

COLLEGE OF THE SISKIYOU  
**PLANNING COMMITTEE MEETING**  
Wednesday, September 30, 2015  
3:00 – 4:00 – DLC 4/Yreka Campus 5

PC Members

- ✓ Josh Collins
- ✓ Eric Houck
- ✓ JonMichael Patterson
- ✓ Steve Reynolds
- ✓ Bart Scott
- ✓ Todd Scott
- ✓ Patrice Thatcher
- ✓ Scotty Thomason
- ✓ Mike Tischler
- Alison Varty (Sabbatical 2015-16)
- Stephanie Wroten
- Sheila Grimes, Recording Secretary

**MINUTES**

1. **Discussion – EMP Draft Measurable Objectives (45 Min)**

The Committee reviewed each of the EMP (now IMP) measurable objectives sections and made suggestions for how they might be improved or refined. The following ideas and feedback were given:

STA #1 – Removing Barriers/Streamlining Processes

- Objectives defined should take advantage of any existing survey instruments developed locally as well as external surveys (i.e. Noel-Levitz)
- Assessment of our internal processes should be separated from our assessment of student-related/external processes.
- An important first step should be to document our processes in order to better understand how they should be improved.
- Identification of the issues once the processes are defined or described will be an important step. The upcoming Ellucian Action Plan work with Banner should also help to identify related issues with processes and barriers.
- Resolving issues with CurricUNET should be a recommendation.
- An objective should be to migrate away from paper-based routing/filing/etc. to more electronic-based options.
- We need to understand and capture student information before they arrive as “students” at COS.
- Improving our student application process should be a recommendation.
- How can we truly accommodate 100% of our students at COS?

STA #2 – Student Success

- The objectives should be strongly correlated to the Institutional Set Standards, Institutional Effectiveness metrics, and Scorecard results.
- Avoid using vague numerical values, but designate percentage increases/decreases.
- An objective should be to assure students’ future success via class availability.
- Should we be measuring “life” success somehow?

STA #3 – Data Quality

- Gathering data is not the intended end result of this strategic target. The true goal should reflect that it was ultimately acted on.
- Have there been climate surveys in the past? If so, how can we harness the results to improve decision making?

2. **Discussion – Planning Day Objectives (15 Min)**

Due to time constraints, discussion of Planning Day was postponed until the next meeting.