

College Council Meeting

December 4, 2008

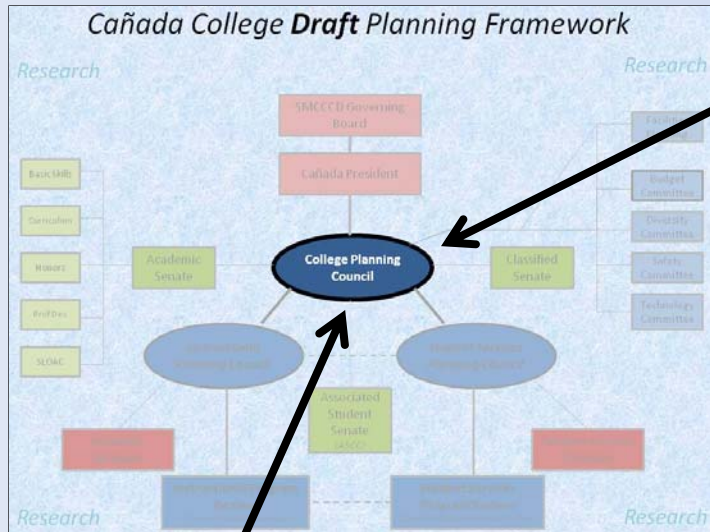
Report on Feedback from Nov 20th Meeting Regarding Recommended Changes to Planning Framework

Presented by: Office of Planning, Research & Student Success

Planning Area	Proposals for Various Governance Bodies 11/3/08 - 11/14/08	College Council Feedback from Meeting on 11/20/08
College Planning Council	<ul style="list-style-type: none"> • 2 changes in committee membership designation 	<ul style="list-style-type: none"> • change in level of student representation; • 3 operational recommendations
Instruction Planning Council	*no changes	<ul style="list-style-type: none"> • change in level of student representation
Student Services Planning Council	<ul style="list-style-type: none"> • 3 labeling changes within committee membership; • 3 additions to committee membership body 	<ul style="list-style-type: none"> • change in level of student representation; • balance supervisory & non-supervisory membership; • several labeling changes related to position titles;
Budget Committee	<ul style="list-style-type: none"> • 1 change in committee membership designation; • 3 reductions to committee membership body 	<ul style="list-style-type: none"> • change in level of student representation; • by vote college council determined composition of voting membership
Framework Diagram	<ul style="list-style-type: none"> • Restructure diagram to bring tighter connection among the three planning councils 	<ul style="list-style-type: none"> • Rename Budget Committee, The <i>Budget Council</i> • Restructure diagram to convey central role of the Budget Council in the core planning function.

Note: this is a summary of the more substantive comments from the meeting although there was considerable and rich dialog relating to the general purpose and function of various components of the model that is reflected in the Council minutes.

The College Planning Council



Role

1. **Oversee and drive institutional planning agendas** for each academic year. Integrate and synthesize planning and assessment of all college wide plans, including the Strategic Plan, the Instructional Program Plan, the Student Services Program Plan, ACCJC Recommendations, Accreditation Planning Agendas, and the Facilities Plan;
2. **Prioritizes expenditures** to advance the College goals;
3. **Reviews College and District policies** and develops procedures to implement policy,
4. **Advise the president** on issues regarding college facilities, maintenance, and operations,
5. **Provides Accreditation Oversight,**
6. Advise the President on issues regarding campus climate,
7. Advise the President on any other issue affecting the well-being of the College at large.

Composition

Co-Chairs (one classified and one faculty member)

Members

- Academic Senate President
- **Classified Senate President or VP of Classified Senate**
- Student Senate President
- One Full-time Faculty Member
- **One Adjunct or Full-time Faculty Member**
- Two Classified Staff Members
- Two Student Senate Members
- Director of Planning, Research & Student Success
- College President (non-presiding, non-voting)

Operational Clarification:

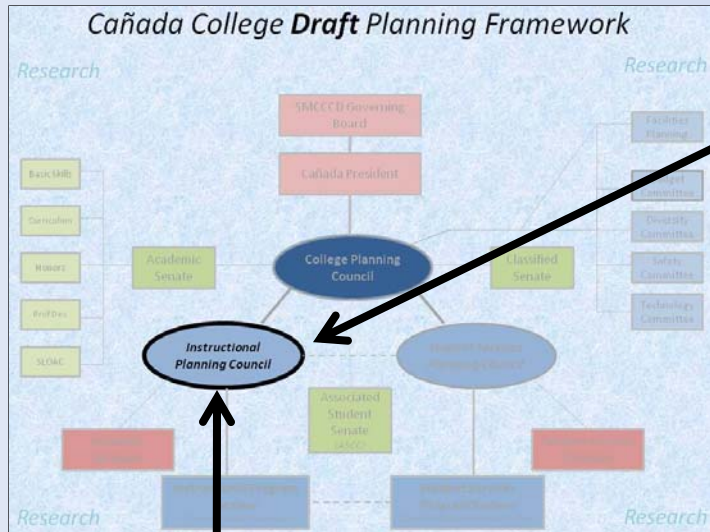
- Academic Senate forwards instructional posts to Council
- Classified Senate forwards classified posts to Council

Relabeling/Clarification of Membership Titles:

- highlighted in yellow

The Instruction Planning Council

A workgroup subdivision of the College Planning Council



Role

1. Develops, implements, and evaluates an Instructional Program Plan cycle (including staffing, instructional equipment and facilities needs)
2. Integrates and synthesizes Instructional Division Plans,
3. Makes recommendations about policies and procedures related to Instruction,
4. Makes recommendations to College Planning Council regarding prioritization of resources advancing the Strategic Goals regarding Instruction,
5. Meets twice a semester with Student Services Program Planning Council to communicate and integrate plans,
6. Evaluate proposals for new instructional programs and instructional program discontinuance.

Composition

Co-Chairs Vice President, Instruction and one Faculty Member

Members

- Six faculty
 - Curriculum Chair
 - Honor's Coordinator
 - Professional Development Coordinator
 - Basic Skills Coordinator
 - Student Learning Outcomes and Assessment Coordinator
 - One Counselor
- Two classified staff
 - One from an Instructional Area
 - One from Student Services
- Two Student s ←
- Three Instructional Deans
- Director of Planning, Research and Student Success
- Vice President, Instruction

Products

Development of the Instruction Strategic Plan, development of criteria for annual assessment of the instructional planning outcomes and instructional planning processes, prioritized recommendations to advance the Strategic Goals regarding instruction, policies and procedures recommendations

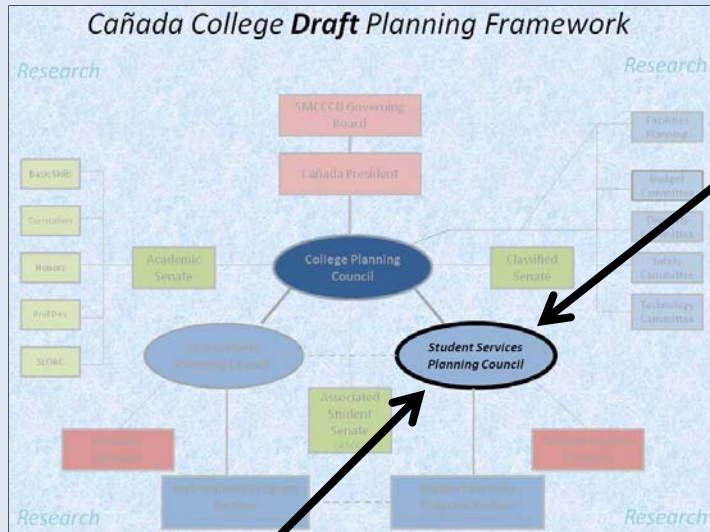
Restructure Composition:

- Increase student representation from 1 to 2 students

See document titled Cañada College Planning Structure—DRAFT for a more detailed description of the proposed IPC structure.

The Student Services Planning Council

A workgroup subdivision of the College Planning Council



Composition

Co-Chairs Vice President, Student Services and one non-administrative member

Members

- **Director** of DSPS
- Director of EOPS
- **Health Services Representative**
- One faculty member from ASGC
- Coordinator of Student Activities
- **One Director of TriO**
- Director of the Transfer Center
- **College Recruiter**
- Classified Rep from Business Services
- **Two classified staff**
 - One from an Instructional Area
 - One from Student Services
- **Assistant Registrar**
- Director of Financial Aid
- Manager of the Learning Center
- One Librarian
- Two Student s
- Two Student Services Dean
- Director of Planning, Research
- Vice President, Student Services

Role

1. Develops, implements, and evaluates an Student Services Program Plan cycle (including staffing, equipment and facilities needs)
2. Integrates and synthesizes Student Services Division Plans,
3. Makes recommendations about policies and procedures related to student services,
4. Makes recommendations to College Planning Council regarding prioritization of resources advancing the Strategic Goals regarding Student Services,
5. Meets twice a semester with Instructional Program Planning Council to communicate and integrate plans,
6. Evaluate proposals for new student services programs and student service program discontinuance.

Products

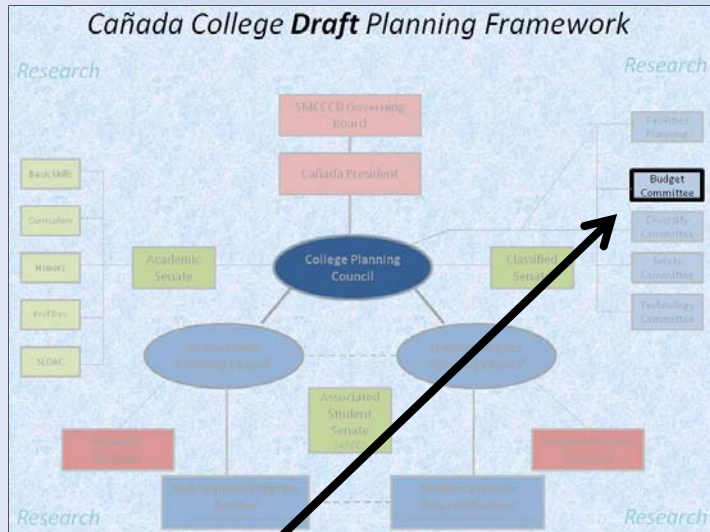
Restructure Composition:

- Increase student representation from 1 to 2 students
- ### Relabeling/Clarification of Membership Titles:
- highlighted in yellow

and procedures recommendations regarding Student Services.

The Budget Committee/Council

Advises the College Planning Council



Role

1. Recommends the process for the development of guidelines for preparation of budgets,
2. Recommends to the College Planning Council parameters that align the priorities of the college to budgets and institutional planning,
3. Reviews revenue projections for each upcoming Fiscal Year based on reported and estimated FTES allocations from the District,
4. Promote awareness and understanding of Cañada College budgeting, our district budget and the state budget.

Composition

Co-Chairs: Classified Senate President & Academic Senate President

Members

- **Classified Senate President or VP of Classified Senate**
- CSEA representative
- One classified staff member
- Academic Senate President
- AFT representative
- One faculty member
- College Business Officer
- Director of Marketing (Ex-Officio)
- Two Students
- Director of Planning, Research and Student Success
- Vice President, Student Services
- Vice President, Instruction
- President (ex-officio)

Restructure Composition:

- Increase student representation from 1 to 2 students
- Keep College Business Officer as voting member
- Keep Director of Planning, Research & Student Success as voting member
- Make Director of Marketing Ex-Officio member

Relabeling/Clarification of Membership Titles:

- highlighted in yellow

New Title for the planning body

- Is it to be Budget Committee or Budget Council ?

Budget
Timeline,
to college
college
by the

tailed description of

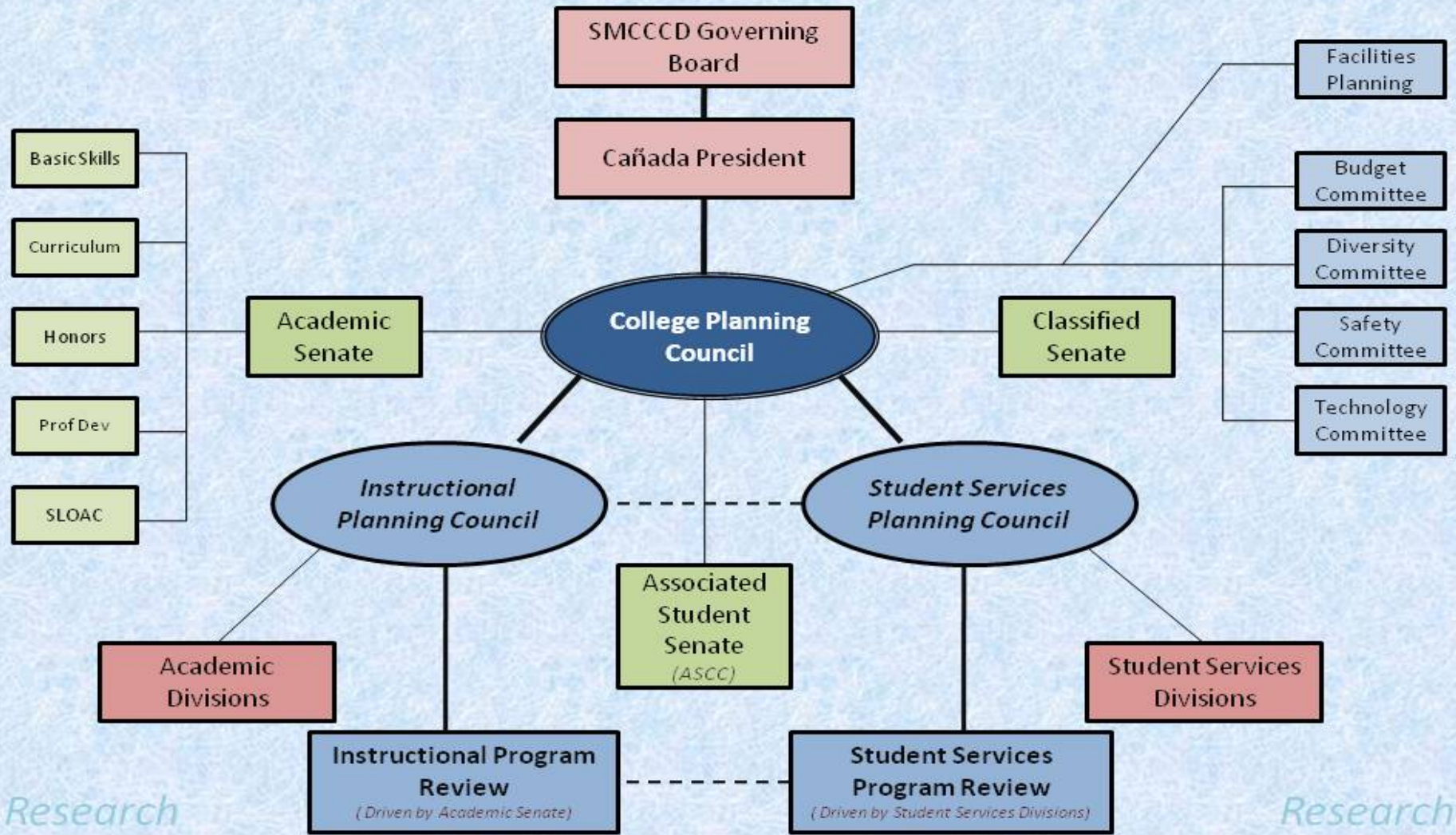
Other important commentary from the Nov 20th Meeting

- Once the composition of each body has been determined and formally adopted the members will begin the task of reviewing and defining mission and roles.
- Need to consider the self-assessment component of the planning councils and of the larger framework. Need to routinely reflect on the effectiveness of each council and the larger infrastructure and make changes where necessary to improve.
- Attendance and involvement of council members is crucial to building an effective planning system. Need to consider how the council can encourage and empower members to remain fully engaged in the process both as council member and as a representative to their constituencies.

The original model

Research

Research

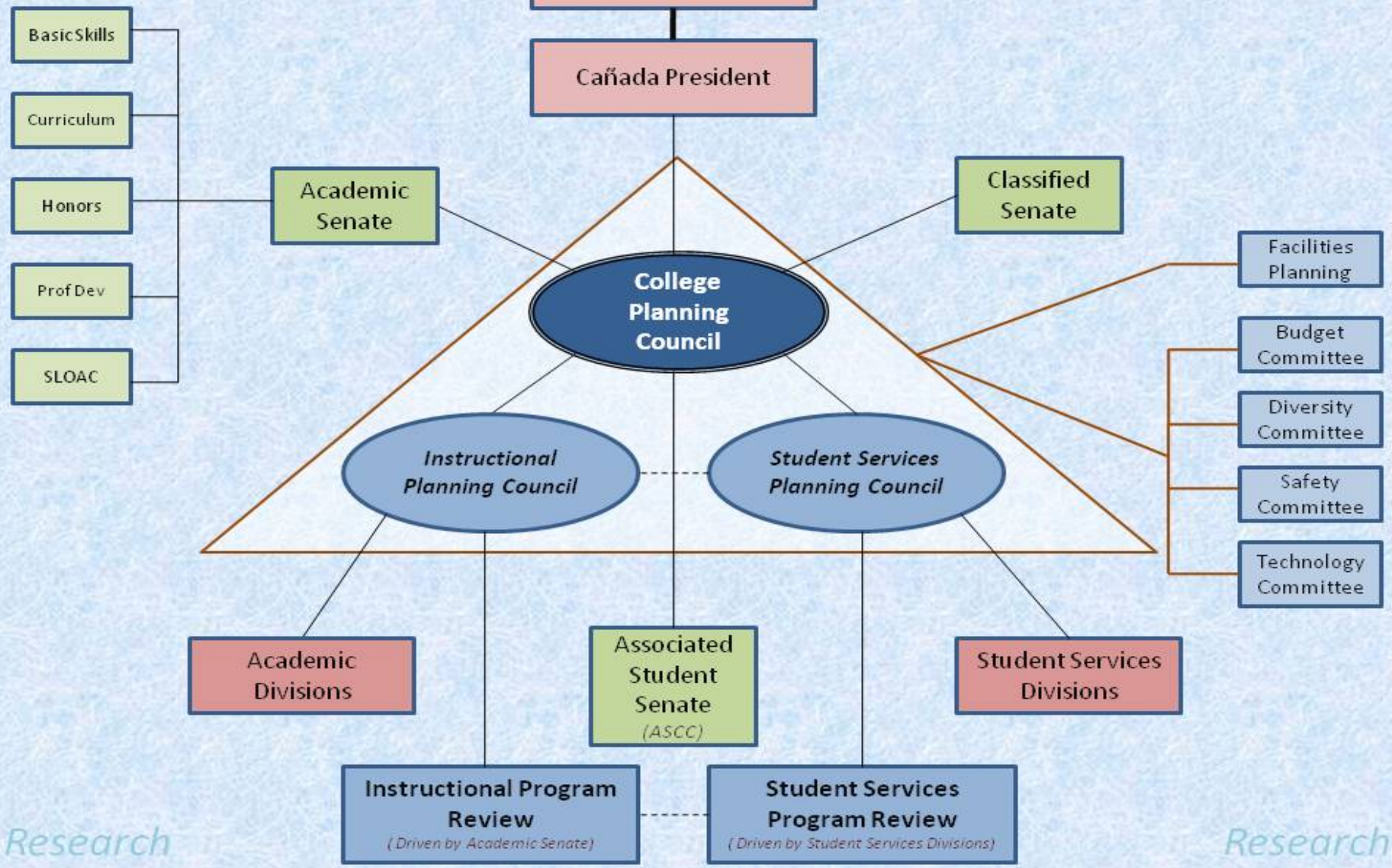


Research

Research

- Blue shaded figures represent the core planning and planning support bodies
- Green shaded figures are the constituency-based planning bodies defined by our shared-governance principals.
- Pink shaded figures are the institutionally-defined structures that formally support planning

Research



Research

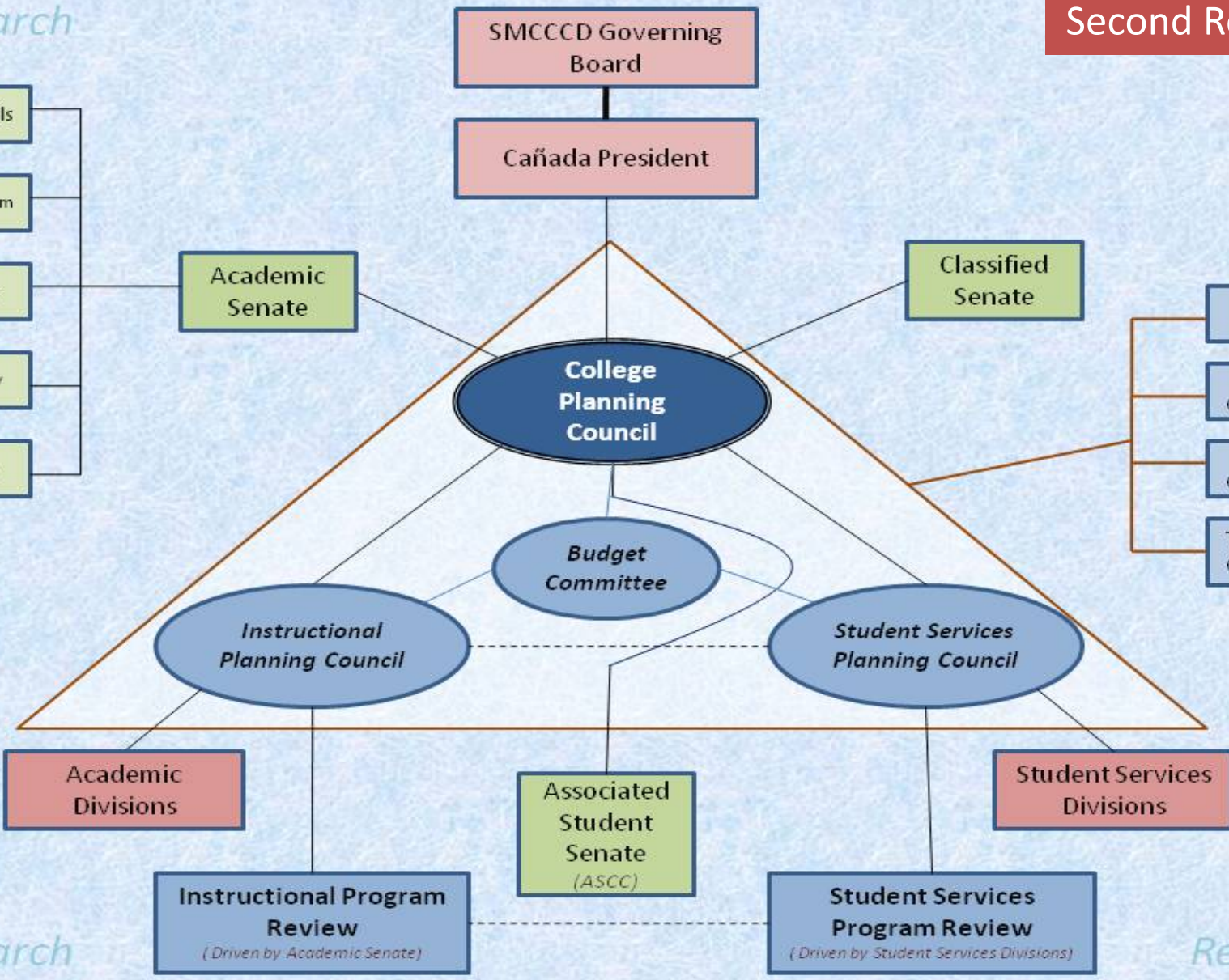
Research

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Research

- Basic Skills
- Curriculum
- Honors
- Prof Dev
- SLOAC

- Facilities Planning
- Diversity Committee
- Safety Committee
- Technology Committee



Research

Research

Blue shaded figures represent the core planning and planning support bodies
 Green shaded figures are the constituency-based planning bodies defined by our shared-governance principals.
 Pink shaded figures are the institutionally-defined structures that formally support planning

More to Discuss?

If not, suggested next steps:

College Council appoints a small volunteer workgroup to work with the Planning Office to draft a formal *College Planning Document* to bring to next College Council meeting on Dec 18, 2008.