



COLLEGE PLANNING COMMITTEE
Student Services Building, Small Conference Room
November 13, 2013, Meeting Minutes
Chair: Eric Peters and Co-Chair: Judie Price

Present: Kate Astor, Educational Research Resource; Eric Peters, Administration; Paul Nieman, College Facilities; Matthew Hank, SEIU 721; Sadaf Sehati, Academic Senate; Bruce Rosky, Administrative Resource

Absent: Greg Gilbertson, Accreditation; Judie Price, AFT 1521-A

The meeting was called to order at 3:10 p.m.

- I. A motion was made and seconded to approve the agenda.
- II. A motion was made and seconded to approve the October 9, 2013, meeting minutes.

Old Business:

- III. Review of the Charter:
The updated charter language was reviewed. There was general discussion on the time line of when the charter becomes effective, pending final approval of the president. There was additional discussion on vacancy of one co-chair of the committee. Once the updated charter is approved, the committee will elect a co-chair. The standing co-chair, Dean of Institutional Research will remain vacant, as the college is currently in recruitment for this position.
- IV. Self-Evaluation Validation:
The committee discussed finalizing the validation process, and sub-committee corrective actions based upon validation recommendations. The committee needs to obtain all action plans to facilitate monitoring and compliance. They will be requested from Lyn Clark – Bruce Rosky will follow up. There was general discussion on timing and follow up with sub committees on their progress toward corrective action. Eric Peters suggested creating a communication plan, and providing sub-committees benchmarks on collecting evidence. The committee will discuss further upon receiving all corrective action plans.
- V. Planning Calendar:
Committee discussed the need to wait for the college's strategic plan to be finalized before the CPC could begin to hold sub-committees accountable for updating their

various plans. The committees should be currently reviewing/evaluating the old plans. Committee discussed the use of a survey, sent to committee chairs, to facilitate routine reports on the status of each committee's plan. The committee will review at the next meeting questions/topics to include on surveys for routine reporting. Kate Astor will facilitate the survey through Survey Monkey.

New Business:

VI. Planning Cycle Evaluation:

The committee discussed need to evaluate the planning cycle. Further discussion at the CPC next meeting.

VII. Professional Development Plan:

The Committee discussed options for developing a college wide plan for professional development. There was general acknowledgement of various activities occurring on campus, and looked for a plan to tie up the existing elements of professional development, for academic staff and classified staff together. Among the existing elements discussed were FLEX days, supervisor training and EAP training. Committee agreed to explore best practices for professional development plans from other community colleges. For the next meeting Earic Peters will bring the plan/documents from LA city College, and Donna Mae Villanueva will bring the plan/documents from Pasadena City College.

A motion was made and seconded to adjourn.

The meeting was adjourned at 3:57 PM.

Minutes prepared by Bruce Rosky, November 18, 2013