

RESEARCH AND PLANNING COMMITTEE MINUTES

DATE: April 19, 2012

TIME: 3:00 – 4:30

LOCATION: Office of Instruction Conference Room 420 – 4th Floor Core

Members present: Gil Rodriguez, Ryan Pedersen, Bruce Cutler, Danielle Liubicich, Gail Newman, Ruth Goodin, Joe Meyer, Carol Hernandez, Miguel Mauricio, Margaret Hertstein

<i>Item #</i>	<i>Topic/Activity</i>	<i>Overview/Decisions/Action Items</i>
1.	Welcome	
2.	<u>Agenda & Minutes approval</u>	<ul style="list-style-type: none">• The agenda and minutes were approved.
3.	<u>Announcements & Planning Related Committee Reporting</u>	<ul style="list-style-type: none">• Ryan reported to SGC on this year's planning work. It was a good year with many accomplishments.• Nancy Ybarra emailed that she was very appreciative of the Program Review Feedback.• Enrollment management is developing a 1st draft of their plan which is tied to the strategic plan priorities and aligns with timelines.• Lots of plans are in the works.
4.	<u>Strategic Planning</u>	<ul style="list-style-type: none">• All the presentations of the S.P. were done.• Ryan sent out and received feedback through a survey.• All the information from the presentation's feedback, survey and remarks were updated in the S.P.• The new version was presented today and updates pointed out. The Strategic Plan is "college owned" and based on a number of factors, not any particular group. We want to be very clear these are college wide objectives. This is important!• Ryan asked what SGC may expect from his presentation. Suggestions were:<ul style="list-style-type: none">✓ Point out the revisions✓ Mention all the input used

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		<ul style="list-style-type: none"> ✓ Review the process ✓ Show the final product. <p>Come support Ryan at SGC on 4/25/12.</p>
5.	<u>TLC Membership</u>	<ul style="list-style-type: none"> • Need a planning representative on TLC. • Deans and Managers who are on TLC already can represent with Ryan as backup.
6.	<u>FA12 Comprehensive Review</u>	<ul style="list-style-type: none"> • Comprehensive Program Review is close. • Elements need to be determined as well as format for programs and units. • Define comprehensive Program Review-compare and contract from the past annuals. Everything we do, look out six years for long term objectives. • This could be in narrative form – a 5 year tab to update. • A subcommittee of Gil, Bruce, Ruth, Gail and Ryan will meet to plan.
7.	<u>Focused FLEX FA12</u>	<ul style="list-style-type: none"> • Wednesday August 15th – all day event. • Activity in the morning – something interesting, fun and light-hearted. The new Strategic Priorities theme could be tied into the day. • “Engaged Flex” was suggested and tie into campus engagement – SP #2. • Have information on Objectives –Activities – what they are. Use breakout sessions to do work on plans. • Present a good example. • Have Coaches and/or stations to talk about feedback. Talk through it. • Bring your Program Review and ask questions.

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		<ul style="list-style-type: none">• Goal to have 40 or 45 people.• Subgroup for planning Flex – Ruth, Ryan, Danielle.• Ruth will check with Myra Snell on some program review activities/ideas.
8.	<u>Program Review Application</u>	<ul style="list-style-type: none">• At our next meeting we will see a demonstration from Eng. Eng has been working on the P.R. backend. Elements are mostly the same.• The CSLO/PSLO tab will change some. It will match the cohort groups for the new assessment model.• Changes will be possible.• Past problems will be corrected such as the scrolling.• SharePoint was remotely accessible – the accessibility needs to be determined.• Do we want SharePoint or Insite. What are the advantages and dis-advantages. Ease of access is important.• Be clear on structure.• Allison, Ryan and some TLC members can assist in this development.

- Note-taker: Margaret, Meeting adjourned at 5 pm