STRATEGIC PLANNING COUNCIL AGENDA

PALOMAR COLLEGE
Learning for Success

Date:	September 30, 2014
Starting Time:	2:00 a.m.
Ending Time:	3:45 p.m.
Place:	**AA-140**

CHAIR: Deegan
MEMBERS: Barton, Claypool, Cuaron, Davis, Dimmick, Falcone, Gonzales, Holmes, Hosfield, Larson, Laughlin, Lienhart, Moore, Navarro, Perez, San Juan, Sourbeer, Stockert, Talmo, Titus, Tortarolo, Velazquez, Wick
RECORDER: Ashour

	Attachments	Time
A. ACTION ITEMS/SECOND READING		15 min
1. Website Revamp Task Force	Exhibit A1	
B. ACCREDITATION RECOMMENDATIONS AND PROGRESS	Exhibit B1	90 min
1. Actionable Improvement Plans		
C. OTHER ITEMS		

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A special meeting of the Palomar College Strategic Planning Council scheduled September 30, 2014, was held in AA-140. President Robert Deegan called the meeting to order at 2:05 p.m.

ROLL CALL
Present: Barton, Cuaron, Deegan, Dimmick, Falcone, Gonzales, Holmes, Larson, Laughlin, Moore, San Juan, Sourbeer, Stockert, Talmo, Titus, Wick, Velazquez
Recorder: Debra Doerfler
Absent: Claypool, Hosfield, Lienhart, Navarro, Perez, Tortarolo

A. **ACTION ITEMS/SECOND READING**
    1. **Website Revamp Task Force (Exhibit A1)**
        Mike Dimmick, President of the Administrative Association, proposed amending bullet nine in the Members section from "One manager representative from Information Services appointed by AA" to instead read "Manager, Network and Technical Services, Information Services"; and adding an Administrative Association member to the membership. SPC members were in agreement.

        MSC (Cuaron/Barton) to approve the Website Revamp Task Force as amended

B. **ACCREDITATION RECOMMENDATIONS AND PROGRESS**
    1. **Actionable Improvement Plans (Exhibit B1)**
        Berta Cuaron distributed and discussed the draft Actionable Improvement Plans (AIP) for Accreditation Standards I.B.1., 1.B.4., III.A.4.b, III.D.1.B, IV.A.1, IV.A.3, and IV.A.5. She led a discussion on each of the summary plans and reviewed the timeline for the self-evaluation. Members were encouraged to review the report (or a section) and distribute the information to their constituent groups.

        There was a request to revise the agenda at B.1. to state "Actionable Improvement Plans" instead of Accreditation Self Evaluation. Members were in agreement.

        Council members discussed different ideas for improving/increasing involvement, and the similarity of the different AIPs. Aaron Holmes discussed concerns regarding the District versus CCE responsibilities.

I. **ADJOURNMENT**
    There being no remaining items, the meeting was adjourned at 3:40 p.m.

Request submitted by: Jack S. Kahn, Ph.D. Dean Social and Behavioral Sciences	**Date:** 9/9/14

Proposed Name of Requested Group: Website Revamp Task Force

	Council		**Committee**		**Subcommittee**	X	**Task Force**
Action Requested:	X	**Add**		**Delete**			**Change**

Role: The Website Revamp Task Group will oversee a short-term revamp of the Palomar website, with a commitment of having the project completed before the College's accreditation site visit in March 2015.

The goal will be to improve navigation of the website and maintain a consistent look and feel across constituencies, while allowing for some individual customization. The intent is for the Task Force to choose and implement WordPress Templates for the Home Page and all college websites. The Website Revamp Task Force will also develop a process to examine department requests, in case the chosen templates are insufficient for a unique area. In addition, the Task Force will develop a product that will be easily modifiable in a full redesign project. The Task Force will appoint a Working Group (from its membership) to meet weekly to implement suggestions made by the Task Force. The Working Group will also create a website that demonstrates current progress on the project with a feedback mechanism to get ideas from the broader campus community.

Products: (1) A website to track progress on the project (2) A set of templates that will be used on the Home Page and across all college websites. (3) A site map for the website.

Reporting Relationship: Strategic Planning Council

Meeting Schedule: 1st and 3rd Monday from 10:00-11:30 , Workgroup will be meet weekly

Chair: Dean, Social & Behavioral Sciences

Members:

- Manager, Academic Technology
- Manager, Network & Technical Services, Information Services
- Faculty Coordinator of Academic Technology
- Two teaching faculty representatives appointed by the Faculty Senate
- One counseling faculty representatives appointed by the Faculty Senate
- One library faculty representative appointed by the Faculty Senate
- One student representative appointed by ASG
- One Disability Resource Center representative appointed by the Vice President of Student Services
- Four Classified Unit Employee representatives appointed by CCE – one from ATRC, one from the Public Affairs Offices/Creative services and two from Student Services
- One Confidential and Supervisory Team representative appointed by CAST
- One Administrative Association representative appointed by AA

Reviewed by Strategic Planning Council:
First Reading   09/16/14
Approved   09/30/14

Request submitted by: Jack S. Kahn, Ph.D. Dean Social and Behavioral Sciences		**Date:** 9/9/14

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- One manager representative from Information Services appointed by AA
- One Confidential and Supervisory Team representative appointed by CAST

Reviewed by Strategic Planning Council:
First Reading
Approved

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by: Jack S. Kahn, Ph.D. Dean Social and Behavioral Sciences	Date: 9/9/14

Proposed Name of Requested Group: Website Revamp Task Force

	Council		Committee		Subcommittee	X	Task Force
Action Requested:	X	Add		Delete			Change

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- Four Classified Unit Employee representatives appointed by CCE – one from ATRC, one from ~~the Communications Office~~ Public Affairs Offices/Creative services and two from Student Services
- One manager representative from Information Services ~~appointed by AA~~ C
- One Confidential and Supervisory Team representative appointed by CAST
- One AA rep appointed by A.A.

Reviewed by Strategic Planning Council:
First Reading
Approved

Actionable Improvement Plans - DRAFT

I.B.1. and I.B.4. The Strategic Planning Council will (1) seek ways to better <u>communicate</u> to members of the College the nature and significance of the dialogue that occurs at planning council meetings—especially the dialogue centering on the evaluation/planning cycles and the decisions this dialogue leads to. SPC also will (2) seek ways to provide members more opportunity to <u>participate</u> in planning council processes—and especially in the evaluation/planning cycles. **(This plan aligns with the Standard IV plan below.)**
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III.A.4.b. The College will develop and implement a plan to increase the <u>diversity</u> of faculty, staff, and administrators to support the student community and to respond to legislative expectations.
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III.D.1.b. The College will develop a <u>fiscal</u> plan that aligns continuous revenues with continuous expenditures while allowing for the contingencies created by <u>staffing needs</u> and legislative mandates.
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IV.A.1. and IV.A.3.   The College will increase engagement of its members in shared governance by developing more comprehensive and effective methods for communicating discussions, issues, and outcomes of the shared governance process.

>   **For SPC's discussion, the IV.A. writers suggest these methods:**

- A uniform format for the presentation of and navigation to committee/council agendas and minutes on the College's web site;

- A document (such as a newsletter) sent regularly to all College members that summarizes/highlights recent discussions, issues, and outcomes of the planning process (focusing, for instance, on the activities/actions of the five planning councils and the Faculty Senate);

- A specific way in which managers/supervisors/chairs/leaders can encourage involvement in shared governance, such as by including more members of units, disciplines, departments, and divisions in Program Review and Planning processes;

- A requirement of all councils and committees to perform and document an annual evaluation of their effectiveness in reaching their goals. The results of the evaluations should be recorded, discussed, and analyzed with all members of the council or committee, and used in planning the goals for subsequent years.

IV.A.5. The planning councils and committees will record and document their discussions, reviews, and recommendations for improvements, if any, in the minutes of their meetings. **(This plan aligns with the IV.A.1. and IV.A.3. plan.)**