

**Santa Barbara City College
College Planning Council
Tuesday, November 4, 2014
3:00 – 4:30 p.m.
A218C**

Minutes

PRESENT:

L. Gaskin, Chair, President
L. Auchincloss, President, CSEA
P. Bishop, VP, Information Technology
P. Butler, Chair, Planning & Resources Committee
R. Else, Sr. Director, Institutional Assessment,
Research & Planning (non-voting)
P. English, VP, Human Resources
J. Friedlander, Executive VP, Educational Programs
G. Maynetto, President, Associated Student Government
(non-voting)
J. McPheter, Classified Staff Representative
K. Monda, President, Academic Senate
D. Nevins, Academic Senate Representative
C. Salazar, Classified Staff Representative
P. Stark, Academic Senate Representative
J. Sullivan, VP, Business Services
L. Vasquez, VP, Academic Senate
J. Walker, Advancing Leadership Committee Representative
D. Watkins, Advancing Leadership Committee Representative

GUESTS:

L. Mass, Controller
K. O'Connor, Physical Health Education
A. Price, Educational Programs

1.0 CALL TO ORDER

2.0 ANNOUNCEMENTS

2.1 Gracie Maynetto reported positively on Halloween activities in the Isla Vista community.

3.0 INFORMATION ITEMS

3.1 Replacement of Budgeted Positions – P. English
None.

4.0 DISCUSSION ITEMS

4.1 2011-14 College Plan: Second Reading – R. Else (Att. 4.1)
The first reading of the 2011-14 College Plan took place at the September 2, 2014 CPC meeting. Mr. Else briefly reviewed the processes leading to the transition of the 2011-14 College Plan to the Educational Master Plan.

M/S/C (Friedlander/Nevins) to accept the 2011-14 College Plan. 15 approved. Motion passed.

4.2 2014 Educational Master Plan: Linkage between Strategic Plans and Program-level

Activities: Second Reading -- P. Butler and R. Else (Att. 4.2)

The first reading of the 2014 Educational Master Plan: Linkage between Strategic Plans and Program-level Activities took place at the September 16, 2014 CPC meeting. Dr. Priscilla Butler provided a brief overview of the previous discussion.

Dr. Butler presented a proposal for the creation of the Educational Master Plan's (EMP) annual report of the progress on Strategic Goals. Every year at a regular point in time, the college will take a snapshot of how it's progressing relative to the EMP. This snapshot will be comprised of three elements: Program Evaluation Committee's (PEC) summary of trends; featured instructional/co-curricular/student support programs and example activities per goal; and the quantitative part or Institutional Research's Measures of Progress (IR MOP). Dr. Butler used the term "meaningful and manageable" to describe the guiding principle of the annual report.

Attachment 4.2, page 3, EMP—Annual Report of Progress on Strategic Goals (Template) was reviewed. The template provides program managers with instructions for linking their programs' activities as they relate to a specific strategic goal. The due date for individual reports is mid-March. Pages 4-6 which identify the groups responsible for each EMP goal, was also reviewed. Dr. Butler proposed that CPC select one program to highlight each year. Discussion ensued.

It was noted that some programs such as One College, Student Equity Plan, and Student Success Program connect to multiple goals and programs.

The District Technology Committee (DTC) was assigned Strategic Goal 3.2 and President's Cabinet Plus (PC+) was assigned Strategic Goals 4.1 & 4.2.

It was further agreed that:

- The proposal for the Educational Master Plan's Annual Report process would be tried for one year and be subject to further evaluation by CPC.
- Two components of the report, PEC Best Practices and IR MOPs, will be utilized and CPC will remain open to experimenting with a third component, Featured Programs and Activities.
- The Academic Senate will be asked to identify those programs that best capture the academic year for Featured Programs and Activities.
- Robert Else will create an introduction to the plan describing the overarching initiative(s) to be featured.
- A clean, consistent document clearly naming and defining the three components of the EMP Annual Report process will be uploaded to the Institutional Research website.

M/S/C (Bishop/Nevins) to approve the revised 2014 Educational Master Plan: Linkage between Strategic Plans and Program – Level Activities. 15 approved. Motion passed.

4.3 Process for Review of 2015-2016 Resource Requests: Second Reading – P. Butler and L. Vasquez (Att.4.3)

The first reading of the Process for Review of 2015-2016 Resource Requests took place at the October 21, 2014 meeting.

Laurie Vasquez presented a brief overview of the process of ranking resource requests. She noted that each group/department will have its own ranking process which will be denoted in the resource request spreadsheet. After discussion regarding the spreadsheet tabs not currently assigned, it was agreed to bring the process back to CPC in spring 2015 to determine whether or not to include the “Other” tab in the 2015-16 Program Review.

Pursuant to discussion regarding the concept of return on investment as related to big ticket items, Dr. Gaskin suggested that such items be analyzed by department managers with consideration given to the item’s refresh cycle, required maintenance and licensing.

5.0 ACTION ITEMS

None.

6.0 ADJOURNMENT

6.1 The next scheduled CPC meeting will be held on Tuesday, November 18, 2014 in Room 218C, 3:00-4:30 p.m.