PALOMAR COLLEGE
Learning for Success

STRATEGIC PLANNING COUNCIL AGENDA

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

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

	Attachments	Time
A. MINUTES		5 min.
1. Approve minutes of February 27, 2009		
2. Approve minutes of March 3, 2009		
B. ACTION ITEMS/SECOND READING		20 min.
1. Board Policies 3260, 3310, 7310, 7365, 7900	Exhibit B1	
2. Board Procedures AP 3280, 7110, 7600	Exhibit B2	
C. ACTION ITEMS/FIRST READING		20 min.
1. PC3H Governance Structure	Exhibit C1	
2. Board Policies 3100, 3810, 6450, 7120	Exhibit C2	
3. Board Procedures 3100, 3310, 3810, 6450	Exhibit C3	
D. INFORMATION/DISCUSSION		30 min
1. Accreditation Exit Report	Exhibit D1	
2. Budget Saving Ideas		
E. REPORTS OF PLANNING COUNCILS		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. REPORT FROM ACCREDITATION SELF-STUDY		5 min
G. REPORT FROM BUDGET COMMITTEE		10 min
H. REPORTS OF CONSTITUENCIES		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. OTHER ITEMS

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

Roll Call

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

A. **MINUTES**
1. **Approve Minutes of February 27, 2009**
   MSC (Kovrig/Duran) to approve the Minutes of February 27, 2009 as written

2. **Approve Minutes of March 3, 2009**
   MSC (Lienhart/Gowen) to approve the Minutes of March 3, 2009 with revisions

B. **ACTION ITEMS/SECOND READING**
1. **Board Policies 3260, 3310, 7310, 7365 and 7900 (Exhibit B1)**
   Robert Deegan announced that CCE has requested to bargain items in Board Policies 3310, 7310, 7365 and 7900; therefore, they are pulled from the agenda

   MSC (Brannick/Cuaron) to approve BP 3260

2. **Board Procedures AP 3280, 7110, and 7600 (Exhibit B2)**
   Robert Deegan announced that CCE has requested to bargain items in Board Procedure 7600; therefore, it is pulled from the agenda. There was discussion on the wording of AP 3280. Changes were made to the procedure.

   MSC (Brannick/Cuaron) to approve AP 3280 as amended
   MSC (Laughlin/Cuaron) to approve AP 7110

C. **ACTION ITEMS/FIRST READING**
1. **PC3H Governance Structure (Exhibit C1)**
   Discussion ensued on the name of the committee, the wording of the "Role" section, and membership. Many revisions were made to the document and a new section, "Products", was added.

   MSC (Lienhart/Laughlin) to move to action: 11 ayes, 9 nays.
   MSC (Brannick/Laughlin) to approve P3CH Governance Structure as amended: 14 ayes, 6 nays.

   The nay votes are not on the basis of merit but because they did not want to proceed to action until they had a chance to see the written revised P3CH Governance Structure because of the number of changes that were made.

2. **Board Policies 3100, 3810, 6450, and 7120 (Exhibit C2)**
   Robert Deegan announced that CCE has requested to bargain items in Board Policy 6450; therefore, it is pulled from the agenda. Discussion of the rest of the policies has been postponed until the April 7, 2009 SPC meeting.

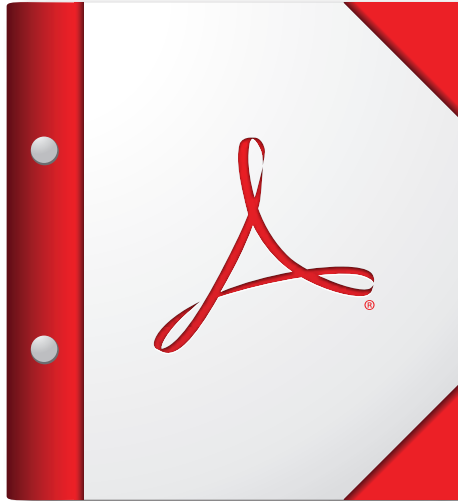3. **Board Procedures AP 3100, 3310, 3810, and 6450 (Exhibit C3)**
   Robert Deegan announced that CCE has requested to bargain items in Board Procedure 6450; therefore, it is pulled from the agenda. Discussion of the rest of the procedures has been postponed until the April 7, 2009 SPC meeting.

D. INFORMATION/DISCUSSION

    1. Accreditation Exit Report (Exhibit D1)

        Berta Cuaron discussed the site team's exit report. Notes taken during the meeting were distributed and discussed. The writing team and/or person/group to work on each recommendation were identified.

E. ADJOURNMENT

The remaining agenda items are postponed until the April 7, 2009 SPC meeting because of time constraints. Meeting adjourned 4:00 p.m.

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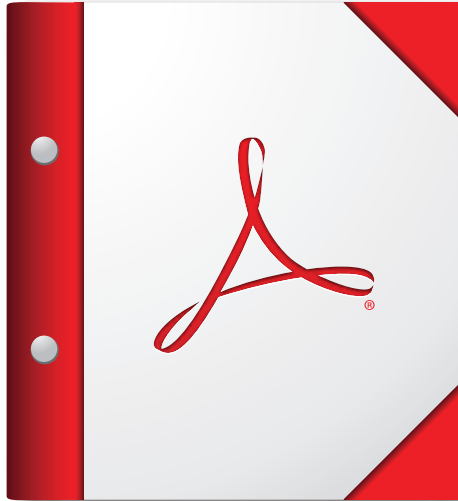
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If change is requested, attach current structure and list proposed changes.

Request Submitted by Monika Brannick				**Date: February 25, 2009**			
Proposed Name of Requested Group Palomar College Committee to Combat Hate (PC3H)							
Council	X	**Committee**		**Subcommittee**		**Task Force**	
Action Requested:		**Add**		**Delete**		**Change**	

Role, Products, Reporting Relationships:

Role:
We at Palomar celebrate differences and advocate the civil rights and safety of all members of our community. We do not tolerate hate on campus, and we condemn in the strongest possible terms the abuse of those who are lesbians, gay, bisexual, or transgender. We are committed to, in compliance with the guidelines of AB 537, creating a safe, secure environment where real and open communication, trust, and acceptance can begin to take root and grow. We take pride in our sexual, religious, ethnic, and racial diversity.

Objectives:
- Raise awareness through communication, workshops, and forums.
- Work towards creating and maintaining a LGBT center.
- Encouraging support committees and clubs.

Reporting Relationship:
- Strategic Planning Council (SPC)

Meeting Schedule: TBA

Chair:
- Elected by the committee from its members

Members: at least one of the following
- Faculty representative appointed by Faculty Senate
- Faculty representative appointed by PFF
- Student representative appointed by ASG
- Representative appointed by Administrative Association
- Representative appointed by Confidential/Supervisory Team
- Representative appointed by CCE/AFT
- Administrator representative
- Community members

Reviewed by Strategic Planning Council:
    March 16, 2009 First Reading
    Approved

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ACCREDITATION TEAM COMMENDATIONS/RECOMMENDATIONS
MARCH 12, 2009

COMMENDATIONS:

1. Support of technology systems: Support of staff training; the use of technology where needed.

2. Institutional Research – will serve the institution in the future and today.

3. Facilities Planning-Environmental Health & Safety – Facilities Master Plan

4. Library Services, Tutoring, and support services – well developed web site support in lieu of staffing shortages.

5. Language & Literature Division - Basic Skills Initiative/HSI Grant – will truly serve low income students, under prepared.

6. Professional Development Program – variety of offerings, in person or on-line.

7. Student Services Support Services – comprehensive array of services; work closely with other colleges in the area.

8. Student Services – Development of the Early Acceptance Program; should be shared state-wide.

9. Commitment to provide services to all students – especially economically diverse through programs such as TRIO, GEAR UP, Student Support Programs.

RECOMMENDATIONS:

1. Previous recommendations in the past report were partially implemented:
   1) The College should carefully structure its employment procedures to ensure recruitment and hiring efforts that result in further diversification of the staff with an emphasis on full-time faculty in particular.

   2) The College has not implemented the strategic planning process and the plans to re-establish the institutional review process linking it to strategic planning and the resource allocation process. The institutional review process was linked to the strategic plan only once.

   3) The College is encouraged to work on developing and measuring student learning outcomes and should integrate into its formal method of review of academic programs and certificates the creation and evaluation of student learning outcomes on a course, program, and degree/certificate level. This has not been implemented.

4) The College should develop mechanism to evaluate staff, administrators/ managers, and part-time faculty on a regular cycle with formal and timely follow-up. Only 40-50% of evaluations have been completed regularly.

5) The college should ensure the planning and resource allocation process effectively addresses the need for equipment replacement to meet the educational and student services needs of the college. The College has identified this recommendation in its planning agenda. (This relates to the need to integrate planning and budgeting.)

6) Future retiree health benefits have not been identified and funded as a future obligation.

2. The College needs to update and make changes to its mission statement to include its diverse student population demographics of our student service area and its commitment to achieving student learning.

3. The institution needs to integrate planning and resource allocation. Example: Technology Master Plan was last updated in 2005; Facilities Master Plan; H.R. Plan. The budget and model should connect strategies of plans to resource allocation.

4. Progress on Student Learning Outcomes has been slow. The College is in the awareness stage. Continue to do your work, especially in the assessment component.

5. Several College constituency groups have not developed their code of ethics. This was also noted in your planning agenda.

6. Program Review was tied to strategic planning one time and not tied to strategic planning in future years and not to resource allocation.

7. The College needs to offer the same resources to Distance Learning students as it does for on campus students. There should be no differences in the support services offered to distance learning students versus those offered to on campus students. More robust support services for Distance Learning students.

8. Update Technology Plan master plan; develop comprehensive technology security program; and a disaster recovery plan for technology.

9. Policy of evaluating senior administrators by Faculty Senate need to be addressed. It is a violation by Faculty Senate doing them and discussing them with the Governing Board.