

## College Planning Committee – Meeting Notes

October 29, 2015

### Attendees

Present: Veronica Avilla, Jason Bram, Anu Khanna, Brian Murphy, ~~Anita Muthyala-Kandula~~, Mallory Newell, ~~George Robles~~, Marisa Spatafore, Randy Bryant, Lorna Maynard, Susan Cheu

### Overview

Two new members were joining us so the committee received an orientation to the committee charge and membership. The group reviewed the website and documents posted as well.

Newell then proposed some changes to the committee membership which will need to be approved by College Council. Newell proposed to add an executive council member from both Academic Senate and Classified Senate to include leadership from both of these shared governance groups. It was also discussed to add an administrative position since membership currently only includes one administrator from College Operations and we wanted to expand the membership more widely. The group agreed and will take the idea back to their constituency group for input. Newell will also propose, via email, to formally add a member from the Equity Action Council, as they have been sending a member to attend each meeting but they are not a formal member. Once that has been completed, Newell will take the proposal to College Council for approval.

The committee then reviewed the Educational Master Plan, Institutional Metrics. Newell reviewed the way she developed the methodology to set the master plan goal, the aspirational goal and the standard. The committee was in agreement on this methodology. It was discussed that the CTE metric using Scorecard data may not be representative of our CTE students. It was discussed and agreed that Newell will add a metric from the CTE Outcomes Survey which shows the rate at which students who left our programs are employed full-time. Newell will develop the metric, share with the committee via email, then take back to College Council as information. Newell also shared the 6-year metrics for the IEPI indicators and showed the committee how the metrics have been incorporated into our Institutional Metrics where appropriate.

The committee then reviewed and updated the planning calendar for 2014-15. Newell will post the calendar to the planning page and the members will share the calendar with their constituency groups. There was discussion about the timing of our resource allocation process and faculty rankings for new hires, which happens in the spring, and the timing of posting and recruiting for new hiring positions. There was also discussion around the need for SLOs and PLOs to be completed by December in order to be incorporated into Program Review in the spring. The year of reflection was also discussed which happened last year, as a result, the planning teams reflected on their comprehensive program reviews and the IPBT had each of the instructional departments develop their equity plans. The equity plans will then be used for program review this year. The year of reflection also led to the development of the college wide equity inquiry tool.

The committee then worked to establish a timeline for the ACCJC self-study process. The committee agreed that instead of establishing separate groups assigned to a Standard, as done previously, that the existing governance groups will be responsible for particular Standards. The committee assigned Standards to groups and Newell will meet with each group to discuss the Standards assigned to them. The committee agreed that the shared governance groups should be responsible for reviewing the ACCJC training video in fall 2016 to prepare for writing the self-study. Newell will visit each shared governance group and provide them with the Master Matrix for Accreditation, where they can then begin to think about addressing each of their assigned standards, collecting evidence and noting ideas for the report. Newell will develop a proposal to take to college council for approval on the process for developing the self-study teams.

The committee then reviewed the goals for the year which include: reviewing and updating the six-year planning cycle (the quilt), continuing to collect information for the ACCJC Planning Agendas on the Progress and Completion Template, developing an Equity Driven Change Model to review the Educational Master Plan, and reviewing and updating the governance eHandbook and website

The next meeting of the committee will be early in the winter quarter.