



## STRATEGIC PLANNING COUNCIL AGENDA

Date: September 17, 2013  
Starting Time: 2:00 p.m.  
Ending Time: 3:45 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
<b>A. <u>MINUTES</u></b>		2 min
1. Approve Minutes of September 4, 2013		
<b>B. <u>ACTION ITEMS/SECOND READING</u></b>		30 min
1. Strategic Plan 2016	Exhibit B1	
<b>C. <u>ACTION ITEMS/FIRST READING</u></b>		
1. IPC Governance Structure Update	Exhibit C1	
<b>D. <u>INFORMATION/DISCUSSION</u></b>		10 min
1. Policies and Procedures Flow Chart	Exhibit D1	
<b>E. <u>INTEGRATED PLANNING MODEL</u></b>		5 min
1. SPC Timeline Check-In		
<b>F. <u>REPORTS OF PLANNING COUNCILS</u></b>		15 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		
<b>G. <u>REPORT FROM PC3H COMMITTEE</u></b>		5 min
<b>H. <u>OTHER ITEMS</u></b>		



## STRATEGIC PLANNING COUNCIL MEETING MINUTES September 17, 2013

A regular meeting of the Palomar College Strategic Planning Council scheduled September 17, 2013, was held in AA-140. President Robert Deegan called the meeting to order at 2:00 p.m.

### **ROLL CALL**

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

### **A. MINUTES**

#### **1. Approve Minutes of September 4, 2013**

MSC (Barton/Tortarolo) to approve the Minutes of September 4, 2013 as written

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

#### **1. Strategic Plan 2016 (Exhibit B1)**

MSC (Cuaron/Sourbeer) to approve the Strategic Plan 2016 as written

### **C. ACTION ITEMS/FIRST READING**

#### **1. IPC Governance Structure Update (Exhibit C1)**

Berta Cuaron stated that the SLOAC Coordinator was added as a member of IPC. There were no comments.

MSC (Sourbeer/Maunu) to move this item to action/second reading

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

### **D. INFORMATION/DISCUSSION**

#### **1. Policies and Procedures Flow Chart (Exhibit D1)**

Robert Deegan described the changes to the Policies and Procedures Flow Chart.

### **E. INTEGRATED PLANNING MODEL**

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

Michelle Barton discussed the upcoming tasks. She stated that the allocation of SPPF funds will be delayed until November, in order to develop the Action Plan.

### **F. REPORTS OF PLANNING COUNCILS**

#### **1. Finance and Administrative Services Planning Council**

Ron Perez reported that FASPC met September 12. The Chair of the Safety and Security Committee's title was changed to Supervisor, Environmental Health and Safety; work on the Emergency Disaster Plan will continue now that someone has been hired in that position. Emergency poles have been installed in some of the parking lots; pilot testing will be done before they are installed throughout the campus. Emergency broadcasts can now be made through the College phone system. Robert Deegan updated members on the work done on the building projects.

#### **2. Human Resource Services Planning Council**

John Tortarolo reported that the first HRSPC fall meeting is today.

#### **3. Instructional Planning Council**

Berta Cuaron reported that IPC revised its governance structure; reviewed Council roles and responsibilities; looked at the Strategic Plan draft and talked about objectives; finalized revisions to the PRP Year 2; and decided to convene an academic calendar workgroup.

**4. Student Services Planning Council**

Adrian Gonzales reported that SSPC met September 11. Two workgroups were formed: Financial Aid (student loans) and Electronic Cigarettes; PRPs were discussed; and the priority registration changes instituted at the State level were reviewed.

**G. REPORT FROM PC3H COMMITTEE**

There was no report.

**H. OTHER ITEMS****1. AB955**

Robert Deegan reported that AB955, which allows a few stated community college districts to offer additional classes at the non-residential rate, passed in the legislature and is coming before Governor Brown for signature.

**2. Political Economy Days**

Teresa Laughlin reported that Political Economy Days is scheduled for October 16 and 17.

**3. ASG**

Genesis Gilroy reported that the ASG Retreat is scheduled for September 27 and 28; 11 of the 14 ASG senator positions are filled and more applications have come in; most shared governance committees have ASG representatives; and ASG participated in the Constitution Day.

**I. ADJOURNMENT**

There being no remaining items, the meeting was adjourned at 3:00 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: Rebuild staffing levels to support priorities identified in *Staffing Plan 2016*.

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

<b>Request submitted by:</b> Berta Cuaron		<b>Date:</b> 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, 9/4/13)					
<b>Proposed Name of Requested Group:</b> Instructional Planning Council							
<b>X</b>	<b>Council</b>		<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>
<b>Action Requested:</b>			<b>Add</b>		<b>Delete</b>	<b>X</b>	<b>Change</b>
<b>Roles, Products, Reporting Relationship:</b>							
<u>Roles:</u> <ul style="list-style-type: none"><li>• Develops, implements, evaluates, and revises college plans and initiatives relevant to Instruction, both short- and long-term</li><li>• Develops, reviews, updates, and implements the Program Review and Planning (PRP) process for Instruction, including the form and data elements to be used</li><li>• Reviews, summarizes, and provides feedback on PRPs and makes funding recommendations</li><li>• 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</li><li>• Develops and updates the Staffing Plan for Instruction utilizing PRP and data provided by Human Resource Services</li><li>• Makes recommendations and provides input to the District's Educational Master Plan and the Strategic Plan</li><li>• Implements goals and objectives of the Annual Action Plan as assigned by SPC</li><li>• Makes recommendations on matters relevant to Instruction or the District at the request of SPC</li><li>• 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</li></ul>							
<u>Products:</u> <ul style="list-style-type: none"><li>• Program Review and Planning summaries and funding recommendations</li><li>• Recommendations for global needs for Instruction, as determined from PRP analysis</li><li>• Progress reports on assigned Annual Action Plans</li><li>• Annual goals and accomplishments</li><li>• Full-time Faculty Position Priority Recommendations</li><li>• Other products as determined through College planning and operational matters</li></ul>							
Reporting Relationship: Strategic Planning Council							
<b>Meeting Schedule:</b> Second and Fourth Wednesdays, 2:00 – 4:00 p.m.(or more frequently as needed for special tasks)							
<b>Chair:</b> *Vice President for Instruction							
<b>Members:</b> <ul style="list-style-type: none"><li>*Five (5) instructional deans</li><li>*Seven (7) Faculty Members (one each from the five instructional divisions, Library, and Student Services appointed by Faculty Senate)</li><li>*One Faculty Member who is also on the Faculty Senate appointed by the Faculty Senate</li></ul> <b>One SLOAC Coordinator**</b> <ul style="list-style-type: none"><li>One Classified Unit Employee from Instruction appointed by CCE/AFT</li><li>One Student appointed by ASG</li><li>Director of Occupational and Noncredit Programs</li><li>Research Analyst</li><li>One CAST Member appointed by CAST</li><li>One Administrator appointed by AA</li><li>*One Faculty Member appointed by PFF</li></ul> <b>**added Fall 2013</b>							

\*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 SPC 09/04/13

Approved by IPC 09/11/13 **To be Approved by SPC Fall 2013**

Comments:



## GOVERNANCE STRUCTURE GROUP

<b>Request submitted by:</b> Berta Cuaron	<b>Date:</b> 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, 9/4/13)			
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If change is requested, attach current structure and list proposed changes.

Reviewed by Strategic Planning Council:

Comments:

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    Approved by SPC 9/4/13

## ADDRESSING REVISIONS TO POLICIES OR PROCEDURES

Complete attached form entitled "Request to Revise Current Policy/Procedure" and submit to President's Office to obtain most current edition of policy/procedure. (Log-in process begins at this time.)



Discuss, revise, and obtain approval of appropriate planning council



Send revised policy or procedure to President's Office. All references will be checked for accuracy and document reformatting.  
Revised policy/procedure will be sent to Task Force for approval.



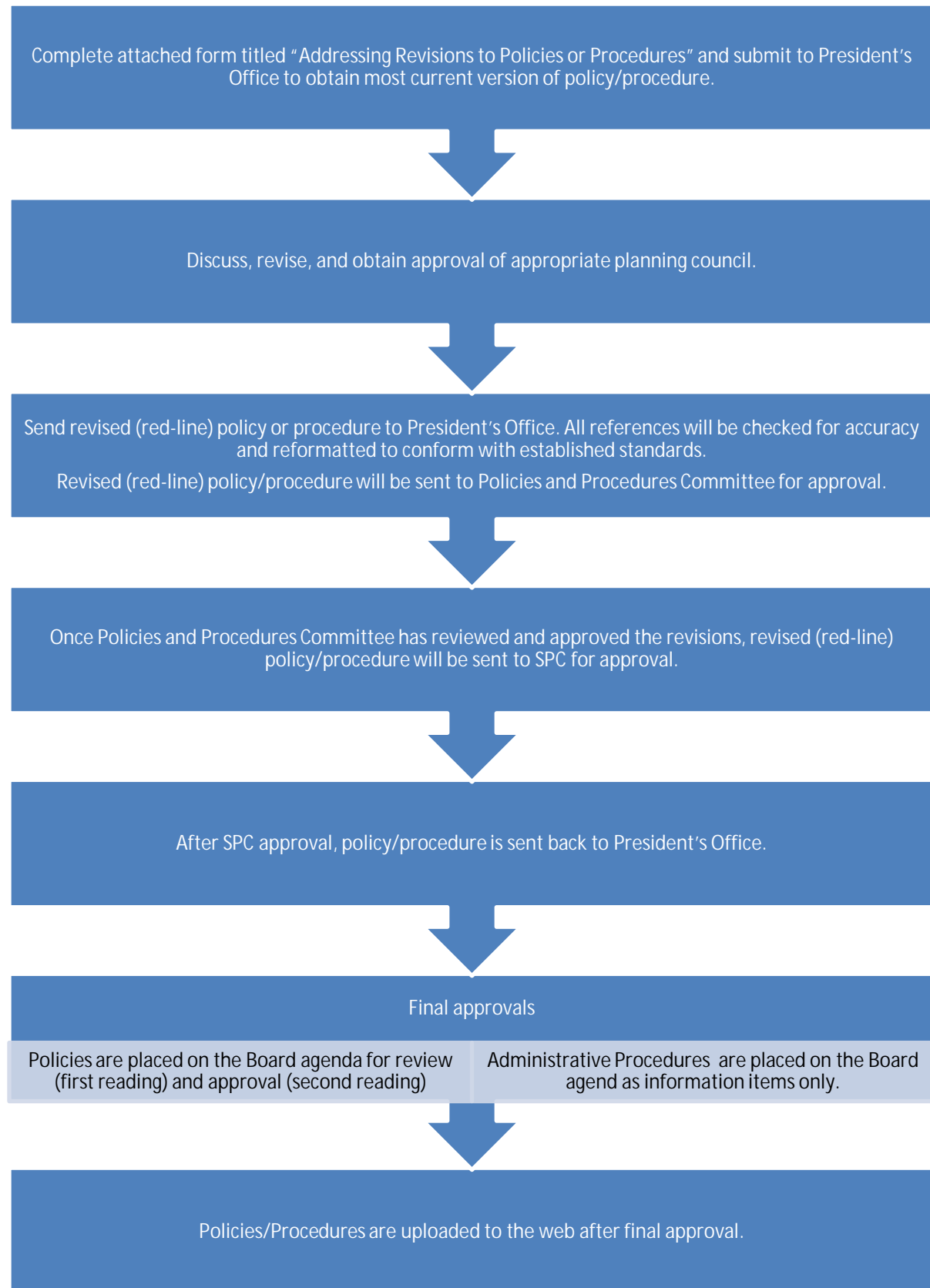
Once Task Force has reviewed and approved the revisions, revised policy/procedure will be sent to SPC for approval.



After SPC approval, policy/procedure is sent back to President's Office to place on Board agenda. After Board adopts revised policy, it will be downloaded to website.

(Administrative Procedures are sent to the Board for information only.)

## ADDRESSING REVISIONS TO POLICIES OR PROCEDURES



# **ADDRESSING REVISIONS to POLICIES OR PROCEDURES**

## **Criteria to Consider:**

- Ø **Must** this issue be addressed to **ensure compliance** with applicable laws, regulations, or accreditation mandates **OR** is it being considered due to an individual problem/incident?
- Ø **Does** the policy/procedure have **institution-wide application** **OR** is it better addressed in an operational manual or as a department guideline?
- Ø **Is** the **language** contained in the BP/AP **general and broad** enough to avoid the necessity for frequent revisions?

## **Rationale for Initiating the Revisions**

<b>Why does this policy/procedure need to be revised?</b>

<b>Policy/Procedure Compliance</b>	
<b>Legal Compliance:</b> (Please check all that apply)	<input type="checkbox"/> Federal Law <input type="checkbox"/> State Law <input type="checkbox"/> Accreditation Standard <input type="checkbox"/> Title 5 Regulation <input type="checkbox"/> Other (specify) _____
<b>Responsible Office(s):</b>	
<b>Responsible Administrator(s):</b>	

<b>Policy/Procedure Management</b>	
<b>Policy History</b> (Dates of approval and revision)	
<b>Additional Information</b>	

<b>Policy/Procedure Review</b> (List administrators, faculty members, staff members, and students who assisted with the review and development of this policy and/or procedure revision)	