

San José City College
 Planning Council
 Location: SC-204
 9:00-11:00 a.m. Minutes
 September 6, 2013

Members Present:

MSC	FACULTY	CLASSIFIED	STUDENT
Duncan Graham Dr. Elaine Burns Sean Abel	AS- Charles Heimler AS- Padma Manian AS-Vacant AS-Vacant FA-Marc Sola	CSEA-Laura Garcia CSEA-Sue Hager CSEA-Deanna Herrera CSEA-Heidi Hoffman	Larry Harris Andrew Phelps

- **Absent Members:**
- **Minutes:** Sandra Gonzalez

Call to Order:

Meeting called to order by committee chair Duncan Graham 9:05 am

1. Welcome and Introductions:

2. Adoption of the Agenda:

Motion to approve agenda-Sean Abel
 Motion passes

3. Approval of May 17, 2013 CPC Minutes/Suggestions:

Motion to approve minutes with minor corrections-Sean Abel
 Motion Passes

4. Public Comments:

None

5. CPC Public Comments:

Larry Harris was omitted from the CPC distribution list and would like to be added back on.

6. Action Items:

- Review the committee charge and membership:
 Charles Heimler: The current charge dated 2011 presented at today's CPC meeting has not been voted on by the committee and has not been vetted through the different constituency groups.
 Padma Manian also suggested that since the CPC's duties are based on administrative decisions it would be good to have co-chairs in the spirit of shared governance and to have faculty serve as co-chairs
 Sue Hager commented that as a classified member she would feel left out if classified were not part of the co-chair. Sue also mentioned that we should have an organizational chart of all the standing committees on campus and the reporting structure.
 Duncan Graham: We will place the current CPC charge on the next agenda. Charles will send out the charge he has and the committee can review both charges. We should also look at all committee charges and make sure they align with the accreditation standards. We will also update the org chart for committees.
 Sean Abel-**Motion to Accept 2011 CPC Charge for next two meetings**
Motion Passes

7. Information Items:

- **Program Review:**

Program Review is the foundation for resource allocation and moving forward should be the foundation with planning. Interim Vice President Duncan Graham is currently working with Executive Director of Research & Institutional Effectiveness Tamela Hawley in getting data needed for program review and making sure it is accurate data. There are some departments that have their Comprehensive Program Reviews that are scheduled this year and if you are not going through the Comprehensive then an Annual Program Review must be completed.

- **Accreditation Mid-term Report:**

We are hoping to have the Accreditation Mid-Term Report as an action item on the October 4th CPC meeting. We would like to have all comments and input from all constituent groups by September 23rd. This will give enough time to incorporate the comments into the report. Send your comments to Duncan Graham, and please send helpful and constructive comments. The Mid-Term Report has to be sent out by October 11th.

Charles Heimler: Academic Senate may not vote on the report until the October 1st meeting and it might not be voted on at that time. The AOT knew the Academic Senates expectation was that they were going to get the first draft of the report at the April 21st meeting but that did not happen.

- **Campus/District Standing Committee Review:**

We are working to have an updated list with all the current lists of standing committees and members. We will be working with each committee chair to get a roster of their current membership and current committee charge. Once this is updated it will be posted onto the website.

- **Re-Design:**

The District Office has asked that each campus look at their current organizational structure and identify areas that are lacking personnel. Duncan is working with each of the academic deans and Dr. Burns is working with the Student Services area, but we also want to find out if there are other areas campus wide that people feel isn't being addressed in our current structure. This is where it is important that staffing requests are in your program review. The need for additional personnel should be stated in your Comprehensive Review if it wasn't there then you'll need to put it in the annual update. This process will take time to develop over the course of the fall semester. It will be presented to each of the constituency groups to get feedback. The colleges are expected to present the Re-design to the board sometime in December.

- **Curricunet :**

Curricunet is curriculum management software that will house all course outlines, SLO's, and assessments. It is the same system the state uses and will change the way we report to the state. The district has entered into an agreement with Governet for implementation. EVC has made the decision to go live with this in fall 2014 and SJCC will also like to follow the same timeline.

Charles Heimler had concerns that the campus just purchased TracDat and now we are moving to another software program. The Faculty was not given any notice of this change and was not given an opportunity to give input. In the future these types of decisions need to be brought to the faculty to have an opportunity to give input.

The transition to Curricunet will not happen all at once. We will still use TracDat to enter data until Curricunet is fully set up with all components. Curricunet will help the college be more efficient and accurate.

- **Moodle on Remote Learner:**

Moodle is the course management system we are currently using now and the remote learner is a pilot program with EVC and SJCC. This is a cloud based platform and is supposed to make the infrastructure better and more user friendly to the faculty. This will have no effect to the students.

8. Participatory Governance Reports:

This is the first standing committee meeting of the semester and not all committees have met yet to give reports. Duncan will contact each of the chairs of these committees to see if they have any reports to make at the next CPC meeting.

Dr. Burns also mentioned that we need committee members to serve on these committees. We are looking for members who are committed and are willing to participate and do the work.

Dr. Breland mentioned that we have a committee report schedule so that committees can come to CPC on a specific meeting and give their 5-10 minute report.

- **Campus Technology Committee:** No Report
- **Diversity Advisory Committee:** Next meeting Monday, October 14, 2013 at 3:00 pm, in SC-204
- **Facilities Committee:** No Report
- **Finance Committee:** Next meeting Monday, September 9, 2013 at 3:00 pm, in SC204
- **Instructional Policies and Curriculum Committee:** Next meeting Tuesday, September 24, 2013 at 1:45 pm, in L-307
- **Student Success Committee:** Next meeting Thursday, September 19, 2013 at 2:30 pm, in SC-104
- **Safety Committee:** Next meeting Thursday, September 12, 2013 at 3:00 pm, in SC204
- **Strategic Planning Committee:** No Report

9. Other:

- **ASB Reports:**

Larry Harris: We had a successful welcome week. The Media club will be doing a play by play broadcast of the SJCC Football game this Saturday night, September 7, 2013. The ASB is planning a Dance on Thursday, September 12, 2013. The student election will be coming up in October.

10. Announcements:

Andrew Phelps: The Mexican Heritage Plaza will be premiering Teatro Visión's new play Macario this will be held on October 10-20th.

Sean Abel: San José City College will be hosting Voices in Harmony, current Northern California chorus champions, presents an autumn concert featuring a cappella singing in the Barbershop style and beyond. This will be held in the Theater on Saturday, September 14, 2013.

Meeting Adjournment:

Motion to adjourn meeting at 10:09 am

Motion Passes