



## STRATEGIC PLANNING COUNCIL AGENDA

Date: October 1, 2013  
Starting Time: 2:00 p.m.  
Ending Time: 3:45 p.m.  
Place: **AA-140**

**CHAIR:** Deegan

**MEMBERS:** Barton, Claypool, Cuaron, Davis, Dimmick, 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 17, 2013		
<b>B. <u>INTEGRATED PLANNING MODEL</u></b>		30 min
1. SPC Timeline Check-In		
2. Strategic Plan 2016 Action Plan Update		
<b>C. <u>INFORMATION/DISCUSSION</u></b>		20 min
1. 2013-14 FTES Update	Exhibit C1	
<b>D. <u>ACCREDITATION RECOMMENDATIONS AND PROGRESS</u></b>		15 min
1. Accrediting Commission Actions and Policy Updates		
2. Accreditation Self-Evaluation Update	Exhibit D2	
<b>E. <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 – Adrian Gonzales		
<b>F. <u>REPORT FROM PC3H COMMITTEE</u></b>		5 min
<b>G. <u>OTHER ITEMS</u></b>		



**STRATEGIC PLANNING COUNCIL  
MEETING MINUTES  
October 1, 2013**

A regular meeting of the Palomar College Strategic Planning Council scheduled October 1, 2013, was held in AA-140. President Robert Deegan called the meeting to order at 2:10 p.m.

**ROLL CALL**

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

**A. MINUTES**

**1. Approve Minutes of September 17, 2013**

MSC (Titus/Sourbeer) to approve the Minutes of September 17, 2013 as written

**B. INTEGRATED PLANNING MODEL**

**1. SPC Timeline Check-In**

Michelle Barton discussed the upcoming tasks.

**2. Strategic Plan 2016 Action Plan Update**

Michelle Barton discussed the progress of the Strategic Plan 2016 Action Plan. She plans to meet with the President and the Vice Presidents of Instruction and Student Services to discuss combining objectives or moving some objectives to the following year.

**C. INFORMATION/DISCUSSION**

**1. 2013-14 FTES Update (Exhibit C1)**

Kendyl Magnuson distributed and discussed a FTES Analysis comparing fiscal years 2011-2012, 2012-2013 with projections for 2013-14.

President Deegan discussed strategy the College will take to increase enrollment. Laura Gropen discussed the District's marketing plan for Spring and beyond. She reviewed the media that will be used, such as printed schedules, advertising in high school publications and on buses, Facebook, Twitter and Google.

**D. ACCREDITATION RECOMMENDATIONS AND PROGRESS**

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

There was nothing to report.

**2. Accreditation Self-Evaluation Update (Exhibit D2)**

Berta Cuaron distributed and discussed a Draft Institutional Self-Evaluation 2015 Timeline.

**E. REPORTS OF PLANNING COUNCILS**

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

Don Sullins reported that FASPC met on September 26. An orientation on the Staff Plan was given; Phyllis Laderman gave a report on the District audit; and the Technology Master Plan was discussed.

**2. Human Resource Services Planning Council**

John Tortarolo reported that HRSPC invited Michelle Barton to give a presentation on the role of councils in shared governance. It also received an update on the implementation of the EEO Plan.

**3. Instructional Planning Council**

Berta Cuaron reported that IPC reviewed the adopted budget; discussed the role of IPC in student success; and reviewed the IPC governance evaluation and its Governance Structure. They plan to discuss the PRP process at its next meeting.

**4. Student Services Planning Council**

Adrian Gonzales reported that SSPC discussed electronic cigarettes, AB955, the Student Success Summit, and priorities for the Student Services Department.

**F. REPORT FROM PC3H COMMITTEE**

Sherry Titus reported that PC3H is reviewing its PRP and is active in assisting the GSA for North County.

**G. OTHER ITEMS****1. AB955**

Robert Deegan reported that he sent a letter to the Governor requesting that he not sign AB955. Discussion ensued on AB955.

**2. Government Shutdown**

Robert Deegan discussed what impact there will be on Palomar College if there is a federal government shutdown. He stated that even though tuition assistance may not be processed for Camp Pendleton Marines, Palomar College will not block their enrollment.

**3. Adult Education**

Robert Deegan discussed the \$22 million planning grants for adult education. The grants will not be given to Districts but to "regions", which could include multiple districts.

**5. Faculty Senate**

Greg Larson reported that the Faculty Senate approved a tutoring sub-committee.

**H. ADJOURNMENT**

There being no remaining items, the meeting was adjourned at 3:10 p.m.

	1	2	3	4	5	6	7	8	9
1			<b>FY 11-12</b>		<b>FY 12-13</b>		<b>FY 13-14</b>	1 Year	1 Year
2	<b>Categories</b>		<i>Annual</i>		<i>Annual</i>		<i>Projected - 9/19/13</i>		
3	<b>First Summer</b>								
4	Daily (DSCH)		779.32		712.12		620.83	(91.29)	87.2%
5	IS Daily		336.45		290.40		394.46	104.05	135.8%
6	PosAttd Credit		44.29		94.00		90.24	(3.76)	96.0%
7	PosAttd Non-Credit		110.79		102.33		100.57	(1.76)	98.3%
8	Total		1270.85		1198.85		1206.09	7.24	100.6%
9	<b>Fall</b>								
10	Weekly (WSCH)		6158.62		5801.73		5743.00	(58.73)	99.0%
11	IS Weekly		1370.37		1332.75		1381.00	48.25	103.6%
12	Daily (DSCH)		518.21		413.45		410.00	(3.45)	99.2%
13	IS Daily		228.97		224.23		300.00	75.77	133.8%
14	PosAttd Credit		359.29		361.41		360.00	(1.41)	99.6%
15	PosAttd Non-Credit		373.64		372.47		370.00	(2.47)	99.3%
16			9009.09		8506.03		8564.00	57.97	100.7%
17	<b>Spring</b>								
18	Weekly (WSCH)		5949.72		5754.68		5750.00	(4.68)	99.9%
19	IS Weekly		1420.02		1333.90		1390.00	56.10	104.2%
20	Daily (DSCH)		421.94		367.32		365.00	(2.32)	99.4%
21	IS Daily		396.08		252.62		240.00	(12.62)	95.0%
22	PosAttd Credit		478.44		350.12		360.00	9.88	102.8%
23	PosAttd Non-Credit		371.25		374.51		370.00	(4.51)	98.8%
24			9037.46		8433.15		8475.00	41.85	100.5%
25	<b>Second Summer</b>								
26	Daily (DSCH)		0.00		314.58		0.00	(314.58)	0.0%
27	IS Daily		0.00		0.00		0.00	0.00	#DIV/0!
28	PosAttd Credit		0.00		0.43		0.00	(0.43)	0.0%
29	PosAttd Non-Credit		0.00		15.03		0.00	(15.03)	0.0%
30			0.00		330.04		0.00	(330.04)	0.0%
31	<b>TOTALS</b>								
32	Credit		18461.73		17603.73		17404.52	(199.21)	98.9%
33	f-factor Cr		51.20		65.48		65.48	0.00	100.0%
34	f-factor Ncr		0.00		0.00		0.00		
35	Concurrent PE		-6.20		-2.77		-2.77	0.00	100.0%
36	<b>Total Credit</b>		18506.73		17666.44		17467.23	(199.21)	98.9%
37	<b>Total Noncredit</b>		855.68		864.34		840.57	(23.77)	97.2%
38	<b>Grand Total</b>		19362.40		18530.78		18307.80	(222.98)	98.8%
39									
40	<b>Analysis and Variances</b>								
41	Target Caps						17,941.58	Credit	
42							861.66	Non-Credit	
43	<b>TOTAL Target FTES</b>						18,803.24		
44	<b>TOTAL Projected FTES</b>						18,307.80		
45	<b>Over/(Under)</b>						-495.44		
46	% from Cap						-2.63%		
47									
48									
49	<b>CREDIT FTES</b>						<b>NON-CREDIT FTES</b>		
50	Cap Credit		17,941.58				Cap Noncredit		861.66
51	Line 22 above		17,467.23				Line 23 above		840.57
52	<b>Over/(Under)</b>		-474.35				<b>Over/(Under)</b>		-21.09
53	% from Cap		-2.64%				% from Cap		-2.45%
54									



## **DRAFT – Institutional Self-Evaluation 2015 Timeline – DRAFT**

DATE	TASK	Responsible Group
<b>Fall 2013</b>		
August 14	<i>Institutional Self-Evaluation</i> Orientation #2 for Standards Teams	Accreditation Leadership Team
September 13	DRAFT Employee Survey questions due to Institutional Research & Planning (IR&P)	Standards Teams
September 23	FINAL Employee Survey questions due to IR&P	Standards Teams
October 9-25	Employee Survey available online	IR&P
October 25	Draft #1 due to Accreditation Leadership Team I.A. – Institutional Mission I.B. – Institutional Effectiveness IV.A. – Decision-Making Roles & Processes IV.B. – Board & Administrative Organization	Standards Teams I.A. & I.B.  Standards Teams IV.A. & IV.B.
November 1	Draft #1 due to Accreditation Leadership Team III.A. – Human Resources III.B. – Physical Resources III.C. – Technology Resources III.D. – Financial Resources	Standards Teams III.A., III.B., III.C., III.D.
November 8	Draft #1 due to Accreditation Leadership Team II.A. – Instructional Programs II.B. – Student Support Services II.C. – Library & Learning Support Services	Standards Teams II.A., II.B, II.C.
November 8	Employee Survey data distributed to Standards Teams	IR&P
November 8	Draft #1 Feedback Provided to Standards Teams I.A. – Institutional Mission I.B. – Institutional Effectiveness IV.A. – Decision-Making Roles & Processes IV.B. – Board & Administrative Organization	Accreditation Leadership Team
November 15	Draft #1 Feedback Provided to Standards Teams III.A. – Human Resources III.B. – Physical Resources III.C. – Technology Resources III.D. – Financial Resources	Accreditation Leadership Team
November 22	Draft #1 Feedback Provided to Standards Teams II.A. – Instructional Programs II.B. – Student Support Services II.C. – Library & Learning Support Services	Accreditation Leadership Team
December 13	Draft #2 due to Accreditation Leadership Team All Standards	All Standards Teams
<b>Spring 2014</b>		
January 24	Draft #2 Feedback Provided to Standards Teams	Accreditation Leadership Team
February 28	Draft #3 due to Accreditation Leadership Team	All Standards Teams
March 28	Draft #3 Feedback Provided to Standards Teams	Accreditation Leadership Team
April 25	Draft #4 due to Accreditation Leadership Team	All Standards Teams
May 9	Introduction, Eligibility Requirements, & Policies	Accreditation Leadership Team

## **DRAFT – Institutional Self-Evaluation 2015 Timeline – DRAFT**

	Completed	
DATE	TASK	Responsible Group
<b>Summer 2014</b>		
August 5 & 6	Comprehensive review of <i>Institutional Self-Evaluation 2015</i> – DRAFT	Standards Teams/ Accreditation Leadership Team
<b>Fall 2014</b>		
September 2	First Reading – Standards I & II	SPC
September 16	First Reading – Standards III & IV	SPC
September 23 (tentative)	Workshop #1 on <i>Institutional Self-Evaluation 2015</i>	Governing Board
October (date TBA)	College Forum on <i>Institutional Self-Evaluation 2015</i>	President Deegan
October 7	Second Reading & Approval – Standards I & II	SPC
October 21	Second Reading & Approval – Standards III & IV	SPC
October 28 (tentative)	Workshop #2 on <i>Institutional Self-Evaluation 2015</i>	Governing Board
November 11	First Reading – <i>Institutional Self-Evaluation 2015</i>	Governing Board
December 9	Second Reading & Approval – <i>Institutional Self-Evaluation 2015</i>	Governing Board
December 10 –20	Final Edits – <i>Institutional Self- Evaluation 2015</i>	Accreditation Leadership Team
<b>Spring 2015</b>		
January 5	Submit <i>Institutional Self-Evaluation 2015</i> to ACCJC (60 days prior to March ACCJC Site Team visit)	Accreditation Leadership Team
January/ February	Prepare logistics for Institutional Evaluation Team Visit	Accreditation Leadership Team
February (date TBA)	College Forum for Institutional Evaluation Team Visit	President Deegan
March (date TBA)	ACCJC Institutional Self-Evaluation Team Visit	The College
April	Draft of External Evaluation Report sent to College CEO for correction of errors of fact	President Deegan
<b>Summer 2015</b>		
June	ACCJC Action on Accreditation	ACCJC
July	ACCJC sends Action Letter to College	ACCJC