PALOMAR COLLEGE
Learning for Success

STRATEGIC PLANNING COUNCIL AGENDA

Date:	February 15, 2011
Starting Time:	2:00 p.m.
Ending Time:	4:00 p.m.
Place:	MB-15

CHAIR: Deegan
MEMBERS: Barton, Brannick, Cater, Cerda, Claypool, Cuaron, Dowd, Halttunen, Hoffmann, Hogan-Egkan, Kelber, Kovrig, Laughlin, Lucero, Martinez, Maunu, Shattuck, Sivert, Talmo, Titus, Tortarolo, Vernoy, Wick
RECORDER: Ashour

	Attachments	Time
A. MINUTES		5 min
1. Approve Minutes of February 1, 2011		
B. ACTION ITEMS/SECOND READING		20 min
1. Board Policies 2720, 3050, 3410, 3420, 3505, 3600 3820, 4005, 4040, 4235, 4240, 7330	Exhibit B1	
2. Administrative Procedures 3050, 3505, 3820, 4023 4300, 4400, 7145	Exhibit B2	
C. ACCREDITATION RECOMMENDATIONS AND PROGRESS		10 min
1. Accrediting Commission Actions and Policy Updates	Exhibit C1	
D. INTEGRATED PLANNING MODEL		60 min
1. SPC Timeline Check-in		
2. RAM/IPM Formative Evaluation Process		
3. Goal 4 Obj 4.3: Staffing Plan - brief progress report on overall plan		
E. INFORMATION/DISCUSSION		0 min
1. March 1 SPC Meeting to possibly run 2:00 pm to 5:00 pm And a possible meeting on Friday, March 11		
2. Carry over any remaining SPPF funds into next fiscal year?		
3. ARCC Report	Exhibit E3	
F. 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 – Mark Vernoy		
G. REPORT FROM PC3H COMMITTEE		5 min
H. OTHER ITEMS		

A regular meeting of the Palomar College Strategic Planning Council scheduled February 15, 2011, was held in MB-15. Vice President Berta Cuaron called the meeting to order at 2:05 p.m.

ROLL CALL

Present: Barton, Brannick, Cater, Cuaron, Dowd, Halttunen, Kelber, Laughlin, Lucero, Maunu, Shattuck, Sivert, Talmo, Tortarolo, Vernoy, Wick

Absent: Cerda, Claypool, Deegan, Hoffmann, Hogan-Egkan, Kovrig, Martinez, Titus

Recorder: Cheryl Ashour

Guests: Tony Cruz for Phil Cerda, Brent Gowen, Glynda Knighten, Michelle Tucker for Debbi Claypool

A. MINUTES

1. **Approve Minutes of February 1, 2011**

   Approval of the February 1 SPC Minutes was postponed until the March 1 SPC meeting.

B. ACTION ITEMS/SECOND READING

1. **Board Policies 2720, 3050, 3410, 3420, 3505, 3600, 3820, 4005, 4040, 4235, 4240, 7330 (Exhibit B1)**

   MSC (Vernoy/Barton) to approve the following Board Policies as written:

   BP 2720 Communications Among Governing Board Members
   BP 3050 Institutional Code of Ethics
   BP 3410 Nondiscrimination
   BP 3420 Equal Employment Opportunity
   BP 3505 Emergency Response Plan
   BP 3600 Auxiliary Organizations
   BP 3820 Gifts, Donations, and Bequests
   BP 4005 Formal Communication of Matters of Instruction
   BP 4040 Library and Other Instructional Support Services
   BP 4235 Credit by Examination
   BP 4240 Academic Renewal
   BP 7330 Communicable Disease

2. **Administrative Procedures 3050, 3505, 3820, 4023, 4300, 4400, 7145 (Exhibit B2)**

   After discussion, it was decided to delete the words "nature contacting" in the second paragraph of AP 4400.

   MSC (Vernoy/Barton) to approve
   AP 4400 Community Services as revised above and at the February 1 SPC meeting
   the following Administrative Procedures as revised at the February 1 SPC meeting:
   AP 3505 Emergency Response Plan
   AP 3820 Gifts, Donations, and Bequests
   the following Administrative Procedures as written:
   AP 3050 Institutional Code of Ethics
   AP 4023 Course Outline
   AP 4300 Field Trips and Excursions
   AP 7145 Personnel Files

C. ACCREDITATION RECOMMENDATIONS AND PROGRESS

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

   Vice President Cuaron distributed and discussed policy additions and revisions by the Accrediting Commission at their January meeting. **(Exhibit C1)**

2. **Follow-Up Report**
   Vice President Cuaron stated that the Follow-Up Report continues to be fine-tuned. She discussed the feedback given by an outside reviewer; revisions are being made to the Follow-Up Report as a result of the feedback. Revisions include spelling out acronyms, giving examples of successes with the IPM and RAM process and allocations to Strategic Plan goals and objectives, and providing more information on the Staffing Plan.

D. **INTEGRATED PLANNING MODEL**
   1. **SPC Timeline Check-In**
      Michelle Barton reviewed agenda items scheduled for the next few meetings.

   2. **RAM/IPM Formative Evaluation Process**
      Michelle Barton discussed the process for the RAM/IPM Formative Evaluation. She reviewed the questions that will be asked in the evaluation, what documents SPC will review to complete the evaluation, and what SPC will do as a result of the formative evaluation. Ms. Barton presented two approaches SPC could follow to complete the RAM/IPM Formative Evaluation: one follows the normal evaluation process scheduled through the end of the fiscal year; in the other approach, SPC conducts a formative review of the resource allocation separately and before the rest of the evaluation is completed. Discussion ensued. It was decided that SPC will summarize and evaluate the progress made up to this point and complete the full formative evaluation of the process and results of the process at the end of the semester.

   3. **Goal 4 Obj. 4.3: Staffing Plan – brief progress report on overall plan**
      Vice President Tortarolo distributed and discussed the first draft of the Staffing Plan 2016. The Staffing Plan will return for a first reading on March 1, which gives members a few weeks to read the document and be prepared to discuss it at that meeting. Vice President Cuaron reminded members that the Staffing Plan is a "live" document that will have continuous revisions made to it on an annual basis. Vice President Dowd suggested that the forms in the Staffing Plan and other Plans be numbered. Discussion ensued on how the staffing needs of each Division are determined.

E. **INFORMATION/DISCUSSION**
   1. **March 1 SPC Meeting Time and possible meeting on Friday, March 11**
      Some SPC members are not able to meet on March 11; therefore, it was decided to extend the March 1 meeting to four hours, from 1:00 p.m. to 5:00 p.m.

   2. **Carry over any remaining SPPF funds into the next fiscal year?**
      Members agreed that funds that are allocated in this fiscal year for SPPF requests, but not spent by the end of the fiscal year, can be used during the next fiscal year to complete the request.

   3. **ARCC**
      Michelle Barton distributed the ARCC 2011 Report from the Chancellor's Office (Exhibit F3). It is an annual report on a set of data regarding student outcome measures. **(Exhibit E3)** She stated that the College is required to respond within 30 days with a 500-word summary. She is working with Monika Brannick and Berta Cuaron to write the response. Ms. Barton reviewed the findings for Palomar College for the four major categories in the document:
      - Student Progress and Achievement – Degree/Certificate/Transfer
      - Student Progress and Achievement – Vocational/Occupational/Workforce Development
      - Pre-Collegiate Improvement – Basic Skill and ESL
      - Participation Rates

F. **REPORTS OF PLANNING COUNCILS**
   1. **Finance & Administrative Services Planning Council**
      Vice President Dowd reported that FASPC met on February 10. They had first readings on the F&AS Division Staffing Plan and the formative evaluation related to SP2013 goals and objectives assigned to FASPC. The

Facilities Review Committee reported action taken at their February 3 meeting regarding no-smoking areas and the Child Development Center.

2. **Human Resource Services Planning Council**
    Vice President Tortarolo reported that HRSPC met February 1. They reviewed the EEO Plan they are developing; had a presentation/discussion of their PRPs, their accreditation planning relationships, and the draft outline of the program plan; and distributed a copy of the Staffing Plan for first reading. A special HRSPC meeting was held on February 8 to review the Staffing Plan, and review and discuss the linkage between the IPM and their budget allocation process.

3. **Instructional Planning Council**
    Vice President Cuaron reported that IPC met last week. They approved minor revisions to the rationale form used for faculty position requests, reviewed data for their Staffing Plan, and discussed the process for allocating the funds received from the SPPF. IPC then broke into working groups.

4. **Student Services Planning Council**
    Vice President Vernoy reported that SSPC met February 9. They completed the final review and prioritization of their equipment and technology requests. They began working on the finalization of their Staffing Plan priorities and their formative evaluation of IPM and RAM.
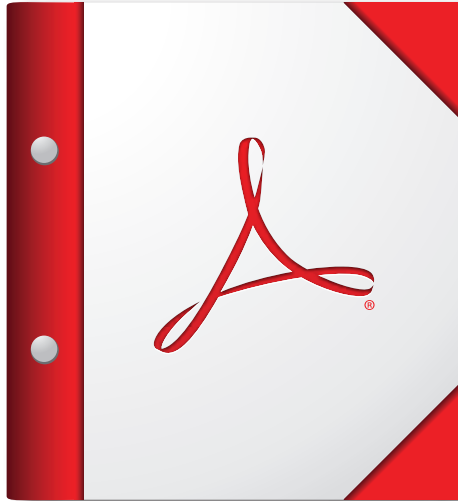
G. **REPORT FROM PC3H COMMITTEE**
    Monika Brannick reported that their first meeting is scheduled for tomorrow.
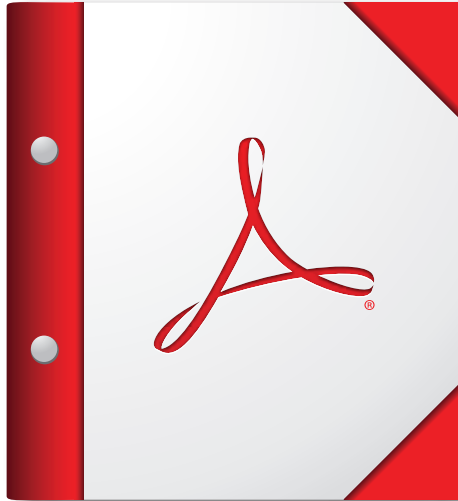
H. **OTHER ITEMS**
    There were no items.

I. **ADJORNMENT**
    The meeting adjourned at 3:55 p.m.

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Cuaron, Berta

ACCREDITING COMMISSION for COMMUNITY and JUNIOR COLLEGES

10 COMMERCIAL BOULEVARD
SUITE 204
NOVATO, CA 94949
TELEPHONE: (415) 506-0234
FAX: (415) 506-0238
E-MAIL: accjc@accjc.org
www.accjc.org

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January 28, 2011

MEMO TO: Chancellors, Chief Executive Officers,
               Accreditation Liaison Officers, Academic Senate
               Presidents and Interested Others

FROM: Barbara A. Beno, Ph.D.

SUBJECT: Commission Action on Policies

At its January 2011 meeting, the Commission considered and approved the following new policies for first reading:

1. Policy on Insider Trading
2. Policy on Compliance with Title IV
3. Policy on Institutional Degrees and Credits
4. Policy on Institutional Integrity and Ethics

The Commission also revised a) some existing policies for first reading and b) made considerable changes to some first reading policies from June 2011, and these policies are included for their renewed first reading to allow the field more time to comment on these:

1. Policy on Contractual Relationships with Non-Regionally Accredited Organizations
2. Policy on Distance Education and on Correspondence Education
3. Policy and Procedures for the Evaluation of Institutions in Multi-College/Multi-Unit Districts or Systems
4. Policy on Substantive Change
5. Policy on the Rights and Responsibilities of the Commission and Member Institutions in the Accrediting Process

The Commission adopted the policies and statements listed below:

1

The policies can also be found on the website www.accjc.org under 'Recent Commission Actions' 'Actions on Policy.' Under the ACCJC rules, all WASC Commission policies are sent to the field for comment before final adoption by the Commission. Comments may be made in written, FAX, or e-mail format.

The first reading policies will be considered for second reading and adoption at the June 2011 Commission meeting. In order to be included in Commission deliberations at the meeting, comments on the first reading policies should be received by March 21, 2011, and sent to one of the following addresses:

- E-mail: dkristoffersen@accjc.org
- FAX: 415-506-0238
- Mail: ACCJC

    10 Commercial Boulevard, Suite 204

    Novato, CA 94949

The Commission welcomes your thoughts on these important policy matters.

Sincerely,

Dr. Barbara Beno, Ph.D.
President

c.c. Ms. Dorte Kristoffersen, Vice President for Policy and Research

Palomar College serves a district of 2,500 square miles with a population of over 730,000. About 47,000 students take classes at the San Marcos campus, one education center, and five outreach sites annually. The San Marcos campus is at capacity. Access is a concern. While the state budget threatens access, success, and timely completion for students; the college is ensuring that the budget cuts do not severely impact its core mission to provide GE/transfer, career and technical education, and basic skills curriculum.

Palomar's ARCC measures improved over last year or remained stable. The SPAR is at our peer group's average. Over 100 students in each cohort complete their studies within six months of the tracking period and many (14%) are still attending Palomar one year later. The college continues to examine course offerings and sequences to ensure that student needs are met. Bond funding has enabled Palomar to increase its capacity. In Fall 2008, the opening of the Natural Science Building realized higher enrollments in science classes than other disciplines. The new Health Sciences and Multi-disciplinary buildings opened in 2010-11 and have also supported student success through increased access to courses. The college received a federal grant with its CSUSM partner to improve the number of STEM students who transfer. Increased capacity, appropriate number and sequencing of courses offerings, aligned curriculum, and services that target student success allow for timely completion of studies.

Our Vocational Course Success rate is above our peer's average and reflects the college's many successful career and technology programs such as nursing, dental assisting, administration of justice, and fire technology. The college corrected course coding in its ESL sequence and its performance is now above our peer group's average.

The college is concerned about its Basic Skills Success and Improvement rates. English, mathematics and ESL are reviewing their course sequences. Palomar is using state and federal funds to enhance and expand learning opportunities and support services for students enrolled in Basic Skills curriculum. For example, Basic Skills funding is supporting the opening of two teaching and learning centers, implementing learning communities, and integrating tutoring in basic skills courses. Initial evaluations of these strategies are positive. It will take time for the impact of these approaches to reflect in some of the ARCC outcome measures.

The college's Early Acceptance Program (EAP) and the new Goal, Responsibility, Attitude, and Determination (GRAD) program encourages entering students to complete an education plan and to take their mathematics and English course sequences in their first semester. Early evaluation of the EAP revealed that program participants were more likely than program non-participants to persist to the next semester and to enroll in courses that put them on track to effectively complete their studies.

Palomar reviews ARCC measures as part of its strategic planning process. Objectives in the strategic plan seek to improve student outcomes and goal attainment, with a special focus on basic skills. As Palomar funds its strategic plan, the overarching goal is to improve student success.

ARCC 2011 Report: College Level Indicators

Palomar College
Palomar Community College District

College Performance Indicators

Student Progress and Achievement: Degree/Certificate/Transfer

Table 1.1:
Student Progress and
Achievement Rate

Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2002-2003 to 2007-2008	2003-2004 to 2008-2009	2004-2005 to 2009-2010
Student Progress and Achievement Rate	53.0%	52.3%	56.0%

Table 1.1a:
Percent of Students Who
Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2002-2003 to 2007-2008	2003-2004 to 2008-2009	2004-2005 to 2009-2010
Percent of Students Who Earned at Least 30 Units	70.2%	70.2%	71.4%

Table 1.2:
Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2006 to Fall 2007	Fall 2007 to Fall 2008	Fall 2008 to Fall 2009
Persistence Rate	68.6%	68.6%	69.3%

ARCC 2011 Report: College Level Indicators

Palomar College
Palomar Community College District

College Performance Indicators

Student Progress and Achievement: Vocational/Occupational/Workforce Development

Table 1.3:
Annual Successful Course
Completion Rate for
Credit Vocational Courses

See explanation in Appendix B.

	2007-2008	2008-2009	2009-2010
Annual Successful Course Completion Rate for Vocational Courses	77.1%	78.8%	78.0%

Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit

Table 1.4:
Annual Successful Course
Completion Rate for
Credit Basic Skills Courses

See explanation in Appendix B.

	2007-2008	2008-2009	2009-2010
Annual Successful Course Completion Rate for Basic Skills Courses	54.5%	57.0%	58.3%

Table 1.5:
Improvement Rates for ESL
and Credit Basic Skills Courses

See explanation in Appendix B.

	2005-2006 to 2007-2008	2006-2007 to 2008-2009	2007-2008 to 2009-2010
ESL Improvement Rate	62.4%	55.8%	55.7%
Basic Skills Improvement Rate	54.0%	54.6%	55.6%

Table 1.6:
Career Development and
College Preparation (CDCP)
Progress and Achievement Rate

See explanation in Appendix B.

	2005-2006 to 2007-2008	2006-2007 to 2008-2009	2007-2008 to 2009-2010
CDCP Progress and Achievement Rate	3.9%	2.5%	2.8%

ARCC 2011 Report: College Level Indicators

Palomar College
Palomar Community College District

College Profile

Table 1.7:
Annual Unduplicated Headcount and
Full-Time Equivalent Students (FTES)

	2007-2008	2008-2009	2009-2010
Annual Unduplicated Headcount	50,123	49,336	47,575
Full-Time Equivalent Students (FTES)*	20,005	20,461	20,958

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data are produced from the Chancellor's Office, Fiscal Services 320 Report.
*FTES data for 2007-2008 and 2008-2009 are based on the FTES recalculation. FTES data for 2009-2010 are based on the FTES annual data.

Table 1.8:
Age of Students at Enrollment

	2007-2008	2008-2009	2009-2010
19 or less	26.7%	27.9%	28.7%
20 - 24	27.6%	27.3%	28.3%
25 - 49	31.3%	30.7%	30.3%
Over 49	14.3%	13.9%	12.7%
Unknown	0.1%	0.1%	0.1%

Source: Chancellor's Office, Management Information System

Table 1.9:
Gender of Students

	2007-2008	2008-2009	2009-2010
Female	51.8%	51.6%	51.0%
Male	47.4%	47.4%	48.1%
Unknown	0.8%	1.0%	0.9%

Source: Chancellor's Office, Management Information System

ARCC 2011 Report: College Level Indicators

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Palomar College
Palomar Community College District

College Profile

Table 1.10:
Ethnicity of Students

	2007-2008	2008-2009	2009-2010
African American	3.6%	3.5%	3.1%
American Indian/Alaskan Native	1.3%	1.1%	0.7%
Asian	5.2%	5.5%	4.9%
Filipino	2.9%	2.9%	2.5%
Hispanic	28.5%	29.4%	32.0%
Pacific Islander	0.8%	0.9%	0.7%
Two or More Races	.%	.%	2.7%
Unknown/Non-Respondent	8.7%	7.8%	5.3%
White Non-Hispanic	49.1%	48.8%	48.1%

Source: Chancellor's Office, Management Information System

ARCC 2011 Report: College Level Indicators

Palomar College
Palomar Community College District

College Peer Grouping

Table 1.11: Peer Grouping

	Indicator	College's Rate	Peer Group Average	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	56.0	56.8	44.3	66.1	A4
B	Percent of Students Who Earned at Least 30 Units	71.4	75.1	69.4	83.8	B4
C	Persistence Rate	69.3	70.7	52.7	80.8	C2
D	Annual Successful Course Completion Rate for Credit Vocational Courses	78.0	75.7	61.6	88.0	D4
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	58.3	64.4	57.6	80.7	E3
F	Improvement Rate for Credit Basic Skills Courses	55.6	57.6	39.5	76.0	F2
G	Improvement Rate for Credit ESL Courses	55.7	51.7	30.5	66.6	G4

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.