



College Planning Council Meeting Minutes
 Thursday, February 19, 2008
 1:30 to 3:30 p.m. – Building 3, Room 142

Members Present: Alicia Aguirre, Linda Allen, Margie Carrington, Roberta Chock, Sarah Harmon, Martin Partlan, Gregory Stoup

Ex-Officio: Thomas Mohr – President

Members Absent: Edgar Deloa, Jun Jie Huang, Darnell Spellman

Guests: Eliazer Ayala- Austin, Jenny Castello, Romeo Garcia, Jeanne Gross, Jacquelyn Holley, Robert Hood, Maria Huning, Deborah Joy, Maria Lara-Blanco, Robert Lee, David Meckler, Ruth Miller, Lina Mira, Vickie Nunes, Dave Patterson, Melissa Raby, Joan Rosario, Janet Stringer, Ron Trugman, Yolanda Valenzuela, Terry Watson

AGENDA	CONTENT	PRESENTER
1) APPROVAL OF MINUTES OF JANUARY 29, & FEBRUARY 5, 2009	The minutes of January 29, 2009 were approved as submitted. The minutes of February 5, 2009 were approved as amended.	Margie Carrington, College Planning Co-Chair
2) BUSINESS		
I. Nomination of Faculty Co-Chair (Action)	Alicia Aguirre was nominated for College Planning Council Co-Chair. No other nominations were made. Members of the College Planning Council unanimously elected Alicia Aguirre as College Planning Council Co-Chair.	Margie Carrington, College Planning Co-Chair
II. Instructional Planning Council and Student Services Planning Council Status Update (Information)	Eliazer Ayala-Austin is the Student Services Planning Council Co-Chair along with Melissa Raby. The SSPC will be meeting on the second and fourth Tuesday of the month from 10:00 a.m. to noon. Both Councils will be working on their Mission Statement and By-Laws.	Margie Carrington
III. Status of Reorganization (Information & Discussion)	A workload analysis to support the reorganization for the College was presented and included: <ul style="list-style-type: none"> • Current Org Chart of the College showing its current total FTE for full time faculty, classified staff, and hourly faculty • Functional areas examined were: <ul style="list-style-type: none"> - Workforce & Athletics Division, - Humanities & Social Services Division to include Language Arts, Performance & Visual Arts, and Behavioral & Social Sciences 	Gregory Stoup, Director of Planning, Research, and Student Success

<p>IV. Accreditation Road Map (Discussion)</p> <p>V. Student Learning Outcome Update</p>	<ul style="list-style-type: none"> - Science & Technology Division - Counseling - University Center • Workload Analysis with both quantitative and qualitative data was collected and reviewed – analyzing each functional area along 10+ dimensions to include: managing FT faculty, managing PT faculty, managing staff, program management, program review management, SLO management, Grant management, laboratory management, external partnership/relationship management, advisory board management, direct student support, and other important areas • Quantitative Information collected shown along with a sample of the Qualitative information collected <p>Reorganization proposal is to move:</p> <ul style="list-style-type: none"> • Library, Learning Center and TRiO to the Humanities Division • EOPS to Counseling & Enrollment Division • University Center to VPSS Office <p>Will continue to study the University Center Division Assistant position and determine where to place those hours. There may be a need to come back to the College Planning Council and ask for additional assistance where needed. Discussion occurred where concerns were expressed in moving the Library/Learning Center/TRiO to the Humanities Division. President Mohr informed those present that the reorganization will not occur until the end of the semester and that all comments would be welcomed.</p> <p>Reviewed our accreditation timeline and milestones reflecting all the work the College has done and will need to do for Accreditation. Concrete steps to guide us along are to establish priorities, identify specific tasks, define an executive team, and document everything we do. Five priorities we need to focus on are integrated planning, improve our Program Reviews, continue SLO development, staff planning and management, and establish a culture of inquiry. We also need to review and revise our Mission Statement.</p> <p>Reported that the College is making good progress with SLOAC across campus. An update was given on where we are with our assessments along with the workshops providing assistance with SLOs. The March 11th Flex Day will concentrate on SLOs with discussions on tracking data, samples of assessment and analysis, and show creative ways on using measures.</p>	<p>Thomas Mohr, President</p> <p>Gregory Stoup, Director of Planning, Research, and Student Success</p> <p>Carol Rhodes, SLOAC Coordinator</p>
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<p>3) BUDGET COMMITTEE UPDATE</p>	<p>The Committee met yesterday. Discussed and reviewed the By-Laws for the Budget Committee. Upcoming agenda items will include a review of the HSI Grant and Basic Skills budget. Kathy Blackwood will also be giving an update on the State budget at the second Budget Committee meeting in March.</p>	<p>Martin Partlan, Budget Committee Co-Chair</p>
<p>4) SENATE UPDATES</p> <p>Business, Workforce, & Athletics Humanities Science & Technology University Center Counseling & Enrollment Services</p>	<p>No Report No Report No Report No Report No Report</p>	
<p>5) DIVISION & COMMITTEE UPDATES</p> <p>Safety Committee</p> <p>Diversity Committee District Shared Governance</p>	<p>At their last meeting, the Safety Committee discussed ongoing issues related to construction. Reported that the campus identification with 911 calls has been taken care of.</p> <p>The Diversity Committee is reviewing the Student Equity Plan which needs to be updated. Will be discussing and looking into the free speech issue. The District Strategic Plan will be brought forward for review shortly.</p>	
<p>6) MATTERS OF PUBLIC INTEREST</p>	<ul style="list-style-type: none"> • Reported that our campus enrollment is up 7.7%, FTES is up 10.5%, and Load is up 9.8% • A mountain lion has been sighted in our area • Our District has performed a parking survey looking at the times of the day when parking lots 1,2, 3, and 7 reach capacity. Parking Lot 3 will be closed in mid April in order to begin construction on the Faculty/Staff housing. • Robert Hood and Greg Stoup are doing a study on what our College's loss rate is to Foothill/DeAnza. • Cañada will be hosting a party to celebrate its 40th birthday. Everyone is invited. We will be special t-shirts, spirit days, and other evernts leading up to the 2010 commencement ceremony. • The Health Center's Lifelong Wellness Health Fair will take place this Spring. • The topic of making Cañada a smoke-free campus was brought up and discussed briefly. 	
<p>7) ADJOURNMENT</p>	<p>The meeting was adjourned at 3:30 p.m.</p>	<p>Margie Carrington & Alicia Aguirre, College Planning Co-Chairs</p>