Committee Name: CPC
Date: 10/1/2014
Time: 2:00pm – 4:00pm
Facilitators/Location/Chair: SAC 225E

Attendees: CPC Members
Guests: Click here to enter text.

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| Approval of Agenda Action | Victoria | 3 Min | • Approved  
• Welcomed substitutes: Rebecca Valdivia, Confidential and Ian Haslam for Kathie Welch. | • Approved | None |
| Approval of 9/17/14 Minutes Action | Victoria | 3 Min | • Approved | • Approved | None |
| New Committee Updates Info | Victoria | 30 Min | Received an update from our new committee Chairs:  
**PETL:** Vicki Fabbri  
Just in the planning committee stage currently. Membership consists of 4 faculty, 3 classified, 1 confidential and 1 management. Have had one meeting. Focus on the big picture. Web site has been created. Tasks: create a unified theme to bring all college units together. Following up on feedback for meritorious awards and current staff development committee to see how they will come together.  
**Questions/Comments:**  
• Are there ideas for training for SSSP? Yes and no. Faculty group has been thinking of things for a few years, with no budget. Least familiar with classified needs – but have some lots of ideas. Looking at mentoring, open mind-set kinds of things. Everyone at the | • Classified Prioritization: Will move forward and place this as an action item on the October Board Agenda. | Institutional Effectiveness |
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| college should be able to promote student success.  
- Will there be diversity training?  
Yes, we are talking about how to serve our diverse population. Things like registering, making sure that everyone knows how to serve different groups of students.  
- Is Flex week changing?  
Flex for spring and fall will continue as planned. Idea is to have opportunities for all staff & faculty.  
- Could some of the days that are reserved for flex be spread throughout the year?  
Nothing has been formalized yet. Professional development is not just about workshops, but program development, curriculum development, etc. A lot of PD goes on outside of flex week now.  
- If people are not on the committee but have ideas, how do they communicate them?  
There will be avenues for this; right now it is a planning committee. In the near future, send items through your constituency rep for consideration.  
- What about student input?  
We have student reps on many committees now. Appreciative inquiry is our goal. | | |
| IE: Terrence Willett  
Committee has met 3 times. Main charge is to maintain our accreditation. Also serves as the accreditation steering committee. Reps from PIO and Arc are on the Committee.  
Have developed priorities:  
1) Address the accreditation recommendations and document processes  
2) Focus on strategic planning outcome measures. Help folks to see if they've achieved their goals. | | |
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| 3) Provide proactive assistance with program planning. This will be done in conjunction with other committees. To-Do items:  
• Communicate accreditation standards.  
Have an IE website – it is in the “ghost” stage now, not fully complete yet, but will be soon.  
• Relationship between ARC and IE – clarifying roles and supporting each other. Going smoothly so far.  
• Analyze the program planning requests and how they relate to strategic plans. | | | | | |
| Questions/Comments:  
• Are our plans required to tie into strategic plans or student equity plan?  
Yes, we are moving in that direction. We have developed a template to help with this process. Might even share templates from other community colleges. Would like to create a global process that everyone can feed into.  
• What is relationship between IE committee and IT prioritization process?  
Not overseeing it, but will analyze the outcomes. The IT Director and each VP meet directly to address specific needs.  
• Is the committee intended to be small?  
Yes for now. After the first year reflections, we will probably expand. It is ultimately up to CPC to determine the membership. | | | | | |
| Classified Prioritization: Flor Chacon  
Committee has met twice. They had 5 applications; but two were hourly. Clarified that the committee does not approve positions, just prioritizes them. Some of the applications were very brief, which made it difficult to assess the need. Members needed to do some research | | | | | |
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| on their own. Priorities were based on student success and strategic plan. Going to meet again to revise the process. The IE Committee should be involved in the evaluation process. Will provide input to CPC about what the committee needs. Outcome:  
• 1) Student Services Assistant; application was well done.  
• 2) Fast Track to Work – Job Developer  
• 3) Box Office Specialist  
Questions/Comments:  
• Good job. Has committee considered having departments come and speak to the applications? No, only met twice; we will look at doing this for the next round.  
• Does the committee feel that the submissions allowed the members to test the process? One of the goals is to link with the strategic plan. Yes, but the applications could have been more detailed. Would like them to be more consistent.  
• When can we hire? FTW has funds from the county that have been available since 7/1; if we don’t fund by Monday, we will need to renegotiate our contract.  
• What happens if the money dries up? Can these positions be funded out of the general fund? No, not at this time – they would be layoffs. We would need to follow the contract with timelines, bumping rights, etc. This is why we are trying to tie positions into strategic plan.  
• If we are looking to cut faculty and adjuncts, what are we setting up our classified staff for?  
• Some of these positions are mandated – how do we address that? |
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| Student Equity Plan Info | Dennis | 30 Min | • Plan: drafted and on the CPC website. Committee is reacting to the draft.  
• Timeline: must submit by 1/15/15 to the Chancellor’s office. Board action: first read in December, approval in January.  
• 6 focus areas: Access, ESL/Basic Skills Completion, Course Completion, Degree & Certificate completion, Transfer and Student Success & Support Programs.  
• Committee members are segmented into groups for these specific areas.  
• Chancellor’s office realizes that the plan will most likely morph as time goes on.  
• Website has been set up.  
• Welcome suggestions. It is a work in progress – we are working very fast. The plan will not have specific details – those will go to departments to develop in depth. Terrence shared research data. We are not as far along as we should be on this, but are moving quickly to get up to speed.  
Budget: it is not final – these are some of the things we are    | | Student Equity Plan |
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| Board Policy Review Procedure Info/Action | Victoria | 20 Min | - PPTF is currently in place thru December. What does the council want to do moving forward?  
- Put on next meeting agenda – members will come back with recommendations. | • Committee members to come back at next meeting with recommendation. | Board Goals |
| October 6 Board Agenda Info | Victoria | 10 Min | - Add action item for classification process.  
- Get the list of donations to Melinda.  
- Budget augmentation spreadsheet? Do we have an action to proceed from the Group? Yes. | | Board Goals |
| Constituency Updates Info | Reps from all groups | 20 Min | **Faculty Senate:** Have had a couple of senate meetings which focused on enrollment; lots of ideas to increase enrollment. Kathie, Terrance and Paul presented a great presentation of why we are in this position. Good/positive session. Will continue to address ways to maximize tus. Communication between departments are key.  
**CCEU:** Staff development offered to classified for 5 seats in 6 classes; 28 seats are filled. Success so far. Classified are excited to be a part of PD. Feedback regarding registration priorities – concern that info that goes out is not always correct. Press release about DH: concerns about how we will address the wait list. Conversations about keeping “quiet” about this issue.  
**CCFT:** Enrollment discussions were successful. A bit more emphasis on the suggestions than on the number. Good to have everything out in the open. Evaluation section in the contract will be moving forward. Need to constitute the salary comparison task group. | | Institutional Effectiveness |
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<td><strong>Confidential:</strong> Nothing to report</td>
<td><strong>Student Senate:</strong> Concerns about DH program. Grand reopening for Cafeteria and welcome week went well. Concern about keeping cafeteria open after 3:00. Liked the news regarding community colleges offering BA degrees. Nursing students would like to pursue this. Have 30 clubs on campus. 2nd harvest campaign will start later this month. College wide support grants; will give out 30K in grants, hopefully by the end of next week. Would like to have diversity training. Kathie Welch responded to question about BA offerings: This is a pilot program and will not include nursing. Only includes things that are not offered by CSU’s or UC’s. More technical kinds of programs.</td>
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<td><strong>BP’s/AP’s Info/Action</strong></td>
<td><strong>Smoking Policy:</strong> Joe Nugent Disussed the new no-smoking policy. Will be going to the October board for a 2nd read. Will go into effect 1/1/15. Topic points:</td>
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<td>• Lots of debate about whether or not we should be a smoke free campus. • Safety committee agreed that we should be smoke free. • Will have signage going up all over campus after board approval. Both internally and externally, including website and student newsletter. • Includes all forms of smoking: vapors, etc. • Working proactively to get the word out to all</td>
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<td>• Will continue to bring updates &amp; New BP’s/AP’s throughout the year</td>
<td>Board Goals</td>
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<td>• Will there be an education campaign? Yes, smoking cessation programs will be offered by HR. • Faculty Senate has had many discussions about this topic; not complete acceptance for this. Need to reach out to these pockets of resistance. Perhaps use Patrick Meyer who can facilitate</td>
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<td>workshops around this topic.</td>
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<td>• What about those employees who work on Soquel Drive? Can we get signage letting people know that they need to be 20 feet away?</td>
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<td>• Student senate; concern is that everyone will congregate on Soquel Drive. However they are on board with the new policy.</td>
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<td>• Watsonville – will we have bilingual signs? Yes we will take this suggestion back to the safety committee.</td>
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<td>Agenda Building &amp; Summary Take-away Info</td>
<td>Victoria</td>
<td>5 Min</td>
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**Parking Lot:**

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<td>1. To be added during the meeting</td>
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**Meeting Summary or Take Away:**
1. To be added during the meeting

Effectiveness Links

1. Mission Statement and Core 4 Competencies (Communication, Critical Thinking, Global Awareness, Personal and Professional Responsibility)
2. Student Success
3. Enhance Institutional Effectiveness
4. Board Goals
5. Education Master Plan
6. Facilities Plan
7. Technology Plan
8. Program Plans
9. Student Equity Plan