



Cañada College
COLLEGE PLANNING COUNCIL MEETING MINUTES
Thursday, February 5, 2009
1:30 to 3:30 p.m. – Building 3, Room 142

Members Present: Alicia Aguirre, Margie Carrington, Sarah Harmon, Martin Partlan, Gregory Stoup

Members Absent: Linda Allen, Roberta Chock, Student Reps, Thomas Mohr

Guests: Jenny Castello, Linda Hayes, Debbie Joy, Maggie Souza, Janet Stringer,

AGENDA ITEM	CONTENT	PRESENTER
1) APPROVAL OF THE MINUTES FROM JANUARY 29, 2009 (Action)	As there was no quorum, the minutes of January 29 th will be carried to the next meeting on February 19, 2009.	Margie Carrington, College Planning Council Co-Chair
2) BUSINESS		
I. Nomination of Faculty Co-Chair (Action)	This agenda item will be carried to the next meeting as there was no quorum.	Margie Carrington, College Planning Council Co-Chair
II. Instructional Planning Council & Student Services Planning Council Status Update (Informational)	Janet Stringer, Dean of Science & Technology, is the Co-Chair of the Instructional Planning Council. Reported that the IPC will be meeting next week. Melissa Raby, Dean of Counseling & Enrollment Services, is the Co-Chair for the Student Services Planning Council. No meeting date has been set yet.	Janet Stringer, Dean of Science & Technology
III. Accreditation Road map – Where We Are At/Next Steps (Discussion)	Discussed and reviewed Accreditation Strategy Development that included: <ul style="list-style-type: none"> • Accreditation Timeline & Milestones reflecting all the work the College has done and will be doing for Accreditation. • general framework the College will need to do to achieve Accreditation affirmation: <ul style="list-style-type: none"> - build a detailed plan/roadmap for achieving full compliance by October 2009, 	Gregory Stoup, Director of Planning, Research, and Student Success

<p>IV. Culture of Inquiry</p> <p>V. Evaluation of Decision Making Process (Discussion)</p>	<ul style="list-style-type: none"> - identify discrete tasks and action steps with timelines, - develop a framework of accountability for the completion of each task - document the process using ACCJC guidelines and conventions for documentation - meet regularly with Admin Council & College Council to check on progress, vet ideas, and calibrate tasking & timelines - develop the Follow-up Report that assures accreditation affirmation <ul style="list-style-type: none"> • Tools needed to guide the development of a roadmap: <ul style="list-style-type: none"> - ACCJC recommendations - ACCJC Accreditation Standards - ACCJC Rubric for Evaluation Institutional Effectiveness • ACCJC recommendations to the College linking them to the ACCJC Accreditation Standards. • ACCJC rubric for evaluating institutional effectiveness, where we are, where we need to be <p>This material was also presented at the Administrative Council meeting yesterday and what emerged from that meeting is that the College needs to focus on Program Review, mission alignment, and stay on track with its SLOs.</p> <p>Moved to next meeting on February 19, 2009</p> <p>With the College Planning Structure and Framework in place, the discussion focused on the evaluation of the three newly formed councils – College Planning Council, Instructional Planning Council, and Student Services Planning Council.</p>	<p>Margie Carrington, College Planning Council Co-Chair</p>
<p>3) BUDGET COMMITTEE UPDATE (Informational)</p>	<p>Budget Committee met yesterday and discussed the College’s hiring procedures and guidelines. Will be looking at the College budgets and begin with the Basic Skills budget in March.</p>	<p>Joan Murphy & Martin Partlan, Budget Committee Co-Chairs</p>
<p>4) SENATE UPDATES (Informational)</p> <p>Academic Senate</p>	<p>No Report</p>	

<p>District Academic Senate</p> <p>ASCC</p> <p>Classified Senate</p>	<p>Have been reviewing the District's Rules and Regulations – are currently up to Chapter 6.</p> <p>No Report</p> <p>Met on January 26th and had an SLO presentation, discussed District Board Policy 1.0, and appointed representatives for IPC, Jonna Pounds and SSPC, Rita Sabbadini</p>	<p>Martin Partlan</p> <p>Margie Carrington</p>
<p>5) DIVISION & COMMITTEE UPDATES (Informational)</p> <p>Business, Workforce & Athletics</p> <p>Humanities</p> <p>Science & Technology</p>	<p>Asked the College community to attend the sports games to support our teams.</p> <p>Drama production planned for April 30 through May 3rd. More information will follow.</p> <p>No Report</p> <p>It was noted that the Divisions and Committees will be asked to send a representative to report on their Division/Committee to the College Planning Council</p>	<p>Linda Hayes</p> <p>Sarah Harmon</p>
<p>6) MATTERS OF PUBLIC INTEREST (Informational)</p>	<ul style="list-style-type: none"> • Karen Suple would like input on how to better inform students with important information from the College i.e. available programs, scholarships etc. Suggested the Student Activities Office and the monitor going up in the A & R area. • A 911 emergency occurred on the first floor of Building 9. In calling 911 it was found that emergency services were directed to CSM as some of our phone lines show CSM. ITS has been asked to look into this and our Safety Committee will be asked to follow up on this matter. 	<p>Margie Carrington</p> <p>Margie Carrington Debbie Joy</p>
<p>7) ADJOURNMENT</p>	<p>The meeting was adjourned at 3:00 p.m.</p>	