



STRATEGIC PLANNING COUNCIL AGENDA

Date: December 7, 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
A. <u>MINUTES</u>		10 min
1. Approve Minutes of November 23, 2010		
2. Approve Minutes of November 30, 2010		
B. <u>ACTION ITEMS/SECOND READING</u>		50 min
1. Goal 1 Obj 1.1: Plans – 2022 Educational & Facilities Master Plan Update		
2. SPPF Requests	Exhibit B2	
C. <u>ACTION ITEMS/FIRST READING</u>		0 min
1. Facilities Review Committee Governance Structure	Exhibit C1	
D. <u>ACCREDITATION RECOMMENDATIONS AND PROGRESS</u>		10 min
1. Accrediting Commission Actions and Policy Updates		
2. Review and discuss draft outline for follow-up report		
E. <u>INTEGRATED PLANNING MODEL</u>		35 min
1. SPC Timeline Check-in		
2. Goals 1 & 2: Status reports to SPC		
3. Mid-year check in – Confirm all tasks identified in Annual Planning, Resource Allocation, and Evaluation Timeline have been completed up until this point		
F. <u>INFORMATION/DISCUSSION</u>		5 min
1. Confirm membership of Archive Workgroup		
2. SPPF Tier 2 Allocation		
G. <u>REPORTS OF PLANNING COUNCILS</u>		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		
H. <u>REPORT FROM PC3H COMMITTEE</u>		5 min
I. <u>OTHER ITEMS</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
December 7, 2010**

A regular meeting of the Palomar College Strategic Planning Council scheduled for December 7, 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, Cuaron, Deegan, Dowd, Francis, Furch, Halttunen, Hoffmann, Hogan-Egkan, Kelber, Kovrig, Laughlin, Lucero, Maunu, Shattuck, Sivert, Titus, Tortarolo, Vernoy, Wick
Absent: Claypool, Talmo
Recorder: Cheryl Ashour
Guests: Joan Decker, Glynda Knighten

A. MINUTES

1. Approve Minutes of November 23, 2010

MSC (Brannick/Dowd) to approve the Minutes of November 23, 2010 with revisions.

2. Approve Minutes of November 30, 2010

MSC (Laughlin/Barton) to approve the Minutes of November 30, 2010 with revisions.

B. ACTION ITEMS/SECOND READING

1. Goal 1 Obj 1.1: Plans – 2022 Educational and Facilities Master Plan Update (EFMPU)

Shayla Sivert expressed concerns about wording in the EFMPU regarding staffing and compressing classes. Discussion ensued. Vice President Cuaron stated that the consultants who assisted in writing the EFMPU used language not used at Palomar and that it will be revised. Vice President Tortarolo stated that the Staffing Plan looks to the EFMPU to help the councils identify the additional staffing or changes to staffing they would recommend. Neill Kovrig suggested that acceptance of the EFMPU be postponed until the edits to the document are completed.

MSC (Vernoy/Lucero) to postpone acceptance of the 2022 Educational and Facilities Master Plan Update until the January 18, 2011 SPC meeting

2. SPPF Requests (Exhibit B2)

Vice President Dowd stated that she is removing her request for \$82,000 to fund Request Number Eight: 1.1 Update existing Educational Master Plan, Facilities Plan & Technology Master Plans and create Staffing Plan and Equipment Plans in accordance with the college's IPM; 2.4 Implement SLOACs and Service Area Outcomes Assessment Cycles at the course, program, and institutional level to further improve institutional effectiveness; F&AS PRP Goal3, #2 for Fiscal Services. This will free up \$82,000 to fund Tier 2 projects. There is the possibility that the President's Associates may also provide approximately \$75,000 for Tier 2 projects.

MSC (Brannick/Cuaron) to approve \$131,200 to fund Request #6: Implementing Commitment Accounting.

1.1 Update existing Educational Master Plan, Facilities Plan & Technology Master Plans and create Staffing Plan and Equipment Plans in accordance with the college's IPM; 2.4 Implement SLOACs and Service Area Outcomes Assessment Cycles at the course, program, and institutional level to further improve institutional effectiveness; F&AS PRP Goal 3, #2 for Fiscal Services.

MSC (Francis/Titus) to approve \$15,000 to fund Request Number #7: Implementing PeopleSoft Fixed Assets.

1.1 Update existing Educational Master Plan, Facilities Plan & Technology Master Plans and create Staffing Plan and Equipment Plans in accordance with the college's IPM; 2.4 Implement SLOACs and Service Area Outcomes Assessment Cycles at the course, program, and institutional level to further improve institutional effectiveness; F&AS PRP Goal 1 and Goal3, #2 for Fiscal Services.

C. ACTION ITEMS/FIRST READING**1. Facilities Review Committee Governance Structure (Exhibit C1)**

MSC (Dowd/Kovrig) to move to second reading

MSC (Dowd/Kovrig) to approve the changes to the Facilities Review Committee Governance Structure

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

There were no items.

2. Review and discuss draft outline for follow-up report

Vice President Cuaron distributed and discussed the format of the Accreditation Follow-up Report Two. A draft report will come to SPC for a first reading on January 18. It will go to the Governing Board for a first reading on February 8 and a second reading on March 8. It is due to ACCCJ by March 15, 2011.

E. INTEGRATED PLANNING MODEL**1. SPC Timeline Check-In**

Michelle Barton reminded members that an updated SPC Timeline can be found on the Strategic Planning website. Ms. Barton reviewed upcoming discussion items.

2. Goals 1 & 2: Status reports to SPC

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

Objective 1.1: Update existing Educational Master Plans, Facilities Plan, and Technology Master Plans and create Staffing Plan and Equipment Plans in accordance with the college's Integrated Planning and Resource Allocation Model

- Educational Master Plan: Final edits are being made to the document. This objective will return as a second reading in January.
- Facilities Master Plan: Final edits are being made to the document. This objective will return as a second reading in January.
- Technology Master Plan (TMP): The TMP is completed and approved.
- Equipment Master Plan (EMP): The timeline was revised; the draft will be completed Spring 2011 and the final EMP completed Fall 2011.
- Staff Plan: A progress report will be given to SPC at the January 18 meeting. The timeline is on-target. The planning councils are working with the information provided by HRSPC to identify planning priorities.

Objective 1.2: Establish a method in each planning council to evaluate the effectiveness of the previous year's allocations and to prioritize current year allocations.

- FASPC: An evaluation process is not yet in place. They are working on their allocations.
- HRSPC: Allocation language is being drafted.
- IPC: The allocation process has been completed. The next step is to evaluate the process.
- SSPC: The allocation process will be completed at the end of the semester. The Research and Planning Department has been asked to assist them in evaluating the process.

Objective 1.3 Modify the budget development process, ensuring that Program Review and Planning, Strategic Planning and Master Planning priorities are the basis of resource allocation decisions.

- This objective has been completed.

Objective 1.4: Annually evaluate the extent to which the college's Integrated Planning Model reflects the college's mission and results in improvement.

- The Planning Councils have not yet completed Objective 1.2. SPC had a discussion on institutional effectiveness (IE) measures. They will do a presentation as part of their annual evaluation. It should also go out to the constituent groups for input into what the IE measures are, and if they have any recommendations for additional measures or questions.

Afterward, the individual planning councils will be asked to complete their evaluation process.

Goal 2: Strengthen programs and services for our students in order to support their educational goals.

Objective 2.1: Open a Teaching and Learning Center on the San Marcos campus, as identified in the college's basic skills plan.

- A location for the TLC has been identified. The Basic Skills HSI Steering Committee worked with the architects and came up with a design that will support activities at the facility. Instead of remodeling an existing building, the facility will be within our new Humanities Building. Building will begin spring 2011 and is due to be completed spring 2013. Therefore, the timeline for 2.1 will need to be adjusted.

Objective 2.2: Examine the processes by which students progress through English, mathematics, reading, and ESL sequences.

- The departments were contacted and meetings were held with their representatives. Vice President Cuaron has not yet received feedback from the departments. She will speak with the department chairs to make sure the process is clear.

Objective 2.3: Implement the GRAD (Goal, Responsibility, Attitude, and Determination) campaign which encourages students to take responsibility for achieving their educational goals.

- The GRAD workgroup has met weekly throughout the fall semester. They have completed a review and revision of existing GRAD materials. An evaluation will be done in the spring, at which time modifications will probably be made to the objective, based on their revisions. The program is going into a more modern direction. There are 12-15 faculty volunteers who are willing to help in the GRAD campaign. The campaign will be implemented in the spring semester.

Objective 2.4: Implement Student Learning Outcomes Assessment Cycles (SLOACs) and Service Area Outcomes Assessment Cycles (SAOACs) at the course, program, and institutional level to further improve institutional effectiveness.

- LOC: Implementation of the approved request for ½ of 1% funds will begin immediately. Members of the LOC will be contacted so they can help put together teams by division. Also, a classified person is going to work with staff on service area outcomes. They hope to have the teams formed within the next two weeks. A professional development training session will be held to train the teams so that they understand what they are going to do. The job description and reporting mechanisms are being written.
- SSPC: SAO's for the athletic programs have been completed. All of the student services programs have SAO's and progress is continuing.
- FASPC: 25 goals have been established for Strategic Plan 2013: Business and Contract Services has four goals; Facilities has eight goals; Fiscal has five goals; Information Services has five goals; and the Division has three goals. Some of the goals are ongoing each year because FASPC is primarily operational and some have multiple objectives to accomplish. The goals due by fall 2010 have been accomplished. Assessments, timelines and analysis for each goal have been completed.
- HRSPC: They have defined their SAO evaluation methodology and are making progress in implementation.

Objective 2.5: Establish processes to ensure the quality of distance education offerings.

- The guidelines adopted last spring are in place. The EvaluationKit has been adopted and they are now using it as the formal delivery method. They have run into one glitch: when instructors do not use the Blackboard frame, they have an issue with students accessing the questionnaire. The questionnaire and online observation form have been revised. The validation checklist that was generated in TERB is being used as an ancillary material or a resource in evaluating online instruction. Academic Technology is sending the checklist to

faculty and they are asked to use it when planning their online courses for the spring semester. Departments should discuss how the enforcement of that validation will happen. The Faculty Senate is reviewing the evaluation process. They sent the checklist to all faculty, asking those who are teaching online to give their input about the checklist questions on the form. The Faculty Senate will review the responses and make revisions as needed.

3. Mid-year check in

Michelle Barton stated that the timeline has been refined as the semester progressed. SPC is on-track with their activities. Vice President Dowd gave an update on the FASPC timeline.

F. INFORMATION/DISCUSSION

1. Confirm Membership of the Archive Workgroup

Last week an archive workgroup membership list was distributed and members were asked to review the list and then bring any changes to the meeting today. Phil Cerda stated that Blaine Morrow will be the Administrative Association representative. Channing Shattuck stated that he will represent the ASG.

2. SPPF Tier 2 Allocation

The planning councils, through the PRP process, will prioritize their requests. Discussion ensued on the best way to distribute the funds. It was suggested that SPC decide on a formula to divide the funds among the planning councils. Each council will decide which requests to fund and then report back to SPC. Members agreed to the suggestion. Ideas were given on how to divide the funds. Discussion will continue at the next SPC meeting. SPC needs to decide if they want to carry over remaining funds to the next fiscal year.

G. REPORTS OF PLANNING COUNCILS

1. Finance & Administrative Services Planning Council

Vice President Dowd reported that FASPC had their last fall meeting last Thursday. The agenda included final approval of their assessment and evaluation of their SAO's and discussion on their staffing plan. Their next meeting is February 10, 2011.

2. Human Resource Services Planning Council

Vice President Tortarolo reported that they plan to discuss their Staffing Plan and accreditation recommendations at their meeting today.

3. Instructional Planning Council

Vice President Cuaron reported that IPC completed their allocation for PRP's. Their priorities for allocation were: direct impact to students in the classroom; student success; accreditation requirements; health and safety; and current technology equipment. IPC has established their priority factors for their staffing plan: direct student contact in the classroom; student success; accreditation; health and safety; and program growth and development. Vice President Cuaron stated that she was really proud of what IPC has done this semester. They have had outstanding attendance; people are committed to the work they are doing.

4. Student Services Planning Council

Vice President Vernoy reported that SSPC meets tomorrow. They plan to begin prioritizing their PRPs. Regarding the staffing plan, they have integrated the list of vacant and new positions into one document. Once prioritization of the PRPs is complete, they will begin to prioritize positions in their staffing plan.

H. REPORT FROM PC3H COMMITTEE

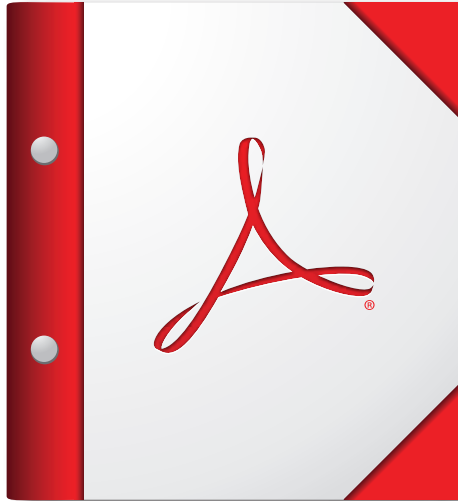
Monika Brannick reported that their wrap-up meeting will take place tomorrow. She announced that the North County LGBT Coalition is giving Palomar College an award. The PC3H's new office is ST-72; they will have a grand opening early spring. A newsletter was sent out last week.

I. OTHER

President Deegan stated that the anti-abortion "Survivors" group came to campus this week and displayed posters of aborted fetuses. Warning signs were posted on the walkway leading to their table.

J. ADJOURNMENT

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



**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 Dr. Bonnie Ann Dowd					Date: 03/12/08 3/9/06/; 10/18/05; 11/06/07				
Proposed Name of Requested Group Facilities Review Committee									
	Council	x	Committee		Subcommittee		Task Force		
Action Requested:				Add		Delete	X	Change	
Role, Products, Reporting Relationships: <p>Role: The Facilities Review Committee generates the 20-Year Facilities Master Plan and keeps the plan current. It develops policy and plans to increase the quality and effective use of College facilities. It recommends the Scheduled Maintenance Plan and the Five-Year Capital Outlay Plan. It reviews requests for changes to the physical plant and the impact on various operations of Palomar College. It reviews (and recommends environmental impact studies by qualified consultants if significant environmental resources are potentially endangered by proposed earth movements or alterations of the natural habitat) the impact of the environment of all proposed earth movements or alterations of the natural habitat prior to the beginning of any project, work, or activity. It recommends measures for mitigating the impact within the mandated guidelines of the California Environmental Quality Act of 1970. Decisions will be made by majority vote. The committee will utilize an agenda which identifies and separates information and action items and requires that items be identified before being moved to action.</p> <p>Products</p> <ul style="list-style-type: none"> Five-year Capital Outlay Plan Scheduled Maintenance Plan Resource impact analysis of recommended policies and plan 									
Reporting Relationship Finance & Administrative Services Planning Council/Strategic Planning Council									
Meeting Schedule: 2nd & 4th 1st and 3rd Thursday – 3:00 p.m. to 4:00 p.m.									
Chair: Vice President, Finance and Administrative Services									
Members: <ul style="list-style-type: none"> Facilities Director One Senior/Executive Administrator (Instruction) or designee One Senior/Executive Administrator (Student Services) or designee Facilities Planning Manager One Classified Unit Member Four Faculty Members from different divisions One Administrative Association Member One Student appointed by ASG One Confidential/Supervisory Team Member 									

Reviewed by Strategic Planning Council:

4/1/03 First Reading

4/1/03 Approved

Comments: