

Santa Barbara City College
College Planning Council
Tuesday, September 29, 2015
3:00-4:00 p.m.

Minutes

1.0 PRESENT:

L. Gaskin, Chair, President
P. Bishop, Vice President, Information Technology
M. Broomfield, Advancing Leadership Committee Representative
P. Butler, Chair, Planning & Resource Committee
R. Else, Sr. Director, Institutional Assessment, Research and Planning (non-voting)
P. English, VP, Human Resources
K. Monda, President, Academic Senate
M. Marino, Associated Student Government Representative
J. McPheter, Classified Staff Representative
M. Spaventa, Interim Executive Vice President
P. Stark, Academic Senate Representative
J. Sullivan, VP, Business Services
L. Vasquez, VP, Academic Senate

ABSENT:

L. Auchincloss, President, CSEA
K. O'Connor, Academic Senate Representative
C. Salazar, Classified Staff Representative
C. Smith, Advancing Leadership Committee Representative

GUEST SPEAKERS:

J. Friedlander, Executive Vice President
M. Moreno, Dean, Educational Programs

2.0 CALL TO ORDER

Dr. Gaskin welcomed members and guests to the meeting. She led a round of introductions beginning with members of the visiting Accreditation Team, Dr. Paul Murphy of Alan Hancock College, Ms. Mary Ann Sanidad of Gavilan College, and Dr. Walter Tribley of Monterey Peninsula College.

2.1 Approval of 9/15/15 Minutes

M/S/C (Vasquez/Butler) to approve the 9/15/15 minutes. Motion passed unanimously.

3.0 ANNOUNCEMENTS

3.1 Dr. Gaskin announced that agenda item 5.1 would be taken out of order.

4.0 INFORMATION ITEMS

4.1 Intent to Hire a Grant-Funded Coordinator – M. Moreno (Att. [AEBG Coordinator Job Description](#))

Dr. Melissa Moreno, Dean of Educational Programs, informed Council that the college has been awarded an Adult Education Block Grant (AEBG) in the amount of \$750,000. Dr. Moreno, the grant's lead, and the grant's consortium have decided to hire an AEBG Coordinator. She noted that the position will be temporary and funded only as long as the grant funds are available. In answer to Council's questions, Dr. Moreno responded that the grant is expected to be renewed in three years for the same or a higher award amount, and that the yearly budget for the position will be approximately \$109,000 including benefits.

4.2 Institutional Research Hiring Strategy – R. Else

Robert Else, Sr. Director, Institutional Assessment, Research and Planning, explained the intention to hire a Research Analyst to work with the current Institutional Research staff.

It was suggested and agreed by Council to take the proposal to Student Equity Program and Student Success and Support Program committees for further discussion.

4.3 Institutional Assessment Calendar and Integrated Planning Map – R. Else (Atts. [Assessment Calendar](#) and [Integrated Planning Map](#))

Robert Else presented the *Institutional Assessment Calendar* and the *Integrated Planning Process Map*.

Dr. Friedlander proposed linking the Student Equity Plan (SEP) and the Student Success and Support Program (SSSP) to the Educational Master Plan within the Strategic Plans of the Integrated Planning Process. His proposal prompted discussion regarding the significance of the programs within the structure of the college, and possible methods of incorporating the SSSP and SEP into the EMP and/or the Integrated Planning Process Map. It was agreed that Marilyn Spaventa would bring the issue to the next SSSP and SEP committees' meetings for discussion.

5.0 DISCUSSION ITEMS

5.1 Discussion with Members of the Accreditation Team – L. Gaskin

This item was addressed before item 4.1.

Dr. Gaskin asked members of the Accreditation Team if they had any questions or issues to discuss with CPC. The Accreditation Team declined.

5.2 Program Evaluation Committee Membership – K. Monda (Att. [PEC Committee Membership](#))

Dr. Kim Monda explained the Program Evaluation Committee's (PEC) rationale supporting the changes to its membership. Because PEC reports to CPC, Dr. Monda noted that the changes need to be approved by CPC before going into effect.

Program Evaluation Committee Membership will be included as an action item on the October 6 CPC agenda.

5.3 Review of the Educational Master Plan – J. Friedlander (Att. [Educational Master Plan](#))

Dr. Friedlander presented the Educational Master Plan (EMP) with emphasis on the plan's annual evaluation cycle as explained in [Section 4.0, Evaluation of Progress on the Strategic](#)

Directions and Goals. He reminded Council that each spring the Office of Institutional Research is to prepare an annual progress report of the EMP's Strategic Directions and Goals. The report is then scheduled to be reviewed by CPC. However, due to Council members' engagement in the development and management of other college programs and projects including the SSSP, SEP, Institutional Self Study, and Program Location and Land Use Master Plan, the first annual review of the EMP has not taken place.

Dr. Friedlander further noted that, as explained on page 15, Part 1, A, B and C, the plan calls for programs and activities to be implemented each fall. He noted examples of impending assignments. Discussion followed. One suggestion was to conduct the evaluation process in summer or fall rather than spring.

It was agreed to bring the agenda item back to CPC for a second reading on October 6 in order to identify a process for evaluating the Educational Master Plan.

5.4 Updates to the Resource Guide to Governance and Decision-Making – R. Else (Att. [Resource Guide to Governance and Decision-Making](#))

Dr. Gaskin explained that the Resource Guide to Governance and Decision-Making describes the college's governance structure and processes. The guide is updated on an annual basis. Mr. Else made note of the table on page 23 which records the cycle of documentation review and the changes that have been made since the guide's initial publication in March 2013. Dr. Monda noted that the Senate will be updating its bylaws this year and that subsequent changes will need to be incorporated into the Guide.

Following discussion, Mr. Else agreed to make some minor edits and bring the document back to CPC for second reading in November 2015.

6.0 ACTION ITEMS

6.1 Results of the Evaluation of the Two Summer Sessions – J. Friedlander (Att. [Evaluation of Two Summer Sessions](#))

Due to time constraints, this item was postponed until the next CPC meeting on October 6.

7.0 ADJOURNMENT

7.1 The next CPC meeting is scheduled for Tuesday, October 6, 2015 in Room 218C, 3:00-4:30 p.m.