

Administrative Planning Council
Notes of November 28, 2011 meeting

Present: Interim President Jim Keller, Vice President Robin Richards, Roberta Chock, APC Chair, Vice President Sarah Perkins, Gregory Stoup, Mario Peña, Dave Vigo, Vickie Nunes, Robert Hood

Presentation of completed Annual Program Plans:

Discussed which groups should have a program plan as some areas don't lend themselves to SLOs or Annual Program Plans. VP Richards will do a plan for her work pertaining to student grievances. Spent time discussing how the Business Office and its various functions should set up and write a program plan. Vickie, Mario and Dave will follow-up. Robert presented the completed program plan for the Office of Communications. He and Roberta will update in January.

Forward position(s):

Even though the Business Office does not yet have a written program plan, because APC got started later than the other planning councils and the need is evident due to the start of the Plan Ahead-Pay Ahead program, APC agreed to place a .48% office assistant position for the cashier's office on the list of positions to be considered for this year's hiring timeline. Agreed that Greg, Robin and Sarah, all of whom sit on either SSPC and/or IPC will represent APC at the joint SSPC/IPC meeting on February 22, 2012.

Review who falls under APC:

Agreed that the following offices fall under APC: President's Office, Instruction Office, Student Services Office, Communications Office, Research Office, Business Office, CIUS.

Evaluation/review of APC:

Reviewed how APC has functioned so far, and agreed rather than meeting 'as necessary' that we would meet at least 3 times per year: mid-spring, summer, and early fall. This will allow units to complete and/or update their program plans and allow for positions to be placed in the hiring process in a timely manner.

Adopted Mission Statement:

APC, in collaboration and communication with SSPC and IPC, oversees the implementation of a comprehensive process for planning and assessing administrative services [instruction/student services] based on program review, the effective integration of student learning outcomes into program activities and services, and alignment with the college's mission and strategic goals. Develops, implements, and evaluates an Administrative Program Plan cycle (including staffing) and makes recommendations about policy.

Other:

Discussed the hiring process. VP Perkins expressed some concern that because of the culture at Cañada, and the 'bare bones' staffing throughout the campus, that the current 'bottom-up' hiring process may not always bring out some essential needs, and tends to address short-term needs and might not be

able to adequately anticipate long-term needs/trends/goals. For example, we currently have some programs that are staffed exclusively with adjunct faculty, but would require full-time faculty in order to receive recognition/certification from program governing bodies. The question is how to communicate to the entire campus issues of long-term needs that might not be apparent to people who are not directly involved.

Select chair:

Roberta Chock will continue as chair.