



STRATEGIC PLANNING COUNCIL AGENDA

Date: October 19, 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 28, 2010		
B. <u>ACTION ITEMS/FIRST READING</u>		10 min
1. Financial Aid Appeals Committee Governance Structure Form	Exhibit B1	
2. Matriculation & Transfer Committee Governance Structure Form	Exhibit B2	
3. Accreditation Steering Committee Governance Structure Form	Exhibit B3	
C. <u>ACCREDITATION RECOMMENDATIONS AND PROGRESS</u>		25 min
1. Accrediting Commission Actions and Policy Updates		
2. Review planning agendas #4 and #10 and Recom. #3, #5, and #6 - Confirm assigned council/ lead person, evidence documents and dates	Exhibit C2	
D. <u>INTEGRATED PLANNING MODEL</u>		60 min
1. Establish process for distributing ½ of 1% money		
2. Identify FY 2011-12 District planning priorities and objectives		
3. Review preliminary budget assumptions and obligations for FY 2011-12		
E. <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		
F. <u>REPORT FROM PC3H COMMITTEE</u>		5 min
G. <u>OTHER ITEMS</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
October 19, 2010**

A regular meeting of the Palomar College Strategic Planning Council scheduled for October 19, 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, Claypool, Deegan, Dowd, Francis, Furch, Halttunen, Hoffmann, Kelber, Kovrig, Lucero, Maunu, Shattuck, Sivert, Titus, Tortarolo, Vernoy, Wick
Absent: Hogan-Egkan, Laughlin, Talmo
Recorder: Cheryl Ashour
Guests: Joan Decker, Herman Lee

A. MINUTES

1. Approve Minutes of September 28, 2010

MSC (Kovrig/Tortarolo) to approve the Minutes of September 28, 2010 with revisions

B. ACTION ITEMS/FIRST READING

1. Financial Aid Appeals Committee Governance Structure Form (Exhibit B1)

Herman Lee stated that he took SPC's suggested changes to the Financial Aid Appeals Committee Governance Structure Form back to the committee. He discussed the revisions that were made to the name, role, and membership. A suggestion was made and everyone concurred to add the Director of EOP&S to the membership, and to add the word "appropriate" in front of program director in the Role section.

MSCU (Vernoy/Brannick) to move to Action/Second Reading

MSCU (Vernoy/Brannick) to approve the revised Financial Aid Appeals Committee Governance Structure

2. Matriculation & Transfer Committee Governance Structure Form (Exhibit B2)

Lynda Halttunen described the changes to the meeting schedule, co-chairs, and membership of the Matriculation and Transfer Committee. A suggestion was made and everyone concurred that the phrase "ad hoc" Part Time Faculty Member in the membership should be changed to "at large" Part Time Faculty Member, and that the Transfer Center Director be removed from the Members list since it is now a co-chair.

MSCU (Cuaron/Brannick) to move to Action/Second Reading

MSCU (Kovrig/Brannick) to approve the revised Matriculation & Transfer Committee Governance Structure Form

3. Accreditation Steering Committee Governance Structure Form (Exhibit B3)

Vice President Cuaron discussed the changes to the Accreditation Steering Committee Governance Structure Form's meeting schedule and membership.

MSCU (Cuaron/Brannick) to move to Action/Second Reading

MS (Brannick/Cuaron) to approve the Accreditation Steering Committee Governance Structure Form

It was suggested and everyone concurred to add the word "or" between CAST and AA in the Chair membership section. Discussion ensued on the asterisk wording at the bottom of the form.

MSCU (Vernoy/Brannick) to table the item until the October 26, 2010 SPC meeting. Vice President Cuaron and Barbara Kelber will work together to revise the asterisk wording.

C. ACCREDITATION RECOMMENDATIONS AND PROGRESS**1. Accrediting Commission Actions and Policy Updates**

Vice President Cuaron discussed policy updates that the Accrediting Commission released as a first reading. A link to the policies will be sent to SPC members or Vice President Cuaron will bring copies next week.

2. Review planning agendas #4 and #10 and Recom #3, #5, and #6 – Confirm assigned council/lead person, evidence documents and dates (Exhibit C2)

Vice President Cuaron reviewed planning agendas #4 and #10, and ACCJC Recommendations #3, #5, and #6. The assigned council/lead person, evidence documents, status/ completion dates, and implement dates were discussed for each recommendation.

D. INTEGRATED PLANNING MODEL**1. Establish process for ½ of 1% money**

Michelle Barton presented a two-tiered approach for allocating the ½ of 1% funds set aside to support the college's strategic and master plan priorities. Tier-1 focuses on funding objectives in the Strategic Plan. Tier-2 addresses college-wide priorities. SPC will review Tier-1 requests first to ensure that the Strategic Plan is funded. If there are remaining funds after Tier-1 projects have been funded, requests from Tier-2 will be considered. Members discussed a draft resource request form and suggested changes. Ms. Barton will make the changes agreed upon and email a copy of the revised form to SPC and those identified as responsible for leading an objective in the Strategic Plan. Individuals assigned responsibility for leading an objective in the Strategic Plan, will collect resource requests for their objective. Working with their assigned groups, they will prioritize requests and forward the prioritized list to Cheryl Ashour by November 19th. Cheryl will collate the requests and send them to SPC to review prior to the November 23rd meeting. SPC will review requests and allocate funds during its November 23rd and December 7th meetings.

2. Identify FY 2011-2012 District planning priorities and objectives

Michelle Barton continued the discussion from the last meeting on identifying 2011-2012 District planning priorities and objectives. Members offered ideas to the following categories: IPM, RAM, Strategic Plan; Staffing; Ed Plan and Facilities (Master Plan 2020; Technology; Equipment; and Accreditation. An updated list will be brought to the next SPC meeting.

3. Review preliminary budget assumptions and obligations for FY 2011-2012

Due to time constraints, this item was postponed until the November 2, 2010 meeting.

E. REPORTS OF PLANNING COUNCILS**1. Financial and Administrative Services Planning Council**

Vice President Dowd reported that FASPC will meet Thursday. They will review the first reading of the Technology Plan Update and the Facilities Master Plan Update. The Facilities Review Committee accepted a revision to the designated smoking areas map in order to make it clearer where the smoking areas are located.

2. Human Resource Services Planning Council

Vice President Tortarolo reported that HRSPC reviewed their last year's evaluation and discussed how their Council can improve. They also received training on the Staffing Plan.

3. Instructional Planning Council

Vice President Cuaron reported that IPC met last week. Shawna Hearn did a presentation on the Staffing Plan. Action Plan Year 1 objectives were reviewed, and there was initial discussion on the distribution of the funds IPC had set aside for PRP priorities.

4. Student Services Planning Council

Lynda Halttunen reported that SSPC heard a presentation on the Staffing Plan from Shawn Hearn at their last meeting. They revised the Matriculation and Transfer Committee and Program Eligibility Committee governance forms.

F. REPORT FROM PC3H COMMITTEE

Sherry Titus reminded everyone that a rally is scheduled for Thursday in the Student Union from 10:00 a.m. to 2:00 p.m. President Deegan encouraged all SPC members to attend.

G. OTHER ITEMS

Candi Francis announced that Palomar College received the Title 5 STEM Award. She thanked the faculty and Vice President Cuaron for their work on the grant. This is the College's second TV 5 grant.

H. ADJOURNMENT

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



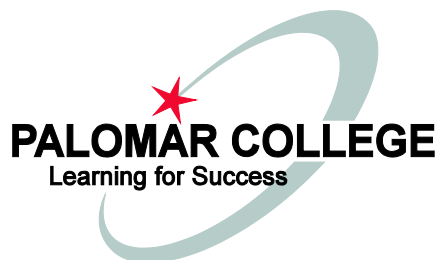
GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Herman Lee					Date September 5, 2003				
Proposed Name of Requested Group Financial Aid and Appeals Committee Student Program Eligibility Appeals Committee									
	Council		Committee	X	Subcommittee		Task Force		
Action Requested:				Add		Delete		Change	X
Role, Products, Reporting Relationships: Reports to the Student Services Planning Council The Committee advises and makes recommendations to the Director of Financial Aid, Veterans' and Scholarship Services- program director 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, EOPS/CARE/Cal Works, and Veterans program eligibility..									
Meeting Schedule: As needed First Week in October, First Week in December, Fourth Week in April.									
Chair: Director of Enrollment Services									
Members: (two-year terms) <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 ▪ DRC counselor appointed by Faculty Senate ▪ Athletic faculty representative appointed by Faculty Senate ▪ Fiscal Services representative appointed by CCE/AFT ▪ Financial Aid Counselor ▪ One Financial Aid Advisor appointed by CCE/AFT ▪ One student representative appointed by ASG 									

Reviewed by Strategic Planning Council:

Comments:

10-7-03	First Reading
11-04-03	Approved
04-04-06	Revision



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Lynda Halttunen – Dean of Counseling Services					Date September 29, 2004 October 5, 2010	
Proposed Name of Requested Group Matriculation and Transfer Committee						
	Council	X	Committee		Subcommittee	
Action Requested:			Add		Delete	X
Role, Products, Reporting Relationships: Role: The purpose of the Matriculation and Transfer Committee is to review and support the activity of the Matriculation and Transfer programs. Products: Matriculation and Transfer Committee members are responsible for articulating the Palomar College Matriculation Plan and the Transfer Center Plan, goals, objectives, budget revisions and accomplishments to the constituencies they represent. Reporting Relationship: Student Services Planning Council						
Meeting Schedule: September, December, March, May Once per semester, the 1 st , 2 nd , 3 rd , or 4 th Thursday of October/November and March/April; depending on availability, 2:00 – 3:30 pm						
Co-Chairs: Dean, Counseling Services and Transfer Center Director						
Members: <ul style="list-style-type: none"> • Vice President, Instruction • Vice President, Student Services • Non-Credit Matriculation Coordinator • One Faculty representative from Counseling • One Faculty representative from ESL • One Faculty representative from Math • One Faculty representative from English • One Faculty representative from Reading • Director, EOP&S • Director, Information Services • Director, DRC • Director, Enrollment Services • Director, Institutional Research and Planning • Director, Transfer Center • Assessment and School Relations Supervisor • One Instructional Dean • One Classified Employee • One Student designated by ASG • One representative from a four year institution • One Ad Hoc Part-Time Faculty Member 						

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

Reviewed by Strategic Planning Council:

Comments:

12-3-02 Approved

10-19-04 Revisions Approved

04-04-06 Revision Approved

GOVERNANCE STRUCTURE GROUP

Request submitted by Berta Cuaron	Date 10/19/10
Proposed Name of Requested Group: Accreditation Steering Committee	
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"><input type="checkbox"/> Council</div> <div style="text-align: center;"><input checked="" type="checkbox"/> Committee</div> <div style="text-align: center;"><input type="checkbox"/> Subcommittee</div> <div style="text-align: center;"><input type="checkbox"/> Task Force</div> </div>	
Action Requested: <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 5px;"> <div style="text-align: center;"><input type="checkbox"/> Add</div> <div style="text-align: center;"><input type="checkbox"/> Delete</div> <div style="text-align: center;"><input checked="" type="checkbox"/> Change/Update</div> </div>	
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- 3:00 3:30 p.m. (more frequently during self-study)	
Chair: Vice President for Instruction (Accreditation Liaison Officer) * Tri-Chairs for Self-Study: <ul style="list-style-type: none"> Faculty Member appointed by Faculty Senate Non-faculty member appointed by CCE/AFT Non-faculty member appointed by CAST/<u>AA</u> 	
* Tri-chairs are/may be in addition to the Members/Designees.	
Members/Designees: <ul style="list-style-type: none"> Faculty Senate President Director, Institutional Research and Planning Faculty Co-chair, Curriculum Committee Faculty Co-chair, Learning Outcomes Council Faculty Co-chair, Institutional Review Committee Instructional Planning Council representative Student Services Planning Council representative Finance & 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) One ASG representative (appointed by ASG) 	
*Committee to be augmented with representatives with expertise in areas of accreditation standards during preparation/writing of self-study and ongoing reporting requirements.	

Reviewed by Strategic Planning Council:
 Approved by SPC 10/17/06
 Revision approved by SPC 11/21/06

Comments:

***ACCJC Recommendations for Midterm Report – March 2012**

An update on the continued implementation of the original four recommendations from the March 2009 Site Visit and Follow-Up Visits (April 2010 and April 2011) and the Palomar College Planning Agendas (as identified in the Self-Study 2009) is also required in the March 2012 Midterm Report.					
Recommendation #3 – Student Learning Outcomes	Palomar College Planning Agenda	Assigned Council/Lead Person	Evidence Documents	Progress Reports/ Status/ Completion Date	Implement Date
In order to meet the standards by 2012, the team recommends that the College identify assessment methods and establish dates for completing student learning outcomes assessments at the institutional level and for all of its courses, programs and services. This process should also include the development of performance measures to assess and improve institutional effectiveness of all programs and services. The College should disseminate the outcomes widely and use these results in the strategic planning and resource allocation process. (II.A.1.a,c; II.A.2.a,h; II.B.4; II.C.2; III.A.1.c)	Planning Agenda #1	Learning Outcomes Council Berta Cuaron/ Marty Furch, Co-Chairs	<u>SLOAC Implementation Plan 2009-2014</u>	Ongoing	Ongoing

ACCJC Recommendations for Midterm Report March 2012
From Site Visit April 2009 and Follow-Up Visit April 2010
June 30, 2010; updated 10/07/10

*ACCJC Recommendations for Midterm Report – March 2012

Recommendation #5 – Distance Education – Ensure Comparable Quality of Education	Palomar College Planning Agenda	Assigned Council/Lead Person	Evidence Documents	Progress Reports/ Status/ Completion Date	Implement Date
To meet standards, the team recommends the College focus efforts on identifying processes to ensure the quality of instructional programs, especially the increasingly popular distance education courses, are consistent regardless of the location or delivery mode (II.A.1)		Faculty Senate – Distance Education Subcommittee	Multiple documents – get list Faculty Senate Minutes, get date Distance Education Subcommittee – Faculty Senate (see Follow-Up Report 2010 for evidence)	Completed Spring 2010	Implemented Spring 2010/ Fall 2010

ACCJC Recommendations for Midterm Report March 2012
From Site Visit April 2009 and Follow-Up Visit April 2010
June 30, 2010; updated 10/07/10

*ACCJC Recommendations for Midterm Report – March 2012

Recommendation #6 – Board of Trustees Policies	Palomar College Planning Agenda	Assigned Council/Lead Person	Evidence Documents	Progress Reports/ 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 Policy on Diversity) 4. Comply with existing policies related to: <ol style="list-style-type: none"> a. Professional development and new member orientation (IV.B.1.f) 		<p>VP Cuaron, Curriculum Comm., Faculty Senate</p> <p>Faculty Senate /PFF</p> <p>VP Tortarolo</p> <p>President Deegan</p>	<p>Policies developed, adopted, implemented (Policies & Procedures)</p> <p>College Catalog – Section 1, General Information Faculty Senate Constitution – Article 3 PFF Contract – Article 3</p> <p>Policies developed, adopted, implemented (Policies & Procedures)</p> <p>Governing Board Goals 2010-2011</p>	<p>Spring 2011</p> <p>Spring 2011</p> <p>Spring 2011</p> <p>9/14/10</p>	<p>Fall 2011</p> <p>Fall 2011</p> <p>Spring 2011</p> <p>2010-2011</p>

Exhibit D2

ACCJC Recommendations for Midterm Report March 2012
From Site Visit April 2009 and Follow-Up Visit April 2010
June 30, 2010; updated 10/07/10

*ACCJC Recommendations for Midterm Report – March 2012

<p>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></p> <p>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>		<p>VP Tortarolo Faculty Senate EEO PC3H</p>	<p>BP 7100 Faculty Senate Minutes <u>EEO Advisory Committee Minutes</u> PC3H</p>	<p>10/20/08 5/11/09</p>	<p>10/20/08 5/11/09</p>
--	--	---	--	-----------------------------	-----------------------------

Palomar College Planning Agenda #4	Palomar College Planning Agenda	Assigned Council/lead Person	Evidence Documents	Progress Reports/ Status/ Completion Date	Implement Date
<p>The Basic Skills Committee will</p> <ol style="list-style-type: none"> implement, evaluate, and revise as necessary the <i>Basic Skills Action Plan</i>, including the teaching/ learning centers, the Freshman Experience, and the Professional Development components; and promote dialogue about, understanding of, and response to the Basic Skills Initiative, including integrated instructional support services (II.A, II.C). 	<p>Planning Agenda #4</p>	<p>Basic Skills Committee</p>	<p>Action?</p>		

ACCJC Recommendations for Midterm Report March 2012
From Site Visit April 2009 and Follow-Up Visit April 2010
June 30, 2010; updated 10/07/10

***ACCJC Recommendations for Midterm Report – March 2012**

Palomar College Planning Agenda #10	Palomar College Planning Agenda	Assigned Council/Lead Person	Evidence Documents	Progress Reports/ Status/ Completion Date	Implement Date
<p>The Strategic Planning Council will engage in formal dialogue on its shared governance and decision-making processes in order</p> <ol style="list-style-type: none"> to distinguish the types of decisions that have significant institution-wide implications and thus must be arrived at through systematic participative processes; to clarify the authorities and responsibilities of the decision-makers and other participants in these processes in order to produce decision-making guidelines; and to enhance professional development opportunities for the college to learn about shared governance (IV.A); 	<p>Planning Agenda #10</p> <p>Blended with Rec.#2 where appropriate</p>	<p>SPC/ Pres. Deegan</p>			

***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.