Planning Committee
MINUTES
April 7, 2016   2:00 – 3:00 pm
Core Conference Room CO-420

Committee Chair: Bob Kratochvil

Recorder: BethAnn Robertson

Committee Members Present: Nancy Ybarra, Cecil Nasworthy, Paula Gunder, Leetha Robertson, Ruth Goodin, Silvester Henderson, Tabitha Romero, Gail Newman

Committee Members Not Present: Catherine Fonseca, Tara Dale Sander, Mary Oleson (alternate)

Item #	Topic/Activity	Desired Outcome	Information Discussion Action	Lead	Time (mins)	Meeting Notes:
CURRENT ITEMS						
1.	Welcome			Kratochvil		• Bob welcomed the Committee to our April meeting. Bob confirmed with the Committee that this meeting will be shortened to one (1) hour due to the Budget Forum beginning at 3:00 p.m. in L-109.
2.	Public Comment	Listen to our college community	I	Kratochvil	5	• Greg Stoup notified BethAnn Robertson that either him, Marilyn Sargent or both would begin attending every other Planning Committee Meeting. • Cecil noted that the Industry Technician Department will be hosting a job fair for ETEC, PTEC and Welding students. The job fair will include many of our industry partners and will take place in the Recital Hall on Monday from 9:00 a.m. to 12:00 noon.
3.	Agenda Minutes from March 3, 2016	Review and approval Review and approval	A A	Kratochvil	5	• Agenda was reviewed and approved (*Paula G. motioned, Cecil N. seconded; (7-0-0)* • Minutes were reviewed and approved with one correction to the list of "Committee Members Present", add Gail Newman (*Ruth G. motioned, Nancy Y. seconded; 6-0-1 abstention: Paula G.)*
	OLD BUSINESS					
4.	CCSSE Survey Update	Discuss timeline and status	I, D	Goodin	15	• The timeline for the CCSSE Surveys to be administered is from April 11th through May 6th. Surveys are to be returned to the University of Texas, Austin on or before May 11th. • Notifications and instructions to faculty teaching those selected course sections will be e-mailed tomorrow. The instructions will inform the faculty to select two (2) dates within the above time period that work best with their lesson plans. Faculty will send the completed form with their selected dates back to BethAnn who will then inform the respective Survey Administrators (Managers). BethAnn will then coordinate with

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						the Faculty and the Survey Administrators to select the date to survey the course section. BethAnn will serve as the liaison/coordinator between Faculty and Managers. • It is suggested that we plan a Professional Development activity (or a Monday meeting) around reading the data that arrives from the CCSSE Survey.
5.	Research and Data	Discuss possible Focused Flex activity on data and any updates from sub-committee	I, D	Kratochvil	20	• Unfortunately, there was not enough time nor availability to schedule a Focused Flex activity on data. The sub-committee will still continue and meet to plan a Monday Meeting on data for fall 2016. • It is commented that the Monday Meeting could be a starting point for developing a workshop series with Greg Stoup and/or Marilyn Sargent around data (i.e. asking the right questions to get the data we want, how to look at data, what do with the data, etc.). • **The Research and Data Sub-Committee consists of Ruth G., Silvester H., Tara S. and Tabitha R. This will be included as an agenda item again at the next meeting.**
6.	Program Review Submission Tool (PRST)	Discuss recommended modifications and status of implementing those modifications	I, D	Kratochvil/ B. Robertson	20	• BethAnn R., Bob K., Arzu Smith and Mike Becker met to review all of the Committee approved PRST modifications. BethAnn reviewed all of the modifications that will be implemented and not implemented. • There is an update to the issue of "Past Objectives" rolling over to "New Objectives". Mike Becker has proposed that a warning text box appear when the user clicks on the "New Objectives" tab. The text would inform the user that they must update their past objectives prior to entering new objectives and by clicking on the "OK" button below they agree that all of their past objectives will roll over to their new objectives. In addition, there will be a "Cancel" button also in the box in which the user can click on to take them out of the "New Objectives" tab and back to the home screen. Another addition would be after all of the past objectives have been updated and the user clicks to enter their new objectives, the past objectives that are not completed or abandoned and roll over will have a check box next to them indicating they are past objectives that have been rolled over. This would help the user differentiate their past objectives from their new objectives. • An "Ongoing" status has been added to the dropdown menu for status in the past objectives interface. • The coding is currently in place to remedy the issue with users entering or editing information in to the Program Reviews for other departments/programs. This will no longer be an issue.

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						• There will be a button added in to the Review and Verify interface for Deans only to upload their departments/programs unit reviews. • There will be a Reports/Data tab added to the PRST. Mike Becker had concerns regarding this becoming a "dump site" for non-pertinent department/program documents. BethAnn stated that she will work with the Deans and Department Chairs to ensure there is information provided to all programs and units, and in the PRST Training regarding the proper usage of this tab and the data limits for uploading information (i.e. no video, no audio, no high resolution pictures, etc.). • Ruth G. provided a handout to the Committee of the PRST changes to the Professional Development tab. The Committee reviewed the handout and approved of these modifications. • It is commented that next year is Program Assessment on all programs including certificates and degrees. Briana McCarthy is the new CSLO/PSLO Assessment Coordinator and should be involved in the conversations with IT pertaining to the modifications for Assessment. Every Program has to have a PSLO for each certificate and degree. A suggestion is to insert a button next to every certificate and degree in the tool to upload their program assessments. • There need to be an update in the tool of the courses in cohorts. There needs to be a conversation with the Office of Instruction and IT on how to get the information for the courses in the new cohorts and what that will look like in the PRST. • The recommended modifications to separate Law Enforcement Academy from Administration of Justice and EMS from Fire Technology are pending. The Committee needs to make a decision on how to determine which programs/departments/units are included in the list for Program Review in the PRST. It was decided one to two years ago that the programs/departments included are by Top-Code (provided annually by the State). If the Committee decides the change this we need to decide what programs/departments should be included in the list and what method is used to determine this list annually. • Student Retention and Support Services Program will be added as a department/program under Student Services in the PRST. • The number of spaces/boxes to enter collaborating departments/programs has been expanded to five (5). • **It is recommended that the list of programs/units/departments in the PRST be added to the next meeting agenda for discussion.**

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	NEW BUSINESS					
7.	Announcements			All	5	• All three (3) Colleges' Academic Senate have planned together the 1st Annual 4CD District Plenary Study Session for Monday April 11, 2016 at the District Office from 3:00-5:00 p.m. It will include 37-40 Faculty members from all three (3) campuses. • There will be a special Governing Board Meeting as they are moving forward with the search for the new District Chancellor. A consultant will be hired to facilitate the search. • Committee members inquired with Bob K. in to the search for a new Senior Dean of Planning & Institutional Effectiveness. Bob K. informed the Committee that there have been some proposals on various ways to structure the position and the Office of P&IE and he will inform the Committee has soon as a decision regarding the position is reached. • Come to the Industry Tech Job Fair on Monday April 11th in the Recital Hall from 9:00 a.m. to 12:00 noon. • There is a new Contract Education Program for BART.
8.	Building Future Agendas: • Frequency of Program Review Cycle • Discuss strategies to implement Integrated Planning • Regular Cycles for Surveys and Reviewing the College Mission • Discuss Administrative Unit Outcomes	Gather Committee comments and suggestions re these and additional agenda items	I, D	All	5	
9.	Adjournment					• Meeting adjourned at 2:55 p.m.
	Fall 2016 meeting dates??: September 8, October 6, November 3, December 1					