at the San Marcos campus, one education center, and six outreach sites annually. Over the past seven years, as the region's population has grown by 12%, enrollment has increased. The college's San Marcos campus is at capacity and access is a concern.

Palomar's SPAR and 30+ Units Rates show a decline. There are more students on F1-Visas in the 00-01 cohort. These students have an 80% completion rate. Palomar's SPAR and 30+ Unit Rates are below our peer group's average. Over 100 students in each cohort complete their studies within six months of the tracking period and many (14%) are still attending Palomar one year later. The college is examining course offerings and sequences to ensure that student needs are met. Palomar passed a bond and is increasing capacity. When the new science building opened, enrollments in science courses increased at a higher rate than enrollments in other courses. Increased capacity, appropriate number of sections, and aligned curriculum allows for timelier completion of studies.

Basic Skills and Vocational Course Success Rates dropped this year. The System office introduced a new symbol into the denominator of the rates and did not adjust for previous years. This symbol is not a recognized grade per Title 5. To better evaluate trends, Palomar adjusted the rates of previous cohorts to include the symbol. The revised figures show that the Vocational Success Rate is stable and above our peer group's average. The Basic Skills Rate shows a slight decline and is below our peer group's average. Also, the college is concerned about its persistence, basic skills and ESL improvement rates, and CDCP rates.

Using state and federal funds, the college is implementing a plan to enhance learning opportunities and support services for students enrolled in Basic Skills curriculum. The plan includes the creation of two teaching and learning centers, a Freshman Experience program, and professional development activities. The ESL department is reviewing course coding to more effectively show student progression. Faculty have expressed concern that the region's current social environment may be a barrier for some ESL students considering moving from noncredit to credit curriculum.

The college has integrated ARCC measures into its annual institutional effectiveness review. Palomar just completed its comprehensive self-study for accreditation and identified ten "agenda" items for improvement that reflect a commitment to improving student outcomes. The agenda items call for the development of staffing plans and the need to increase the number of full-time faculty, a review of the budgeting process to better align it with plans developed to support students and instruction, and a resolution to implement the assessment of Student Learning Outcomes at all levels. The college is proud of its comprehensive programs, instructional rigor, and the success of many of its students. As Palomar addresses its self-study planning agendas and implements its Basic Skills plan, the overarching goal is to improve student outcomes.

Draft 2/17/08