



STRATEGIC PLANNING COUNCIL AGENDA

Date: September 28, 2010
Starting Time: 2:00 p.m.
Ending Time: 4:00 p.m.
Place: MB-15

CHAIR: Deegan

MEMBERS: Barton, Brannick, Cerda, Claypool, Cuaron, Dowd, Francis, Furch, Halttunen, Hoffmann, Hogan-Egkan, Kelber, Kovrig, Laughlin, Lucero, Maunu, Shattuck, Sivert, Talmo, Titus, Tortarolo, Vernoy

RECORDER: Ashour

	Attachments	Time
A. <u>MINUTES</u>		10 min
1. Approve Minutes of September 21, 2010		
B. <u>ACTION ITEMS/SECOND READING</u>		15 min
1. PC3H Governance Structure Form	Exhibit B1	
2. Benefits Committee Governance Structure Form	Exhibit B2	
C. <u>ACTION ITEMS/FIRST READING</u>		5 min
1. Financial Aid Appeals Committee Governance Structure Form	Exhibit C1	
D. <u>ACCREDITATION RECOMMENDATIONS AND PROGRESS</u>		30 min
1. Accrediting Commission Actions and Policy Updates		
2. Review Recom #1, #4, #6, #7, #8, #10, - Confirm assigned council/lead person, evidence documents and dates	Exhibit D2	
E. <u>INTEGRATED PLANNING MODEL</u>		45 min
1. Establish criteria for 1/2 of 1% money (RAM)		
2. Identify FY 2011-12 District planning Priorities and objectives		
3. Review preliminary budget assumptions and obligations for FY 2011-12		
F. <u>REPORTS OF PLANNING COUNCILS</u>		10 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 – Mark Vernoy		
G. <u>REPORT FROM PC3H COMMITTEE</u>		5 min
H. <u>OTHER ITEMS</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
September 28, 2010**

A regular meeting of the Palomar College Strategic Planning Council scheduled for September 28, 2010, was held in MB-15. President Robert Deegan called the meeting to order at 2:00 p.m.

ROLL CALL

Present: Barton, Brannick, Cerda, Deegan, Dowd, Francis, Furch, Halttunen, Shawna Hearn for Tortarolo, Kovrig, Hogan-Egkan, Kelber, Laughlin, Lucero, Maunu, Sivert, Titus, , Vernoy, Wick
Absent: Claypool, Hoffmann, Shattuck, Talmo, Tortarolo
Recorder: Cheryl Ashour
Guests: Judy Cater, Joan Decker, Wilma Owens

A. MINUTES

1. Approve Minutes of September 21, 2010

MSC (Kovrig/Barton) to approve the Minutes of September 21, 2010 as written

B. ACTION ITEMS/SECOND READING

1. PC3H Governance Structure Form (Exhibit B1)

Monika Brannick stated that she brought the suggestions from the last meeting to the PC3H Committee; revisions were then made to the document. She reviewed the changes to the form.

MSC (Cuaron/Barton) to approve the PC3H Governance Structure Form

2. Benefits Committee Governance Structure Form (Exhibit B2)

Shawna Hearn clarified the changes to the Benefits Committee Governance Structure Form. Shayla Sivert stated that she appreciated that they had the opportunity to go back to their constituent groups to make sure their members could attend the new times/dates.

MSC (Cuaron/Laughlin) to approve the Benefits Committee Governance Structure Form

C. ACTION ITEMS/FIRST READING

1. Financial Aid Appeals Committee Governance Structure Form (Exhibit C)

Herman Lee discussed the changes to the Financial Aid Appeals Committee Governance Structure Form. There was discussion regarding the new information in the Role section. Mr. Kovrig recommended that the portion stating that the changes are only "during the period that the Director of Financial Aid, Veterans' and Scholarship Services is also the Interim Director for EOPS/CARE and CalWorks" be removed. When a permanent Director of EOPS/CARE and CalWorks is hired, the governance structure form could be changed at that time. It was noted that the role of the Financial Aid Appeals Committee would change with the additional duties to "review and make recommendations on written appeals from students regarding EOPS, CARE or CalWorks status." It was suggested that the name of the committee be changed to reflect its additional role. Lastly it was recommended that the EOP&S or DRC counselor member be separated into two members. The way it is written, the Faculty Senate could appoint a DRC counselor instead of an EOP&S counselor, which would result in no representation from EOPS on issues that may directly affect those students.

It was decided to send the Financial Aid Appeals Committee Governance Structure Form back to the Student Services Planning Council. Herman Lee and Lynda Halttunen will explain SPC's concerns to the Council.

D. ACCREDITATION RECOMMENDATIONS AND PROGRESS

1. Accrediting Commission Actions and Policy Updates

There were no items.

2. Review Recom #1, #4, #6, #7, #8 and #10 – Confirm assigned council/lead person, evidence documents and dates (Exhibit D2)

Vice President Cuaron reviewed ACCJC Recommendations #1, #4, #6, #7, #8, and #10 and discussed where they are in the Planning Agendas. The assigned council/lead person, evidence documents, status/ completion dates, and implement dates were discussed for each recommendation. Revisions to the document were suggested by SPC members. Vice President Cuaron will revise the document, and a corrected copy will be distributed at the next meeting.

E. INTEGRATED PLANNING MODEL

1. Establish criteria for ½ of 1% money (RAM)

Michelle Barton led a discussion to produce criteria for the ½ of 1% money that was set aside for District needs and priorities for 2010-2011. Members agreed on the following criteria:

- Direct impact on students
- District-wide impact (evidence) of need
- Linked to Strategic and Master Plans (Planning Agendas)
- One-time or seed money
- Measurable
- Other limited resources (examine other sources of funding)
- Encourage collaboration

A simple request form will be created for people to use when requesting funds. Each person/assigned group who is assigned an objective will be asked to bring forward any funding requests to their Planning Council Chair or Faculty Senate Chair. Members of constituent groups can request that their representatives on SPC or the Planning Councils bring their funding requests to the appropriate Chair for consideration. Constituent groups were asked to let their members know they should consider the criteria and the Strategic Planning goals and objectives when requesting funding. Each Planning Council will prioritize its list; the prioritized requests will then be brought to SPC for discussion and decision.

Ms. Barton will distribute a request form to SPC members in the next day or two. Everyone is requested to share the form with their Council or constituent groups. A priority list from each Council is due to Cheryl Ashour by October 26, 2010. She will then distribute the list in time for members to review before it comes as a first reading at the November 2, 2010 SPC meeting. Action will be taken at the November 16, 2010 meeting.

2. Identify FY 2011-12 District planning priorities and objectives

Discussion began on identifying FY 2011-2012 District planning priorities and objectives. After a few minutes, because of time constraints, it was decided to discontinue the discussion and begin again at the next SPC meeting.

F. OTHER

President Deegan announced that the October 5, 2010 SPC meeting is cancelled. The next SPC meeting will be on October 19, 2010.

Vice President Dowd distributed a budget summary and assumptions for 2010-2011 and requested members to review the document in preparation for the next SPC meeting when preliminary budget assumptions and obligations FY 2011-12 will be reviewed.

G. ADJOURNMENT

There being no remaining items the meeting was adjourned at 4:30 p.m.

Request Submitted by Monika Brannick				Date: February 25, 2009 <u>Date: September 21, 2010</u>			
Proposed Name of Requested Group Palomar College Committee to Combat Hate (PC3H)							
	Council	X	Committee		Subcommittee		Task Force
Action Requested:			Add		Delete	X	Change
Role, Products, Reporting Relationships: <u>Role:</u> <ul style="list-style-type: none"> To celebrate differences and advocate the civil rights and safety of all members <u>people, with specific focus on the LGBTQ</u> of our community. To combat hate on campus. To condemn in the strongest possible terms the abuse of those who are lesbian, gay, bisexual, or transgender. To demonstrate commitment, in compliance with the guidelines of AB 537, <u>the Matthew Shepard and James Byrd, Jr. Hate Crimes Prevention Act</u> and all <u>other</u> applicable state and federal laws. in <u>creating a safe and secure environment where real and open communication, trust, and acceptance can begin to take root and grow.</u> <u>Objectives:</u> <ul style="list-style-type: none"> Raise awareness through communication, workshops, and forums. Work towards creating and maintaining an LGBTQ resource center and gender neutral bathrooms across campus, including in all new buildings. Encouraging Support LGBTQ students, club, and activities committees and clubs. <u>Product:</u> Develop and implement strategies and activities for accomplishing the defined objectives as listed. <ul style="list-style-type: none"> <u>Raise awareness of hate issues at Palomar College through workshops, forums, and other types of communication.</u> <u>Make recommendations regarding concerns of the LGBTQ community at Palomar College.</u> <u>Provide information and educational resources for the LGBTQ community.</u> <u>Annual report to the college on the state of the LGBTQ community at Palomar College.</u> <u>Reporting Relationship:</u> <ul style="list-style-type: none"> Strategic Planning Council (SPC) 							
Meeting Schedule: TBA							
<u>Co-Chairs:</u> <ul style="list-style-type: none"> Elected by the committee from its members 							
Members: <ul style="list-style-type: none"> *Three <u>Two</u> Faculty representatives appointed by Faculty Senate *Three <u>Two</u> Faculty representatives appointed by PFF *Three <u>Two</u> Student representatives appointed by ASG *Three <u>Two</u> Representatives appointed by Administrative Association *Three <u>Two</u> Representatives appointed by Confidential/Supervisory Team *Three <u>Two</u> Representatives appointed by CCE/AFT *Three <u>Two</u> Senior Administrator representatives appointed by the Superintendent/President Ex Officio Community members 							

*Defined members of the committee for voting purposes.

Exhibit B1

Additional members from the college community and the community as a whole are welcome.

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

Reviewed by Strategic Planning Council:

March 17, 2009 First Reading

March 17, 2009 Second Reading and

Approved

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by: John Tortarolo					Date: September 7, 2010		
Proposed Name of Requested Group: Benefits Committee							
	Council	X	Committee		Subcommittee		Task Force
Action Requested:			Add		Delete	X	Change
<p>Role, Products, Reporting Relationships:</p> <p><u>Role:</u> The Benefits Committee reviews current benefits and makes recommendations for additions and changes to employee and retiree health and welfare benefits. It reviews benefits changes in light of federal and state laws, as well as District planning and policy decisions. The Committee seeks input from employees and retirees for benefits needs, considers costs of benefits, and advises employee and retiree groups and the administration as necessary.</p> <p><u>Products:</u> The Committee makes recommendations to the appropriate representative group.</p> <p><u>Reporting Relationship:</u> Palomar Faculty Federation, Administrative Association, CAST, CCE/AFT, and the President's Cabinet.</p>							
<p>Meeting Schedule:</p> <p>1st Wednesday, 3:00 – 4:00 p.m. 1st Wednesday 3:00 – 5:00 pm, and 3rd Wednesday 3:00 – 5:00 pm as needed</p>							
<p>Chair:</p> <p>Vice President, Human Resource Services</p>							
<p>Members:</p> <ul style="list-style-type: none"> Manager, Human Resource Services Four Faculty members (appointed by PFF) Four Classified Unit employees (appointed by CCE) Two Administrative Association members Two Confidential/Supervisory Team members Four Retirees (appointed by PCRA) Vice President, Finance & Administrative Services Benefits Specialist (Ex Officio) 							

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

Reviewed by Strategic Planning Council:

Comments:

First Reading

Approved



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Herman C. Lee, Director of Enrollment Services		Date 08/26/2010	
Proposed Name of Requested Group Financial Aid Appeals Committee			
<input type="checkbox"/> Council	<input checked="" type="checkbox"/> Committee	<input type="checkbox"/> Subcommittee	<input type="checkbox"/> Task Force
Action Requested:	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	<input checked="" type="checkbox"/> Change
Role, Products, Reporting Relationships: <u>Role:</u> The Committee advises and makes recommendations to the Director of Financial Aid, Veterans' and Scholarship Services on matters related to the application of policy, procedures, and practices relative to the administration of federal, state, and institutional student financial aid programs. The Committee also reviews and makes recommendation to the Director of Enrollment Services on written appeals from students regarding financial aid status. In addition, during the period that the Director of Financial Aid, Veterans' and Scholarship Services is also the Interim Director for EOPS/CARE and CalWORKs, the committee will also review and make recommendations on written appeals from students regarding EOPS, CARE or CalWORKs status.			
<u>Reporting Relationship:</u> Student Services Planning Council			
Meeting Schedule: As needed 1 st week of October 1 st week of December 4 th week of April			
Chair: Director of Enrollment Services			
Members: <ul style="list-style-type: none"> • Director, Financial Aid, Veterans and Scholarship Services (non-voting permanent member) • Faculty representative appointed by Faculty Senate • One generalist counselor appointed by Faculty Senate • EOP&S or DRC counselor appointed by Faculty Senate • Athletic faculty representative appointed by Faculty Senate • Fiscal Services representative appointed by CCE/AFT • Counselor, Financial Aid • One Financial Aid Advisor appointed by CCE/AFT • One student representative appointed by ASG 			

Reviewed by Strategic Planning Council:

First Reading

Comments:

Indicate Comments

Revised

Approved

*ACCJC Recommendations for Midterm Report – March 2012

Recommendation #1 – Mission Statement	Palomar College Planning Agenda	Assigned Council/Lead Person	Evidence Documents	Status/Completion Date	Implement Date
In order to comply with the Standards, the College needs to modify its mission statement to identify its intended student population and its commitment to achieving student learning. Additionally, the mission statement should be used by the College as a central driving force in decisions made by the College (I.A.1, I.A.4, IV.B.1.b).		SPC/ Pres. Deegan	Mission Statement SPC Minutes, May 5, 2009 BP 1200 Mission Statement	5/5/09	6/10/09

ACCJC Recommendations for Midterm Report March 2012
From Site Visit April 2009 and Follow-Up Visit April 2010
June 30, 2010; updated 09/21/10

*ACCJC Recommendations for Midterm Report – March 2012

Recommendation #4 – Program Review and Planning Processes	Palomar College Planning Agenda	Assigned Council/Lead Person	Evidence Documents	Status/Completion Date	Implement Date
In order to meet Standards and for the College to derive the benefits expected of comprehensive robust, broad-based and integrated program review and planning which are now to be further enhanced through use of student learning outcomes, it is recommended that the institution substantially expand the number of departments participating in program review and development of Annual Implementation Plans. Compliance with the spirit, intent and requirement that planning efforts be broad-based requires that the College: (I.B.1, I.B.2, I.B.3, I.B.4, I.B.5, I.B.6, I.B.7)		SPC IPC FASPC HRSPC SSPC			
1. Significantly increase the number of departments and program undergoing program review on an annual basis;			Quantitative summaries from each planning council reflecting participation	Fall 2010	Spring 2011
2. Improve the quality of analysis included in each department's program review. Use of data in support of conclusions is expected.			1. PRP forms updated to expand data analysis 2. Training provided on PRP data analysis	Fall 2010	Spring 2011
3. Establish goals that are measureable with stated desired outcomes listed and linked to the resource allocation process and student learning outcomes.			PRP documents reflect data analysis conclusions linked to goals, objectives, and SLOs	Fall 2010	Spring 2011

*ACCJC Recommendations for Midterm Report – March 2012

Recommendation #6 – Board of Trustees Policies	Palomar College Planning Agenda	Assigned Council/Read Person	Evidence Documents	Status/Completion Date	Implement Date
<p>To comply with the Standards, the team recommends the Board of Trustees review, enforce and when necessary prepare policies to set direction on the following areas:</p> <ol style="list-style-type: none"> 1. Prepare a policy to address significant changes in programs or elimination of programs (II.A.6) 2. Publish the updated policy on Academic Freedom BP 4030 approved in May 2006 (II.A.7) 3. Prepare a Board Policy or enforce existing requirements to protect due process rights of employees, and to protect administrators from retaliation and harassing comments when being evaluated (III.A.3, 3.a, 3.b, III.A.4, 4.a, 4.c; Commission <i>Policy on Diversity</i>) 4. Comply with existing policies related to: <ol style="list-style-type: none"> a. Professional development and new member orientation (IV.B.1.f) 5. Reassess the appropriateness of BP 7100 and consider enhancing the policy entitled “Commitment to Diversity” as the current policy has been insufficient in ensuring the College complies with the Commission’s <i>Policy on Diversity</i> 6. Establish a policy that denies access to the Board of Trustees by members of the Faculty Senate unless due process rights of any employee subject to a discussion about their performance are provided (IV.B.1.e) 		<p>VP Cuaron, Curriculum Comm.,</p> <p>Faculty Senate</p> <p>Faculty Senate</p> <p>VP Tortarolo</p> <p>VP Tortarolo</p> <p>VP Tortarolo</p> <p>Faculty Senate</p>	<p>Policies developed, adopted, implemented (Policies & Procedures)</p> <p>College Catalog</p> <p>Policies developed, adopted, implemented (Policies & Procedures)</p> <p>Scheduled PD opportunities</p> <p>Scheduled new employee orientations</p> <p>List of participants</p> <p>Faculty Senate Minutes</p>	<p>Spring 2011</p> <p>Spring 2011</p> <p>Spring 2011</p> <p>Spring 2011</p> <p>10/20/08 5/11/09</p>	<p>Fall 2011</p> <p>Fall 2011</p> <p>Fall 2011</p> <p>Spring 2011</p> <p>10/20/08 5/11/09</p>

ACCJC Recommendations for Midterm Report March 2012
 From Site Visit April 2009 and Follow-Up Visit April 2010
 June 30, 2010; updated 09/28/10

*ACCJC Recommendations for Midterm Report – March 2012

- *The institution is expected to provide narrative information and analysis regarding the progress made on addressing
- (1) each of the recommendations of the evaluation team for the 2009 Site Visit (all 11 recommendations)
 - (2) the Planning Agendas of its Self-Study 2009, and
 - (3) updates on substantive change approvals of pending proposals.

*ACCJC Recommendations for Midterm Report – March 2012

Recommendation #7 – Improve Human Resources Practices	Palomar College Planning Agenda	Assigned Council/Lead Person	Evidence Documents	Status/Completion Date	Implement Date
In order for the College to comply with the Standards and improve practices in the area of Human Resources, the team recommends:					
1. Instructional and non-instructional faculty and all others directly responsible for student progress in achieving stated SLOs need to have an evaluation component included in performance evaluations regarding each faculty member's effectiveness in producing SLOs (III.A.1.c).		TERB/ Faculty Senate/ LOC/PFF VP Tortarolo	Evaluation Report forms include component on SLOs	Fall 2010	Spring 2011
2. Ensure that all employee groups prepare, be trained in and adhere to a Code of Ethics (III.A.1.d).	Planning Agenda #8	VP Tortarolo	Code of Ethics adopted by all employee groups	Fall 2010	Spring 2011
3. Develop a comprehensive staffing plan in concert with the efforts of the 75/25 Task Force to provide appropriate consideration for support services necessary and link the plan to the budget development activities (III.A.2)	Planning Agenda #6	VP Tortarolo	Staffing Plan Outline presented to SPC	4/27/10	
4. Eliminate multiple personnel files that exist for administrators. Only one personnel file should exist for any employee and that file should be housed in the Human Resources Department thereby providing security of personnel documents and affording access to the file by employees (III.A.3.b)		VP Tortarolo/ Faculty Senate President	Faculty Senate Minutes	Completed 5/11/09	Implemented 5/11/09

ACCJC Recommendations for Midterm Report March 2012
From Site Visit April 2009 and Follow-Up Visit April 2010
June 30, 2010; updated 09/21/10

*ACCJC Recommendations for Midterm Report – March 2012

Recommendation #3: Conduct additional training to prevent harassment, discrimination, and disparaging comments against employees.	Palomar College Planning Agency	Assigned Coordinator/Lead Person	Evidence Documents	Status/Completion Date	Implement Date
Conduct additional training to prevent Harassment, Discrimination and Disparaging comments against employees.					
To meet Standards the team recommends that the College engage in the following activities:					
1. Develop a policy to discourage the use of discriminatory, harassing and unprofessional comments when participating in any evaluation process (III.A.4).		VP Tortarolo	Review existing policies or develop new policies	Spring 2011	Fall 2011
2. Obtain professional training on prevention of harassment and sensitivity to issues of equity and diversity (III.A.4).		VP Tortarolo	Schedule of training List of participants	June 2009	June 2009
3. Adopt a Resolution to reaffirm its commitment to programs, practices, and services that support the diverse employees and students of the College (III.4.a).		VP Tortarolo	SPC Minutes – adopt Updated Mission Statement GB Minutes – adopt Updated Mission Statement PC3H organized	5/5/09 6/10/09 Get date	June 2009

ACCJC Recommendations for Midterm Report March 2012
From Site Visit April 2009 and Follow-Up Visit April 2010
June 30, 2010; updated 09/28/10

*ACCJC Recommendations for Midterm Report – March 2012

Recommendation #10 – Prepare a Comprehensive Technology Master Plan that is integrated with other College plans. (Includes Recommendation #9 – Protect electronic data)	Palomar College Planning Agenda	Assigned Council/Lead Person	Evidence/Documents	Status/Completion Date	Implement Date
In order to meet the Standards, the team recommends that the College update its technology master plan and ensure that it is integrated with College-wide planning efforts and based on systematic assessment of the effective use of technology resources to assure that technology systems and support are designed to meet the needs of learning, teaching, College-wide communications, research and operational systems (III.C.1.a, c, d; III.C.2)	Planning Agenda #2	FASPC/ VP Dowd	Technology Master Plan 2016 (draft)	Completion Fall 2010	Implement Spring 2011
Recommendation #11 – Long Term Health Fund Liability	Palomar College Planning Agenda	Assigned Council/Lead Person	Evidence/Documents	Status/Completion Date	Implement Date
In order to meet the Standards, the team recommends the College identify and plan for the funding of the future retiree health benefits (III.D.1.b, III.D.1.c).		FASPC/ VP Dowd		Completion Fall 2010	Implement Spring 2011