



## STRATEGIC PLANNING COUNCIL AGENDA

Date: November 23, 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, Wick

**RECORDER:** Ashour

	Attachments	Time
<b>A. <u>MINUTES</u></b>		10 min
1. Approve Minutes of November 16, 2010		
<b>B. <u>ACTION ITEMS/SECOND READING</u></b>		15 min
1. Goal 1 Obj 1.1: Plans – 2022 Educational & Facilities Master Plan Update		
2. Accreditation Steering Committee Governance Structure Form	Exhibit B2	
<b>C. <u>ACCREDITATION RECOMMENDATIONS AND PROGRESS</u></b>		5 min
1. Accrediting Commission Actions and Policy Updates		
<b>D. <u>INTEGRATED PLANNING MODEL</u></b>		60 min
1. SPC Timeline Check-in		
2. Goal 1 Obj 1.4: Evaluation of Planning Process-Institutional Effectiveness (IE) Measures	Exhibit D2	
3. Goals 3 Obj 3.3: Archive-Status Report to SPC		
4. Begin prioritizing requests for ½ of 1%	Exhibit D4	
<b>E. <u>INFORMATION/DISCUSSION</u></b>		15 min
1. Removal of CALPIRG from the PC Campus		
<b>F. <u>REPORTS OF PLANNING COUNCILS</u></b>		5 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		
<b>G. <u>REPORT FROM PC3H COMMITTEE</u></b>		5 min
<b>H. <u>OTHER ITEMS</u></b>		



## STRATEGIC PLANNING COUNCIL MEETING MINUTES November 23, 2010

A regular meeting of the Palomar College Strategic Planning Council scheduled for November 23, 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, Cuaron, Deegan, Dowd, Furch, Halttunen, Hoffmann, Hogan-Egkan, Kelber, Kovrig, Laughlin, Lucero, Maunu, Shattuck, Sivert, Titus, Tortarolo, Vernoy  
Absent: Francis, Talmo, Wick (excused)  
Recorder: Cheryl Ashour  
Guests: Judy Cater for Candi Francis, Joan Decker

### **A. MINUTES**

#### **1. Approve Minutes of November 16, 2010**

MSC (Cuaron/Halttunen) to approve the Minutes of November 16, 2010 with revisions (Claypool, Kovrig, and Wick abstained)

### **B. ACTION ITEMS/SECOND READING**

#### **1. Goal 1 Obj 1.1: Plans – 2022 Educational and Facilities Master Plan Update**

This item was postponed until the November 30, 2010 SPC meeting.

#### **2. Accreditation Steering Committee Governance Structure Form (Exhibit B2)**

Vice President Cuaron stated that at the first reading, it was requested that the products and membership sections be modified. Barb Kelber and Brent Gowen assisted her with the editing.

MSC (Brannick/Titus) to approve the Accreditation Steering Committee Governance Structure Form

### **C. ACCREDITATION RECOMMENDATIONS AND PROGRESS**

#### **1. Accrediting Commission Actions and Policy Updates**

There were no items.

### **D. INTEGRATED PLANNING MODEL**

#### **1. SPC Timeline Check-In**

Michelle Barton reviewed today's agenda and activities for the next SPC meeting.

#### **2. Goal 1 Obj. 1.4: Evaluation of Planning Process – Institutional Effectiveness (IE) Measures (Exhibit D2)**

Michelle Barton distributed a revised copy of the handout provided at the last meeting (Institutional Effectiveness Measures – Strategic Plan 2013). Most of the items on the list are what the College has been tracking for the past five or six years. The items in yellow, except for two, are new; the two items that are not new were accidentally left off of the original handout. She discussed the highlighted items. Ms. Barton stated that the College is going to be doing an evaluation of our strategic planning process in the spring term, which will include a review of the institutional effectiveness measures. She proposed that SPC use the existing institutional effectiveness measures, review them as part of our evaluation in the spring term and, at that time, have a discussion if we want to drop, add, or make changes to any of the items. Members agreed to her proposal. There was discussion regarding the ARCC measures under Goal 2.

#### **3. Goals 3 Obj 3.3: Archive Status Report to SPC**

This item was postponed until the November 30 meeting.

#### **4. Begin prioritizing requests for ½ of 1% (Exhibit D4)**

Michelle Barton distributed a summary sheet of the eight requests submitted for the ½ of 1%. The summary sheet listed the Strategic Plan objective; the name of the person submitting the request; the title of the

request or project; the amount requested; the project start and end dates; and the Council's priority of the request if they submitted more than one request. The eight requests were numbered as they came in and are not in priority order. There was a question about how the money will be tracked for each request. Vice President Dowd reminded everyone that a change was made to the Chartfields to identify expenses to the Master Plan, Strategic Plan, and PRPs. Groups will be asked to periodically report on the progress of the projects. Information can be reported via Chartfield identifiers by expenditure.

There was discussion about the funding criteria and other funding sources sections on the request form. It was decided that these sections need to be clarified. It is anticipated that changes will be made to the request form once we have gone through the process. Each person requesting funds discussed if they sought other funding sources and confirmed that their request is not being funded by a grant or another source. Vice President Vernoy stated that there are portions of the GRAD that are being funded through a grant; however, the grant was not large enough to fully fund the project.

Some SPC members felt that some of the requests did not provide a direct benefit to students. They were disappointed that a larger portion of the money is requested for PeopleSoft "infrastructure". Ms. Laughlin stated that some faculty did not submit requests because they could not fit their ideas for student learning and student success into an objective. President Deegan stated that SPC should keep this in mind when the goals and objectives are chosen for the next cycle. Everyone agreed this is a learning process and that SPC will move forward and improve the process for next year.

Marty Furch discussed request number one, Support for Student Learning Outcomes Assessment Cycle, in the amount of \$40,000. The money will be used to create and train faculty mentor teams, and to send faculty, staff, and administrators to workshops and conferences relating to the assessment of SLOs, ILOs, SAOs, and student learning. Discussion ensued on the request.

Monika Brannick discussed request number two, GRAD, in the amount of \$70,000.00. The money will be used to create student generated content videos on topics proven to increase student responsibility and graduation rates; to create a GRAD awareness campaign; to pay for a three-day professional development seminar on using college success skills in the classroom; and to implement the Academic Advising module of PeopleSoft, which will allow students to conduct online degree audits of their educational plan. Neill Kovrig recommended that classified staff get the opportunity to do the work instead of using hourly workers. They have had ongoing concerns about the number of hourly workers. Lynda Halttunen responded that the cost would double if staff were used, because of overtime costs. There is also concern about bringing a 45% person over the 50% level because of the change it would bring to the person's fringe benefits. Discussion ensued on the request.

Michelle Barton discussed request number three, Palomar College Administration of the Community College Survey of Student Engagement (CCSSE), in the amount of \$13,000.00. The money will be used to administer the Community College Survey of Student Engagement. Results will be used in discussion of institutional effectiveness and the role that college and students play in student success. Administration of the survey also satisfies an accreditation obligation that students are surveyed or asked about their college experience. Discussion ensued on the request.

Vice President Tortarolo discussed request number four, PeopleAdmin Implementation, for \$67,000.00. The funds will be used to purchase and implement PeopleAdmin applicant management software and to assist in producing four of HRS' Service Area Outcomes: recruitment, hiring, and retention of faculty and staff, promoting equity and diversity through improved EEO, non-discrimination and harassment practices; improving satisfaction, productivity, service, and performance of HRS staff; and identifying, developing, and providing opportunities for employee performance feedback and continued professional growth. The application process will be entirely online which will allow for faster screening of applications, support the District's goal of hiring diverse faculty and staff, implement the District's Staffing plan, and eliminate barriers applicants currently face in applying for positions using a paper-based application process. Discussion

ensued on the request. The wording in the fourth column on the second page was changed from “Annual service fee” to “License fee” to clarify that the cost is one-time and not an annual service fee.

Vice President Tortarolo discussed request number five, PeopleSoft Position Control Implementation, in the amount of \$45,000.00. The funds will be used to purchase and implement the Position Control module of PeopleSoft to provide a means to track each filled and vacant District position over time, and allows for accurate, effective, and immediate reporting of position information to be used in strategic planning, including the Staffing Plan and budget development. Discussion ensued on the request.

Due to time constraints, requests five through eight will be discussed at the November 30 meeting.

**E. INFORMATION/DISCUSSION**

**1. Removal of CALPIRG from the PC Campus**

Shayla Sivert requested clarification on an article in the Telescope that a representative from CALPIRG who came on campus to speak about Prop. 23 was asked to leave. Vice President Vernoy stated that the article was inaccurate. The person was not asked to leave the campus. He came to the library and asked to use the library conference room. He was told that he could not use the room because it is reserved for faculty, staff, and students, but that there were public rooms upstairs he could use. He didn't want to do that. People who want to hand out material on campus are asked to go to the Office of Student Affairs, and if they are an outside group or a lobbying group (which is what CALPIRG is) they are asked to register as a vendor, sit at a table some place on campus and then they can hand out whatever they want. Sherry Titus stated she previously spoke to him and let him know what the process would be if he wanted to form a club on campus. When she realized he was a vendor, she also explained the vendor process to him. He did not return to form a club or sign up to be a vendor.

**F. REPORTS OF PLANNING COUNCILS**

**1. Financial and Administrative Services Planning Council**

Vice President Dowd reported that FASPC met on November 18. They approved revisions to their governance structure and prioritized their requests for 1/2 of 1%. Two items came as a first reading: service area outcomes evaluations and information provided from Human Resource Services for development of their portion of the staffing plan. The FRC committee reported that they are posting signage in restrooms that cell phones should be turned off.

**2. Human Resource Services Planning Council**

Vice President Tortarolo reported that HRSPC had a second reading on their ½ of 1% items, and spent time on the Staffing Plan. Team Life gave a report on their activities.

**3. Instructional Planning Council**

Judy Cater reported that IPC worked on the PRP requests at their meeting.

**4. Student Services Planning Council**

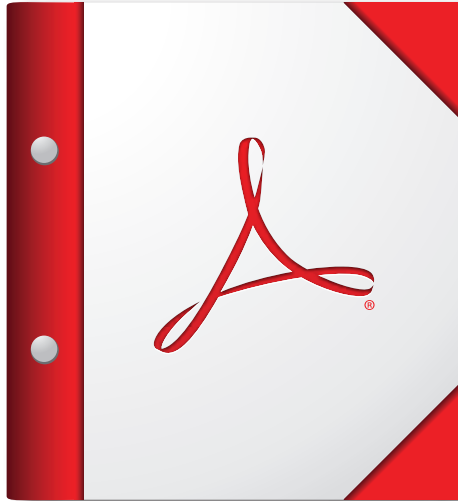
Vice President Vernoy reported that SSPC is working on prioritization within their Staffing Plan and PRP recommendations.

**G. REPORT FROM PC3H COMMITTEE**

Sherry Titus reported that the last fall meeting will be on December 2, at 4:00 pm.

**H. ADJOURNMENT**

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



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**GOVERNANCE STRUCTURE GROUP**

Request submitted by Berta Cuaron	Date 11/16/10
<b>Proposed Name of Requested Group: Accreditation Steering Committee</b>	
<div style="display: flex; justify-content: space-around;"> <div><input type="checkbox"/> Council</div> <div><input checked="" type="checkbox"/> Committee</div> <div><input type="checkbox"/> Subcommittee</div> <div><input type="checkbox"/> Task Force</div> </div>	
<b>Action Requested:</b> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div><input type="checkbox"/> Add</div> <div><input type="checkbox"/> Delete</div> <div><input checked="" type="checkbox"/> Change/Update</div> </div>	
<b>Role and Products:</b> <p style="margin-top: 10px;">The Accreditation Steering Committee provides the overall <del>planning, guidance, response, and preparation for the self-study, mid-term report, and other report requirements from</del> <b>planning and guidance of the college's response to ACCJC/WASC reporting requirements</b>. The Committee is responsible for coordinating and organizing information, data, and resources in preparation for accreditation-related reports and site visits. <b>When needed, the committee convenes faculty, staff, and administrators with the expertise necessary to assist with the preparation and writing of the self-study, follow-up report(s), and mid-term report.</b> 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.</p> <p><b>Reporting Relationship:</b> Strategic Planning Council</p> <p><b>Meeting Schedule:</b> 2<sup>nd</sup> Thursday from 2:00- <del>3:00</del> <b>3:30</b> p.m. (more frequently during self-study)</p> <p><b>Chair: Vice President for Instruction (Accreditation Liaison Officer)</b></p> <p style="margin-left: 20px;">* Tri-Chairs for Self-Study:</p> <ul style="list-style-type: none"> <li>Faculty Member appointed by Faculty Senate</li> <li>Non-faculty member appointed by CCE/AFT</li> <li>Non-faculty member appointed by CAST <u>or AA</u></li> </ul> <p style="margin-left: 20px;">* Tri-chairs are/may be in addition to the Members/Designees.</p>	
<b>Members/Designees:</b> <ul style="list-style-type: none"> <li>Faculty Senate President</li> <li>Director, Institutional Research and Planning</li> <li>Faculty Co-chair, Curriculum Committee</li> <li>Faculty Co-chair, Learning Outcomes Council</li> <li><del>Faculty Co-chair, Institutional Review Committee</del></li> <li>Instructional Planning Council representative</li> <li>Student Services Planning Council representative</li> <li><b>Finance &amp;</b> Administrative Services Planning Council representative</li> <li>Human Resource Services Planning Council representative</li> <li>One Faculty Senate representative (appointed by Faculty Senate)</li> <li>One Administrative Association representative (appointed by Administrative Association)</li> <li>One CCE/AFT representative (appointed by CCE/AFT)</li> <li>One CAST representative (appointed by CAST)</li> <li>One PFF representative (appointed by PFF)</li> <li>One ASG representative (appointed by ASG)</li> </ul>	

Reviewed by Strategic Planning Council:  
 Approved by SPC 10/17/06  
 Revision approved by SPC 11/21/06  
 Revision to SPC 11/16/10

Comments:

## Institutional Effectiveness Measures – Strategic Plan 2013

SPC – 11/16/2010

## Goal #1: Complete and implement planning, resource allocation, and evaluation cycles

- All measures
- Tracking of objectives completed on our Strategic Plan
- Tracking of resources applied to planning
- WSCH to FTEF
- Enrollment Load

## Goal #2: Strengthen programs and services

- ARCC measures
  - o Progress and Achievement Rate
  - o 30+ Units
  - o ARCC Persistence Rate
  - o CTE Course Success Rate
  - o Basic Skills Course Success Rate
  - o Basic Skills Improvement Rate
  - o ESL Improvement Rate
  - o CDCP Improvement Rate
- Additional Student Outcome Measures
  - o Counts of transfers to CSU, UC, and Private In State/Out of State
  - o Follow-up surveys of CTE completers and leavers
  - o Course flow – Mathematic and English\*\*\* (We might consider adding the ARCC Basic Skills Supplemental report information)
  - o Count of degrees and certificates
  - o 1<sup>st</sup> year CSU GPA
  - o Student Engagement (CCSSE)

## Goal #3: Governance

- Governance Survey (current survey, then possible revised survey from group working on Objective 3.4 Develop and implement method to assess governance. Due to start Fall 2011)

## Goal #4: Staffing

- Tracking of applications, interviews, hires (need to include broken down by specific categories per Title 5 changes to required EEO plans)
- Faculty Obligation and Ratio

## Goal #5: Technology

- Completion of Technology plan

# Palomar College Strategic Plan 2013 Action Plan - YEAR 1

Goal 1: Implement an integrated planning, review & evaluation model that provides for the allocation of resources on the basis of department/unit & college-wide priorities.

Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
<i>Objective 1.4: Annually evaluate the extent to which the college's Integrated Planning Model reflects the college's mission and results in improvement.</i>				
Supt / President	SPC	1. Divisional/Functional Planning Councils complete Objective 1.2 2. Institutional Research and Planning identifies key measures of institutional effectiveness (IE) for consideration in SPC 3. SPC disseminates IE measures for campus-wide review and discussion 4. Divisional Planning Councils complete annual evaluation 5. Governance groups invited to offer evaluative feedback 6. SPC implements standard evaluation process which includes a review of: council evaluations, governance group evaluations, progress on strategic plan objectives, resource allocations, and IE	1. Fall 2010 2. Fall 2010 3. Fall 2010 4. Spr 2011 5. Spr 2011 6. Spr 2011  Maintain current IE measures until IR&P refined set is published and discussed.	* Completed planning council and group evaluations * SPC evaluation * Annual progress report