CPT MINUTES
October 14, 2013
UCEN 258, 3:00 to 4:30pm

Dr. Gribbons called the meeting to order at 3:00pm.

Present were: DVH, Gribbons, Wickline, Brezina, Devlin, Robinson, Mahn, Glapa-Grossklag, Wilding, Bogna, Foster, Theule, Bellas, Makevich, Carr, Dorroh, Alonso, Schrage, Stewart, Coleal, Meuschke, Temple, Torres, Brogdon-Wynne, Zuzevich, Acosta, Waldon, Harnish, Ritz, Michaelides, ASG representatives

UPDATES ON ITEMS IN PROGRESS

Global Collaborative Project (C. Acosta)
- An update from 3 of the 5 students who traveled to Nicaragua last June for 5 days was given, which included photos and videos showing highlights of the trip to Miravalle. This was a joint project with City of SCV, and included students representing Phi Theta Kappa, Alpha Mu Gamma and ASG.
- The students helped to purchase and install a new water system for the community. Donated T-shirts, flip-flops and new toothbrushes were distributed to them.

Dr. Van Hook suggested that for next year, these students work to establish a college-wide effort, similar to the Book of the Year initiative and work with the Inter-Club Council to involve more students, gather donations and create the care packages well in advance of their departure.

International Education (IE) Council Update (C. Acosta)
Dr. Acosta provided a PowerPoint noting:
- This is an important project which involved energetic students
- TecMilenio University has visited COC, and they are sending students to study ESL next summer for 2 and 4-week programs.
- COC will be visiting SBCC to discuss their involvement in IE at their campus.
- The IE has consortium study abroad meetings scheduled for Spain 2014 and England 2014.
- There are many IE activities coming up on campus, including Film Festival, Foreign Language films, International Poetry reading, Tertulias and Cultural Nights.

Accreditation (J. Buckley)
- All writing teams are under way and meetings being held to pull together the first outcomes for the Accreditation self-study.
- Steering committee meetings will begin Friday, October 25 and will continue every 3 weeks at 8:00am, as this is the time when most committee members are available.
- We are working to upgrade the existing webpage on Accreditation to include backup materials and documents.
- The internet page (public) with historical information from prior Accreditations will also be included.
- Resource documents will be included on the Intranet site for internal use.
**Factbook Update (B. Gribbons) (D. Meuschke)**
- The next updates will be later this month and will include annual (2012-13) data for degrees/certificates awarded and financial aid.
- Updates in February/March will include Fall 2013 data.
- Dr. Gribbons asked everyone to use the Fact Book data as they’re writing their standards so that the same data are being reported.

**Planning Board Policy (B. Gribbons)**
- There is a requirement for Accreditation Standards to have a Board Policy on Planning.
- The group was presented with the drafts of BP 1200 (District Mission) and BP 3250 (Institutional Planning) to review and provide feedback. Input was solicited with no comments.
- These will come forward in November to the Board of Trustees.

**Institute on Ethics, Law, and Public Policy Update (R. Waldon)**
- Patty Robinson has applied for and received a $1,000 grant from AAC&U for the Civil Rights Workshop to be held in the near future.
- A Speaker Series is planned for next semester.
- They have created curriculum through grant funding from Kristin Houser’s department to create two new courses in Hotel & Restaurant Management and the Business Department.
- We will host an Ethics competition headed by Kevin Anthony (Chair, Hotel & Restaurant Management), who has participated as a judge at Loyola Marymount University in the past. It will be open to other regional community colleges in our area.

**Student Success Task Force (SSTF) Update (M. Wilding)**
- On Sept 26, Jerry Buckley, Debbie Rio, Jasmine Ruys and Chelley Maple attended the SSTF meeting at the state Chancellor’s Office and they gave us the timeline for this effort.
- We have developed our internal timeline to align with that, and he will send out the information and what we have in the queue for fall 2014.
- Debbie Rio has presented an overview of this meeting to Full Cabinet, and everyone can learn about it (if they haven’t already), through a “road show” they are sharing with groups on campus.
- The 3SP (Student Support Services Program) rollover budget and startup money was revealed to get this effort off the ground.

**INFORMATIONAL ITEMS – UPDATES WERE PROVIDED AS FOLLOWS:**

**Status of Accreditation Planning Impacts (J. Buckley)**
- We have completed all but the last three of the 21 impacts that were included in the last self-study. One is no longer relevant, and the other two are ongoing items that will continue.

**Enrollment Management (J. Buckley)**
- A meeting is scheduled for October 15 at noon with outside consultants for Enrollment Management Modeling. We hope to acquire some new ideas to use as to how to use data for Enrollment Management.
Performance Indicators (D. Meuschke)
- There is a need for the college to change the nomenclature from institutional “targets” to institutional “standards” to be in alignment with ACCJC’s language.
- After reviewing the standards and the Feds definitions, it appears that COCs approach was a reasonable interpretation. The committee chose to increase our “floor” which was the baseline average by 5%. Thus, raising our “floor”, or now referred to as the 2015-16 “standard”. The standard should be one that encourages improvement.
- Some next steps for the committee are to:
  - Revisit the completion (success rate) standard as it may be set too high.
  - Add a CTE metric.
  - Continue review of the Principles of Redesign.
  - Identify content of Institutional Effectiveness Report.
  - Disaggregate the data.

Budget Update (S. Coleal)
- This will be the first year since 2007/08 where we might see some restored funding to start to grow back our FTES base, but the state is claiming there is no formula for this effort. It could leave us with no money for growth next year.
- There is ongoing concern about the Redevelopment Agency funding.
- We hope to backfill that shortfall, which equates to approximately $2M for COC.

Grants Update (T. Zuzevich)
- Since the September CPT meeting, we have received the following grants:
  - $10,000 for SBDC match from Wells Fargo
  - $1,000 for Civil Rights Workshop from AAC&U
  - $50,500 for MESA renewal from the State Chancellor’s Office
  - $99,000 for AOC renewal from the State Chancellor’s Office
  - $164,000 for nursing expansion renewal (for nursing salary) from State Chancellor’s Office
- Two new grants have just been submitted:
  - $100,000 over 2 years to Henry Mayo Newhall Foundation to renovate the lab space in Towsley Hall
  - $40 million over 5 years to lead the statewide project of creating a common assessment test. We should hear on this grant in 9 days.
- We are working on grants for a children’s reading corner in the Library, SCEEC, nursing, DSP&S, and Engineering.
- We are forming committees for larger upcoming grants, including TRIO, Title V, TAA and Economic and Workforce Development.

Facilities Update (J. Schrage)
- The recent Construction Update was emailed out.
- We have submitted projects to the state for funding from the passage of Prop 39 (November 2012) in the amount of $511,950 and we will begin once approved by the state.
**Legislative/Advocacy Update (E. Harnish)**

- The Legislative session ended Oct. 14. Governor Brown signed 800 bills, and 96 were vetoed.
- The Legislature will be in recess until December.
- The Governor signed AB955 (similar to AB515), which is a pilot project to allow 6 campuses (including COC) to offer fee-based credit courses through community extension programs.
  - Thanks to the ASG for their support of this legislation, particularly the support and work by former ASG president Michael Kramer (who traveled to Sacramento and helped to draft the resolution passed by ASG for AB955), and Fernando Vasquez, this year’s ASG president, who has also been very helpful in testifying in Sacramento.
  - Dr. Van Hook added for the purpose of context and completeness, that when we were involved in AB515, a number of steps were taken to share information on this with the staff and community. Specifically, she:
    - Met with the Academic Senate in a meeting held at CCC,
    - Held special meetings to review the topic (open to anyone to attend),
    - Discussed this initiative with fulltime faculty members (80 of whom initiated a letter of support for AB515),
    - Provided Talking Points on the subject, and distributed them at CPT,
    - Discussed it with the Advocacy Team and at All College meetings.
- Courses can only be offered in winter and summer session, which is consistent with CSUs and UCs.
- Colleges can only participate if they are overcap, and the earliest we could qualify to participate in this is Summer 2015.
- When our departments plan their offerings in the fall, and do not want to offer a class in this way or believe there is not a great demand for this, then that is their choice. It is self-determination on the part of departments.
- A “Q&A” will go out to faculty and staff about the bill and how it affects COC in the next few days. She asked that if anyone has questions to please call her directly.

**Mission Statement (B. Gribbons)**

- The last time this was updated was at a CPT retreat in 2010. At that time, a sub-committee was developed to address this topic.
- Accreditation standards require that we review the Mission Statement regularly (no definition of it is specified).
- There was a question and answer period and various ideas were shared including the incorporation of new words and phrases, such as “global community”, “global perspectives”, “technology”.
- Drs. Gribbons and Wilding will incorporate these ideas, put a draft together, and send it out to the full committee by Friday, October 25th.

Dr. Van Hook:

- The Mission Statement is an important Policy that a Board of Trustees will review and be asked to adopt. It sets the backdrop for the Strategic Plan and is influenced by all departments on campus.

As the meeting ended some announcements were made:

- Mr. Waldon asked everyone to send him their topics for the next meeting.
  - Dr. Van Hook asked that a status report from each of the Accreditation Standard co-chairs be presented, as well as a walk-through of the new website for Accreditation.
- Dr. Van Hook noted that all committees and chairs have submitted their information for the Decision Making Guide. Eric Harnish will circulate a draft within the next two weeks.

The meeting was adjourned at 4:30 pm.
COLLEGE PLANNING TEAM AGENDA
Monday—November 18th, 2013
3:15pm-4:45pm (for November only)
UCEN 258

Updates on Items in Progress:

I. Status Report on Accreditation Standards & Review of Accreditation Website
   (J. Buckley)
II. Mission Statement Update (M. Wilding)
III. Staff Survey (D. Meuschke)
IV. Community Survey (B. Gribbons)
V. Status of Transfer Degrees (J. Buckley)
VI. Student Success Plan of Action: Local and Statewide Perspectives (M. Wilding)
VII. Policy Changes (D. Van Hook)

Standing Items: (Updates to be provided prior to meeting)

I. Enrollment Management (J. Buckley)
II. Performance Indicators (B. Gribbons)
III. Budget Update (S. Coleal)
IV. Grants Update (T. Zuzevich)
V. Facilities Update (J. Schrage)
VI. Legislative/Advocacy Update (E. Harnish)