PALOMAR COLLEGE
Learning for Success

STRATEGIC PLANNING COUNCIL AGENDA

Date:	October 2, 2012
Starting Time:	2:00 p.m.
Ending Time:	3:45 p.m.
Place:	**AA-140**

CHAIR: Deegan
MEMBERS: Barton, Cerda, Claypool, Cuaron, Davis, Farmer, Halttunen, Holmes, Larson, Laughlin, Lienhart, Maunu, Moore, Navarro, Owens, Perez, Stewart, Talmo, Titus, Tortarolo, Vernoy, Wick
RECORDER: Ashour

	Attachments	**Time**

A. MINUTES — 5 min
  1. Approve Minutes of September 18, 2012

B. ACTION ITEMS/SECOND READING — 0 min

C. ACCREDITATION RECOMMENDATIONS AND PROGRESS — 5 min
  1. Accrediting Commission Actions and Policy Updates
  2. Accreditation Update

D. INTEGRATED PLANNING MODEL — 15 min
  1. SPC Timeline Check-In
  2. Strategic Plan 2013 Action Plan Year 3   Exhibit D2

E. INFORMATION/DISCUSSION — 15 min
  1. Student Success Task Force Recommendations

F. REPORTS OF PLANNING COUNCILS — 10 min.
  1. Finance & Administrative Services Planning Council – Ron Perez
  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 October 2, 2012, was held in AA-140. President Robert Deegan called the meeting to order at 2:00 p.m.

ROLL CALL

Present: Debbi Claypool, Berta Cuaron, Johnathan Farmer, Greg Larson, Teresa Laughlin, Shannon Lienhart, Leanne Maunu, Christina Moore, Sherry Titus, Wilma Owens, Ron Perez, Kate Stewart, John Tortarolo, Mark Vernoy, Chris Wick

Absent: Michelle Barton, Phil Cerda, Kathy Davis, Robert Deegan, Lynda Halttunen, Aaron Holmes, Zeb Navarro, Rich Talmo

Recorder: Cheryl Ashour

Guests: Joan Decker

A. **MINUTES**
   1. **Approve Minutes of September 18, 2012**
       MSC (Laughlin/Titus) to approve the Minutes of September 18, 2012 as presented with corrections

B. **ACTION ITEMS/FIRST READING**
    There are no items.

C. **ACCREDITATION RECOMMENDATIONS AND PROGRESS**
   1. **Accreditation Commission Actions and Policy Updates**
       No updates reported.

   2. **Accreditation Update**
       Berta Cuaron reported that some faculty and staff plan to attend the upcoming Student Success conference, specifically the SLOAC proficiency report breakout.

D. **INTEGRATED PLANNING MODEL**
   1. **SPC Timeline Check-In**
       No new items in the timeline.

   2. **Strategic Plan 2013 Action Plan Year 3 Update**
       Berta Cuaron reviewed Objective 2.3 in the Action Plan Year 3 **(Exhibit D2)**. She stated that there is approximately $200,000 available for SPPF this fiscal year. After discussion, there was consensus to accept the Strategic Plan 2013 Action Plan Year 3 (2012-2013) as presented. Everyone on campus will be given the opportunity to submit SPPF requests; if someone submits more than one request, they are asked to prioritize them. The SPPF requests will be discussed at the November 6 SPC meeting and a final decision made at the November 20 meeting.

E. **INFORMATION/DISCUSSION**
   1. **Student Success Task Force (SSTF) Recommendations**
       Greg Larson reported that the Faculty Senate discussed the overall plan for implementation of the recommendations. He stated that the role of the task force is being assumed by the Faculty Senate. Mark Vernoy stated that the Governor signed SB 1456, which implements two of the SSTF recommendations: matriculation and the BOG waiver. Discussion ensued.

F. **REPORTS OF PLANNING COUNCILS**
   1. **Finance and Administrative Services Planning Council**
       Ron Perez reported that FASPC reviewed the RAM, worked on its Division's survey, and discussed bookstore issues at the last meeting.

    2. **Human Resource Services Planning Council**
        No report.

    3. **Instructional Planning Council**
        Berta Cuaron reported that IPC, at the request of the Faculty Senate, is primarily working on an enrollment management and planning document that provides guiding principles and scheduling priorities; a draft will soon be brought to the Faculty Senate.

    4. **Student Services Planning Council**
        Mark Vernoy reported that SSPC received training on the Strategic Plan, reviewed some PRPs, and discussed SSPC evaluations.

        Dr. Vernoy reported that parking fees do need to be approved by the Governing Board; therefore, fees will not be raised in the spring. Additional discussion regarding fees will occur after the election and/or in the spring before a decision is made.

G. **REPORT FROM PC3H COMMITTEE**
    Sherry Titus reported that the Pride Center has seen many new students this semester. The study room, now with two computers and two new bookcases, is utilized by many students; in addition, there are two pay-to-print printers in the Center. PC3H is preparing for the following October events: Pride at the Beach, the annual "coming out day", and the LGBT History Month. At the "coming out day", which has not yet been determined, the Vista Community Clinic will conduct free AIDS testing. PC3H has received the $5,000 donation from the Vice Community Clinic.

H. **OTHER**
    Johnathan Farmer thanked Greg Larson and Leanne Maunu for coming to an ASG meeting to discuss the GRAD program. ASG will be hosting a voter registration event on October 9 and 10.

    Teresa Laughlin reminded everyone that the Political Economy Days will be on October 17 and 18 from 8:00 am to 3:30 pm.

I. **ADJOURNMENT**
    There being no further business, the meeting was adjourned at 2:35 p.m.

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**
Objective 1.1 Communicate the college's planning models, vision, mission, values and goals.				
Supt / President	SPC	1. Integrate discussion of college's planning models, visions, mission, values, and goals, into divisional planning council orientations or discussions.	1. Spring 2013	* Annual governance self-evaluation indicates council members are aware of college planning models and plans.

		Goal 2: Increase student retention, success, and completion by identifying and implementing academic and non-academic student support strategies designed to reach more students.		
Person Responsible	**Group**	**Project Steps**	**Timeline**	**Objective Measurable Outcome**
		Objective 2.1 Assess existing academic and non-academic student support services for overlap and to consolidate where possible to improve efficiency and effectiveness.		
VPI	HSI/BSI STEM Grant Coord. IPC SSPC	1. The Tutoring Workgroup discusses and builds consensus on each of the following topics with respect to overlap and consolidation: • Training • Hiring • Budgeting • Tutor assignment • Marketing of services • Best practices • Other 2. HSI/BSI Workgroup, STEM I, and STEM II Discussions • Identify common grant activities and goals of HSI/BSI, STEM I, and STEM II in order to coordinate planning • Meet with other members of the college (EAP, Assessment, GearUp, HSI/BSI, STEP, and ATE) to identify outreach activities where we can provide support for each other instead of duplicating our efforts.	1. Spring 2013 2. Spring 2013	* Creation of a visual model showing the management of tutoring from hiring, training, budgeting, and assignment as involves General Tutoring, Reading Services, ESL Tutoring, English Writing Center, Mathematics Learning Center tutoring, and the TLC Escondido. * CRLA Certification * Implementation of agreed upon consolidating practices * Staffing plans for TLC SM and Escondido * Clearly defined college-wide outreach efforts to include outreach to new and continuing students for inclusion in activities resulting from grants.
		Objective 2.2 Strengthen matriculation services for first year students.		
VPSS	SSPC	1. Continue to move toward full implementation of the Academic Advising Module of PeopleSoft to include refining the processes of the evaluation of prior course work from external institutions, degree audits, prerequisite enforcement, and grad checks. 2. Implement the SSTF recommendation and SB1456 to provide pre-enrollment services to students including a) continuation and updating the Early Acceptance Program (EAP) and b) development of a web based student orientation with Cynosure.	1. Go live Spring 2013 then ongoing 2a. Ongoing 2b. Spring 2013	* Students will use degree audit functionality on line and Region X colleges will be mapped for prior course work evaluation. * Revised Matriculation Plan to include new orientation and updated EAP activities.

Goal 2: Increase student retention, success, and completion by identifying and implementing academic and non-academic student support strategies designed to reach more students.				
Person Responsible	**Group**	**Project Steps**	**Timeline**	**Objective Measurable Outcome**
Objective 2.3 Implement strategies to improve student progress through English, mathematics, reading, and ESL sequences.				
VPI	Dept. Chair English, HSI/BSI Comte.	**English** 1. Faculty will discuss and evaluate how curriculum changes introduced in English 10 in Fall 2012 have affected students' success in the course. 2. Reformulate English 10 Committee to consider making further changes in English 10, stemming from our initial changes. 3. Evaluate the feasibility of offering an alternate scheduling option for English 10 and English 50, one in which students will have the option to complete both classes in one semester (by offering two fast-track classes). We already offer this option at Camp Pendleton, but want to try this out on the main campus. 4. Offer this new scheduling option for one English 10/50 combination in Spring 2014. It will be an experiment to see if such scheduling might serve the needs of some of our students on the main campus, helping them to move through their required English classes more quickly.	1. Spring 2013 2. Fall 2012 3. Fall 2012 4. Spring 2014	* English Dept. will discuss in Fall 2012.
VPI	Dept. Chair, Math HSI/BSI Comte	**Mathematics** 1. Continue the use of an embedded tutor in classes as requested by individual faculty. The feedback from the faculty, who have made use of this, has been overwhelmingly favorable. We will continue this as long as we can get funding. 2. Offer two Pre-Stat classes. These will be four-unit classes (3 lecture, 1 lab). They are designed to get students prepared to take a statistics course in just one semester. 3. Offer an accelerated pathway to calculus. This will be a pairing of fast-track College Algebra and trigonometry. It will allow college-level students to get ready for Calculus in one semester.	1. On-going as long as funding is available. 2. Spring 2013 3. Spring 2013	* We would like to see the classes with embedded tutors show higher success rates than those without. * Improved success rates of these students in Statistics. * Improved success rates of these students in Calculus and a change in the number of STEM majors

Goal 2: Increase student retention, success, and completion by identifying and implementing academic and non-academic student support strategies designed to reach more students.				
Person Responsible	**Group**	**Project Steps**	**Timeline**	**Objective Measurable Outcome**
Objective 2.3 Implement strategies to improve student progress through English, mathematics, reading, and ESL sequences. (Continued)				

VPI	Dept. Chair Reading, HSI/BSI Comte	**Reading** The Reading department examined student progress and success through the reading course sequence and the results of the SLO assessments. Based on our examination, the Reading department is revising the curriculum with the goal of improving student success and completion in our reading curriculum. The Table below compares the current curriculum with the new curriculum.	1. Fall 2012 – Courses go to curriculum; 2. Fall 2013 – Courses offered; 3. Spring 2014 – Formative assessment of SLOs and success rates	* Pre/Post tests assessing reading growth of students enrolled in the new curriculum will be compared to Pre/Post test of reading growth in the previous curriculum per our SLO assessment plans. * Course success rates and progression through the reading course sequences will also be examined.

READING SERVICES DEPARTMENT PROPOSED CURRICULUM CHANGE

CURRENT CURRICULUM			**NEW CURRICULUM**	
COURSE NUMBER	**READING GRADE LEVEL**		**COURSE NUMBER**	**READING GRADE LEVEL**
READ 5 LEC/LAB	-1.0 to 3.0		READ 30 LAB ONLY	-1.0 to 6.9
READ 30 LAB ONLY	-1.0 to 6.9		READ 48 LEC/LAB	-1.0 to 6.0
READ 50 LEC/LAB	3.0 to 12.9		READ 49 LEC/LAB	7.0 to 9.9
READ 50 LEC/LAB	3.0 to 12.9		READ 51 LEC/LAB	10.0 to 12.9
READ 110 LEC/LAB	13.0 to 16.9+		Read 110 LEC/LAB	13.0 to 16.9+

Note Read 51 will serve as a bridge class for those students successfully completing Read 49, but not ready for Read 110.

Goal 2: Increase student retention, success, and completion by identifying and implementing academic and non-academic student support strategies designed to reach more students.				
Person Responsible	**Group**	**Project Steps**	**Timeline**	**Objective Measurable Outcome**
Objective 2.3 Implement strategies to improve student progress through English, mathematics, reading, and ESL sequences. (Continued)				
VPI	Dept. Chair, ESL HSI/BSI Comte.	**ESL** • R&P met with full-time faculty to present data about student progress. We determined the need to improve student retention and persistence rates in the ESL credit sequence. • Several proposals were written, and we requested one-time funding for the programs. Both were approved and received funding. Academic ESL First-Year Seminar (LEAPSTART) • Students applied for the program • 24 Students enrolled in Learning Community in Fall: ESL 101 and ESL 131 • Students enroll in Learning Community in Spring 13: ESL 102 and READ 110 • Continue program in 2013-14 if successful and funding is available ESL On Course Curriculum Integration Project (TIDES) • On Course materials are adapted and new materials created for ESL population • TIDES materials available to all faculty on AT Sandbox site • TIDES incorporated in key ESL classes • The dept, together with R&P, will track the effectiveness of TIDES curriculum integration, including student academic success and retention.	1. Fall 2011 2. Fall 2011/ Spring 2012 3. Spring 2012 4. Fall 2012 5. Spring 2013 6. Spring 2012 7. Fall 2012 8. Spring 2013	* 10% increase (from original R&P data) in persistence from 101 to 102 and from 102 to ENG 100 with these 24 students * TBA

Goal 2: *Increase student retention, success, and completion by identifying and implementing academic and non-academic student support strategies designed to reach more students.*				
Person Responsible	**Group**	**Project Steps**	**Timeline**	**Objective Measurable Outcome**
Objective 2.4 Expand GRAD (Goal, Responsibility, Attitude, Determination) campaign which encourages students to take responsibility for achieving their educational goals.				
President Faculty Senate Director Student Affairs ASG President	Faculty Senate, ASG	1. Continue to hold meetings of On Course/GRAD working group and to discuss the implementation and effectiveness of instructional strategies learned in On Course workshops. 2. Evaluate student GRAD program; revise and update the program if needed. 3. Continue to offer On Course workshop(s) to faculty, including an On Course II session 4. Complete implementation of Academic Advising Module. 5. Promote the GRAD Program by way of ASG's Facebook page and holding promotional events	1. Fall 2011 2. Fall 2011 3. Spring 2012 4. Spring 2012 5. Fall 2012	* Student survey before and after GRAD campaign. * Track the number of student contracts. * Number of participants in workshop, evaluation of impact of workshops. * Academic Advising module implemented.

Goal 2: Increase student retention, success, and completion by identifying and implementing academic and non-academic student support strategies designed to reach more students.				
Person Responsible	**Group**	**Project Steps**	**Timeline**	**Objective Measurable Outcome**
Objective 2.5 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.				

VPI / Co Coord LOC	LOC / IPC	1.Complete ACCJC "Proficiency" report
		2. Complete assessment cycle for all courses and programs
		   a. Confirm 100% of courses and programs have completed SLOAC.
		3. Distribute the 2012 GE ILO Report (Information Literacy and Critical & Creative Thinking) and make improvements based on the results.
		4. Define data elements and create a comprehensive report template.
		5. Select and assess two (2) GE ILOs.
		6. Evaluate status of satisfying "Sustainable Continuous Quality Improvement"
		7. Review the role of SLOs and Program Outcomes in the PRP process.
		8. Identify strategy for implementing information literacy learning modules.
			1. Fall 2012
			  Spring 2013
			2.a. Fall 2012
			3. Fall 2012-
			  Spring 2013
			4. Fall 2012
			5. Spring 2013
			6. Fall 2012-
			  Spring 2014
			7. Fall 2012-
			  Spring 2013
			8. Fall 2012-
			  Spring 2013
				* Complete and submit report by March, 2013. (1)
				* 100% of courses and program SLOs identified and assessed with evidence that assessment results are used for reflection and planning. (2)
				* Present report to appropriate committees and implement action/changes as directed by LOC. (3)
				* Report will exist in the POD and uses for report will be identified. (4)
				* Second set of GE/ILOs assessed with assessment results completed and evaluated. (5)
				* Palomar College meets ACCJC "SCQI" criteria. (6)
				* Create a workgroup from LOC and IPC to discuss role. (7)
				* Workgroup will research options for creating or purchasing modules and implementation plans. (8)

VPSS	SSPC	1. Complete SLOs for all Counseling and Athletics courses. 2. Complete assessment cycle for at least one SLO for each course. 3. Continue with current timeline for implementation of SAO assessment cycles for all of Student Services.	1. Fall 2010 2. Fall 2011 3. Ongoing	* Step #1 completed last year. 100 percent rate of course SLOs completed; SAO assessment plans identified; * By the end of Spring 2013 100 percent of courses and programs will have completed assessment

VPFAS	FASPC	1. Review and update Year 3 SAOs and complete SAOACs for the F&AS Division.
		2. Implement identified outcomes and conduct assessments for each in accordance with defined timelines to meet SP2013 goals and objectives for Year 3.
		3. Evaluate process on an annual basis in accordance with ACCJC standards.
			1. Fall 2012/
			  Spring 2013
			2. Fall 2013
			3. Annual
			  process
				* Complete and receive approval from FASPC of template outlining F&AS Division's SAOs.
				* Conduct identified assessment method to evaluate the SAOs as defined in template report.
				* Complete all SAOs and SAOACs by end of SP2013.

VPHR	HRSPC	1. Identify SAOs and linkages to accreditation standards and SP 2013. 2. Define SAO evaluation methodology. 3. Implement SAOs. 4. Evaluate and assess. 5. Plan for change as appropriate.	1. Spring 2010 2. Fall 2010 3. Spring 2011 4. Spring 2012 5. Fall 2012 and going	* Steps 1, 2, and 3 completed last year. HRS Service Area Outcomes that are relevant to SP 2013, are evaluated regularly, and updated as necessary. * Step 4 was completed in June 2012. * SAO revisions if appropriate will be included in the 2012-14 HRS PRP.

Goal 2: Increase student retention, success, and completion by identifying and implementing academic and non-academic student support strategies designed to reach more students.				
Person Responsible	**Group**	**Project Steps**	**Timeline**	**Objective Measurable Outcome**
Objective 2.6 Working through the planning process, support innovative teaching and learning projects that directly impact student learning and success.				
VPI, VPSS	IPC, SSPC	1. IPC and SSPC will develop a rubric with prioritized criteria for evaluating projects and recommending funding. At a minimum, the criteria will include consideration of a project that (a) directly addresses student retention, success, and completion, and (b) has the potential for the broadest impact on students.	1. Fall 2012-Spring 2013	* Eligible projects are funded * Funded activities provide report on implemented activities and impact on number of students served or supported

Goal 3: Ensure that the college's shared governance structure operates effectively and that the processes for decision-making are clearly defined and participatory.				
Person Responsible	**Group**	**Project Steps**	**Timeline**	**Objective Measurable Outcome**
Objective 3.1 Create a centralized archive documenting institutional history: major planning council recommendations, precedent-setting decisions, and the evolution of shared governance structures.				
Supt / President	SPC	1. Finalize archive structure. 2. Input information into archive. 3. Post archive on Palomar College website.	1. Fall 2012- Spring 2013 2. Spring 2013	* Archive developed.

Goal 4: Recruit, hire, and support diverse faculty and staff to meet the needs of students.				
Person Responsible	**Group**	**Project Steps**	**Timeline**	**Objective Measurable Outcome**
Objective 4.1 Complete an EEO plan.				
VPHR	EEO Advisory Comte.	1. Review System Model Plan and Title 5 2. Review EEO Plan for compliance with revised Title 5 regulations 3. Finalize Draft EEO plan 4. Review Draft EEO Plan with shared governance committees and councils 5. Recommend plan adoption to Governing Board 6. Implement Plan 7. Assess plan effectiveness and revise plan as necessary and/or as indicated by Chancellors Office	1. Fall 2009 2. System-wide writing committee established Spring 2011 3. Spring 2011 -Fall 2011 4. Fall 2012 5. Spring 2013 6. Fall 2013 7. As necessary	* EEO Plan implemented.

Goal 5: Ensure that existing and future facilities support learning, programs, and services.				
Person Responsible	**Group**	**Project Steps**	**Timeline**	**Objective Measurable Outcome**
Objective 5.1a Develop and implement a plan for opening the <u>North</u> Education Center.				
VPI, VPSS, VPFAS	All VPs, Deans, Chairs & Directors	1. Convene planning workgroup for the center. 2. Hire Architect for the center. 3. Convene the user work group from Instruction, Student Services, Administrative Services, and Human Resource Services. 4. Begin construction. 5. Develop class schedule, identify administrative and student support services needed at the site, and incorporate the required staff needs into the college's staff plan. 6. Hire and train staff. 7. Open Center. * Timeline for opening Centers will be revisited after the November election.	1. Fall 2012 2. Fall 2012 3. Fall 2012 4. Fall 2013 5. Fall 2013 6. Beg Fall 2013; Complete Spring 2014 7. Fall 2015	* Class schedule for first operating year to generate and support 1,000 FTES. * Staff and resource plans updated. * Staff hired and trained; other resources secured. * Center opened and operating.
Objective 5.1b Develop and implement a plan for opening the <u>South</u> Education Center, obtain education center status for the South Center.				
VPI, VPSS, VPFAS	All VPs, Deans, Chairs & Directors	1. Convene planning workgroup for the center. (completed) 2. Hire Architect for the center.(completed) 3. Convene the user work group from Instruction, Student Services, Administrative Services, and Human Resource Services. 4. Obtain Center status approval. 5. Begin construction. 6. Develop class schedule for first academic year of operation, identify administrative organization and student support services needed at the Center, and incorporate the required staff needs into the college's staffing plan. 7. Hire and prepare staff. 8. Open Center. * Timeline for opening Centers will be revisited after the November election.	1. Fall 2011 2. Fall 2011 3. Fall 2011-Fall 2012 4. Beg Fall 2011; complete by Fall 2014 5. Sum 2013 6. Fall 2012-Spring 2013 7. Beg Fall 2013; Complete Spring 2014 8. Spring 2015	* Class schedule for first operating year to generate and support 1,000 FTES. * Center Status approval (4). * Staff and resource plans updated (6). * Staff hired and trained; other resources secured (7). * Center opened and operating (8).

Goal 5: Ensure that existing and future facilities support learning, programs, and services.				
Person Responsible	**Group**	**Project Steps**	**Timeline**	**Objective Measurable Outcome**
Objective 5.2 Continue to fund priority recommendations defined in the college's Emergency Preparedness Plan.				
VPFAS, Manager, EH&S	Safety & Security Comte. FASPC	1. Develop action plan for funding the college's Emergency Preparedness Plan. 2. Fund and implement first year of the action plan.	1. Fall 2011 2. Spring 2013	* Recommendations funded and implemented.

Goal 6: Optimize the technological environment to provide effective programs and services throughout the district.				
Person Responsible	**Group**	**Project Steps**	**Timeline**	**Objective Measurable Outcome**
Objective 6.1 Integrate assessment of technology solutions to meet current and future technology needs in the Technology Plan.				
VPFAS, Director Information Services	FASPC, Director Inform. Services & TMPW	1. Identify technology solutions to meet district needs. 2. Establish assessment criteria to weight value of technology solutions to the district's programs and services. 3. Apply assessment criteria to technology solutions. 4. Report findings and augment the Technology Plan.	1. Fall 2012 2. Spring 2013 3. Spring 2013 4. Fall 2013	* Report to FASPC * Survey VPI, VPSS and Deans * TMPW conducts established assessment method * Report to FASPC