



STRATEGIC PLANNING COUNCIL AGENDA

Date: September 4, 2013
Starting Time: 1:30 p.m.
Ending Time: 3:00 p.m.
Place: **AA-140**

CHAIR: Deegan

MEMBERS: Barton, Claypool, Cuaron, Davis, Gilroy, Gonzales, Gonzalez, Holmes, Larson, Laughlin, Lienhart, Magnuson, Maunu, Moore, Navarro, Perez, Sourbeer, Talmo, Titus, Tortarolo, Vernoy, Wick

RECORDER: Ashour

	Attachments	Time
A. <u>MINUTES</u>		2 min
1. Approve Minutes of May 7, 2013		
2. Approve Minutes of August 15, 2013		
B. <u>INFORMATION/DISCUSSION</u>		10 min
1. 2013-14 Proposed Budget		
2. Reminder that AP 4225-Course Repetition was approved by email vote (17 yea-0 nay) Call for vote: May 23; Official tally: May 28		
C. <u>ACTION ITEMS/FIRST READING</u>		
1. Strategic Plan 2016	Exhibit C1	
D. <u>INTEGRATED PLANNING MODEL</u>		55 min
1. SPC Timeline Check-In		
2. SPC Self Evaluation		
E. <u>ACTION ITEMS/SECOND READING</u>		20 min
1. IPC Governance Structure Update-Roles and Responsibilities	Exhibit E1	
2. Board Policies 3410-Nondiscrimination; 4225-Course Repetition	Exhibit E2	
3. Administrative Procedures 3430-Prohibition of Harassment; 3501-Skateboards, Roller Blades, and Similar Roller Devices; 2714-Distribution of Tickets or Passes; 4231-Grade Changes	Exhibit E3	
F. <u>OTHER ITEMS</u>		



STRATEGIC PLANNING COUNCIL MEETING MINUTES September 4, 2013

A regular meeting of the Palomar College Strategic Planning Council scheduled September 4, 2013, was held in AA-140. President Robert Deegan called the meeting to order at 1:40 p.m.

ROLL CALL

Present: Barton, Conway, Cuaron, Davis, Deegan, Gonzales, Holmes, Larson, Laughlin, Magnuson, Navarro, Perez, Sourbeer, Talmo, Tortarolo, Wick
Absent: Claypool, Gilroy, Gonzales, Lienhart, Maunu, Moore, Titus
Recorder: Cheryl Ashour
Guests: Joan Decker

A. MINUTES

1. Approve Minutes of May 7, 2013

MSC (Barton/Tortarolo) to approve the Minutes of May 7, 2013 as presented

2. Approve Minutes of August 15, 2013

MSC (Barton/Tortarolo) to approve the Minutes of August 15, 2013 as presented

B. INFORMATION/DISCUSSION

1. 2013-14 Proposed Budget

Ron Perez reviewed the 2013-14 Proposed Budget, which will be presented at the September Governing Board meeting. He discussed:

- Adopted budget versus actual expenditures (Fund 11) FY 2012-2013
- FY 2013-2014 State Budget – District Impact
- FY 2013-2014 Planning Assumptions
- FY 2013-2014 FTES and restoration
- FY 2013-2014 Adopted Budget

2. AP-4225-Course Repetition Approval

President Deegan reminded everyone that AP-4225-Course Repetition was approved by email vote (17 yea – 0 nay). The call for a vote was sent on May 23, 2013 and the tally was counted on May 28, 2013.

C. ACTION ITEMS/FIRST READING

1. Strategic Plan 2016

Michelle Barton reminded members that SPC previously approved the Mission, Vision, and Values and endorsed the SP 2016 goals; the objectives were reviewed at the August 15 Orientation meeting. Ms. Barton thanked the Strategic Plan 2016 Writing Team: Glyn Bongolan, Berta Cuaron, Aaron Holmes, Greg Larson, and Kendyl Magnusson. Brent Gowen and Joan Decker also provided support. The writing team refined the objectives from SPC feedback at the orientation and initially from SPC meetings and the internal and external scans. Ms. Barton led members in a discussion of the draft objectives; revisions were made. The Strategic Plan 2016 will return at the next SPC for action/second reading. **(Exhibit C1)**

D. INTEGRATED PLANNING MODEL

1. SPC Timeline Check-In

SPC tasks for the fall were reviewed.

2. SPC Self Evaluations

Michelle Barton led a discussion of SPC's annual governance self-evaluation for 2012-2013. She reviewed the responses to the questions that were asked in the survey, highlighting the areas of strength and areas of opportunity for improvement.

E. ACTION ITEMS/SECOND READING**1. IPC Governance Structure Update-Roles and Responsibilities (Exhibit E1)**

Berta Cuaron stated that she brought the request from CCE at the last SPC meeting to continue to have two members. IPC discussed the request and decided it felt strongly that IPC should have equity by having one representative from each constituent group.

MSC (Sourbeer/Cuaron) to approve the IPC Governance Structure as presented

2. Board Policies 3410-Nondiscrimination; BP 4225-Course Repetition (Exhibit E2)

MSC (Tortarolo/Sourbeer) to approve Board Policy 3410-Nondiscrimination as written

Regarding BP 4225, It was suggested that the word “when” be inserted between “including” and “substandard” on line 8.

MSC (Sourbeer/Tortarolo) to approve Board Policy 4225-Course Repetition as revised

3. Administrative Procedures 3430-Prohibition of Harassment; 3501-Skateboards, Roller Blades, and Similar Roller Devices; 2714-Distribution of Tickets or Passes; 4231-Grade Changes (Exhibit E3)

MSC (Sourbeer/Cuaron) to approve Administrative Procedure 3430-Prohibition of Harassment as written

MSC (Tortarolo/Barton) to approve Administrative Procedure 3501-Skateboards, Roller Blades, and Similar Roller Devices as written

MSC (Sourbeer/Cuaron) to approve Administrative Procedure 2714-Distribution of Tickets or Passes as written

MSC (Sourbeer/Larson) to approve Administrative Procedure 4231-Grade Changes as written

F. OTHER ITEMS**1. Student Health Initiative**

Jayne Conway gave a report on the Student Health Initiative.

2. Enrollment

President Deegan discussed fall enrollment numbers.

3. Learning Outcomes Council

Greg Larson reported that Learning Outcomes Council now has Tri-Chairs instead of two Chairs

G. ADJOURNMENT

There being no remaining items, the meeting was adjourned at 2:30 p.m.

DRAFT
PALOMAR COLLEGE
Strategic Plan 2016

Vision

Learning for Success

Mission

Our mission is to provide an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. As a comprehensive community college, we support and encourage students who are pursuing transfer-readiness, general education, basic skills, career and technical training, aesthetic and cultural enrichment, and lifelong education. We are committed to helping our students achieve the learning outcomes necessary to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world.

Values

Palomar College is dedicated to empowering students to succeed and cultivating an appreciation of learning. Through ongoing planning and self-evaluation we strive for continual improvement in our endeavors. In creating the learning and cultural experiences that fulfill our mission and ensure the public's trust, we are guided by our core values of

- **Excellence** in teaching, learning, and service
- **Integrity** as the foundation for all we do
- **Access** to our programs and services
- **Equity** and the fair treatment of all in our policies and procedures
- **Diversity** in learning environments, philosophies, cultures, beliefs, and people
- **Inclusiveness** of individual and collective viewpoints in collegial decision-making processes
- **Mutual respect** and **trust** through transparency, civility, and open communications
- **Creativity** and **innovation** in engaging students, faculty, staff, and administrators
- **Physical presence** and **participation** in the community

DRAFT Goals and Objectives

Goal 1: Student Connections, Pathways, Learning, and Success

Integrate and implement effective pathways, academic programs, and support services to improve student access, progress, learning, and achievement of goals.

Student Connections and Support (Palomar Access to Student Success or PASS)

Objective 1.1: Implement a coordinated outreach plan that employs internal and external outreach strategies.

Objective 1.2: Increase student access to and participation in the Early Acceptance Program, by providing enrollment services, orientation, and education planning both on campus and at our feeder high schools.

Objective 1.3: Increase student awareness and use of appropriate support services by expanding the First Year Experience program so that it is available to all incoming students.

Objective 1.4: Develop and implement online supplements to orientation, transfer credit evaluation, education planning, and degree audit.

Student Direction and Progress

Objective 1.5: Increase the percentage of students beginning remediation in their first year at the college and completing their remediation within three years.

Objective 1.6: Define career pathways for all disciplines and programs.

Objective 1.7: Engage in college-wide conversations about further implementation, including timelines, of the Student Success Task Force recommendations.

Assessment, Analysis, and Planning/Decision-making

Objective 1.8: Place SLOACS and SAOACS at the center of Program Review and Planning, strategic planning, and resource allocation processes.

Objective 1.9: Improve the understanding of the role and value of Institutional Learning Outcomes among faculty, staff, administration and students.

Goal 2: Partnerships: Strengthen educational, business, and community partnerships to increase college connections and student learning experiences.

Objective 2.1: Establish a faculty council(s) with a high school partner to improve alignment of curriculum and student transition.

Objective 2.2: Establish an advisory council made up of business and community members in order to learn how the college's programs and services can best serve the community.

Objective 2.3: Increase external funding through grants and partnerships within the community.

Goal 3: Human Resources and Professional Development: Recruit, hire, and support a diverse faculty and staff who are committed to student learning and achievement.

Objective 3.1: As resources become available, rebuild staffing levels to support priorities identified in *Staffing Plan 2016*. (It was noted in SPC on August 15, 2013, that this objective was going to happen to the extent that we have resources – so does it need to be included in the strategic plan?)

Objective 3.2: Assess the effectiveness of the faculty and staff hiring processes, and identify recommendations to strengthen the college's ability to attract and recruit diverse candidates for employment.

Objective 3.3: Increase professional development opportunities to strengthen the technological knowledge and skills of faculty and staff.

Objective 3.4: Implement professional development opportunities that support faculty innovation in teaching and learning through action-based research.

Goal 4: Facilities and Infrastructure: Ensure that existing and future facilities and infrastructure support student learning, programs, and services.

Objective 4.1: Develop operational plans for opening the North and South Education centers.

Objective 4.2: As identified in Master Plan 2022, carry out the next three years of planned facilities projects on the San Marcos campus.

Objective 4.3: Continue to review, update, and plan to fund the emergency preparedness plan.

GOVERNANCE STRUCTURE GROUP

Request submitted by: Berta Cuaron		Date: 4/2/02 (rev. 4/16/02, 5/7/02, 9/16/03, 10/7/03, 10/13/04, 1/25/06, 1/27/06, 2/8/06, 3/8/13)					
Proposed Name of Requested Group: Instructional Planning Council							
X	Council		Committee		Subcommittee		Task Force
Action Requested:			Add		Delete	X	Change
Roles, Products, Reporting Relationship:							
Roles: <ul style="list-style-type: none"> Develops, implements, evaluates, and revises college plans and initiatives relevant to Instruction, both short- and long-term Develops, reviews, updates, and implements the Program Review and Planning (PRP) process for Instruction, including the form and data elements to be used Reviews, summarizes, and provides feedback on PRPs and makes funding recommendations Summarizes and recommends global priorities for Instruction as a result of PRP reviews, including budget allocations, equipment, technology, facilities, and other resources essential to support instruction and the success of students Develops and updates the Staffing Plan for Instruction utilizing PRP and data provided by Human Resource Services Makes recommendations and provides input to the District's Educational Master Plan and the Strategic Plan Implements goals and objectives of the Annual Action Plan as assigned by SPC Makes recommendations on matters relevant to Instruction or the District at the request of SPC Convenes IPC subcommittee to (a) review and update the process [qualitative and quantitative elements and instruments] and timeline for full-time faculty position requests and (b) annually develop and recommend a prioritized list of full-time faculty positions, forwarded to SPC for information 							
Products: <ul style="list-style-type: none"> Program Review and Planning summaries and funding recommendations Recommendations for global needs for Instruction, as determined from PRP analysis Progress reports on assigned Annual Action Plans Annual goals and accomplishments Full-time Faculty Position Priority Recommendations Other products as determined through College planning and operational matters 							
Reporting Relationship: Strategic Planning Council							
Meeting Schedule: Second and Fourth Wednesdays, 2:00 – 4:00 p.m.(or more frequently as needed for special tasks)							
Chair: *Vice President for Instruction							
Members: <ul style="list-style-type: none"> *Five (5) instructional deans *Seven (7) Faculty Members (one each from the five instructional divisions, Library, and Student Services appointed by Faculty Senate) *One Faculty Member who is also on the Faculty Senate appointed by the Faculty Senate One Classified Unit Employee from Instruction appointed by CCE/AFT One Student appointed by ASG Director of Occupational and Noncredit Programs Research Analyst One CAST Member appointed by CAST One Administrator appointed by AA *One Faculty Member appointed by PFF 							

*The Faculty Position Priority Subcommittee membership includes asterisked members plus two (2) faculty appointed by the Faculty Senate.

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

Reviewed by Strategic Planning Council:

9/16/03 First Reading 10/7/03 Approved 03/06/06 Revisions Approved Approved by PAC: 10/2/01

Approved by IPC 3/20/13

Comments:

INSTRUCTIONAL PLANNING COUNCIL

Role

The Instructional Planning Council develops, implements, evaluates continuously and revises, if necessary, Instruction's plans and initiatives, both long- and short-term. A three-year planning cycle is used to implement the Instruction Strategic Plan. An Annual Implementation Plan outlines the tasks and actions to be accomplished during the upcoming year. The Instructional Planning Council reports its actions, makes recommendations and requests related to the Instruction Plan and to policies and procedures related to Instruction in response to the changing needs of the student population, business and industry, and the internal and external environment. Based on plans, determine staffing needs. *For prioritizing faculty positions, IPC will convene a subcommittee to develop each year's prioritized list of faculty positions for discussion and endorsement by IPC who will then forward the recommendation to SPC.

Products

Instruction Strategic Plan, Annual Implementation Plan (including staffing, equipment, facilities, technology, and budget recommendations), Criteria for Annual Evaluation of the planning outcomes, Annual Progress Report, Policies and Procedures recommendations related to Instruction, Annual Priorities of Staffing Needs.

Reporting Relationship

Strategic Planning Council

Meeting Schedule

Second and Fourth Wednesday of the month from 2:30 p.m. to 4:00 p.m.

Chair

Vice President, Instruction

Members

- Five instructional deans*
- Director of Extended Education
- Seven Faculty representatives (one each from the five instructional divisions, library, and student services) appointed by Faculty Senate*
- One Faculty representative who is also on the Faculty Senate appointed by the Faculty Senate*
- Two Classified Unit Employee representatives appointed by CCE/AFT (one from Instruction area)
- One Student representative appointed by ASG
- Director of Occupational and Non-Credit Programs
- Research Analyst
- One Confidential and Supervisory Team representative appointed by CAST

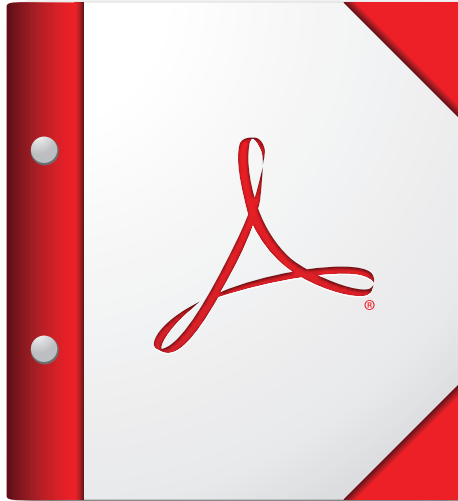
*The Faculty Position Priority Subcommittee membership includes asterisked members plus two (2) faculty appointed by the Faculty Senate.

Approved by SPC 10-07-03
Latest Revision 11-18-08



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