

COLLEGE OF THE SISKIYOU  
**PLANNING COMMITTEE MEETING**

Wednesday, December 2, 2015  
3:00 – 4:00 pm – DLC 8/Yreka 5

PC Members

- ✓ Josh Collins
- Sheila Grimes
- ✓ Eric Houck
- ✓ Jon Michael Patterson
- ✓ Steve Reynolds
- ✓ Bart Scott
- ✓ Todd Scott
- ✓ Patrice Thatcher
- Scotty Thomason
- ✓ Mike Tischler
- Alison Varty (Sabbatical)
- ✓ Stephanie Wroten

**MINUTES**

1. **Action – Review Meeting Minutes from 11/18/15 (5 Min)**

Minutes were not yet available for review for this meeting and tabled for approval until next meeting.

2. **Discussion – IMP Draft & QFE (20 Min)**

The Committee reviewed the final draft of the Institutional Master Plan (IMP) before it goes to College Council for a first reading on December 8, 2015. A review of the Quality Focus Essay was made and noted that the draft was not reflective of some of the modifications that had been made to that portion of the Accreditation Self-Evaluation Report, but said modifications will be included before College Council votes to approve it in January. Discussion was also had as to the role of other planning documents (Facilities Master Plan & Technology Master Plan) and potential inclusion of them in the IMP, but determination was made that these would be reviewed and incorporated into the Planning by Design handbook in the Spring 2016 Committee activities.

3. **Discussion – Committee Self-Evaluation (20 Min)**

The Committee reviewed the agendas and minutes from the Fall 2015 semester and began its self-evaluation using the form which was used last year. Major accomplishments for the year included: Increased Administrative support, Student Body representation on the Committee, and completion of the new IMP. Obstacles identified included the lack of meetings over the summer. Recommendations for improving process or efficiency were Enhanced Communication to the campus regarding institutional planning. As a first step in that improvement, it was recommended that the IMP draft be sent out via email for feedback immediately after College Council for the entire institution to review. Eric will send out an email on behalf of the Committee on December 9, 2015 requesting feedback from the campus community.

4. **Discussion/Action – Spring 2016 Meeting Times (10 Min)**

Based on feedback from the Committee, Tuesdays after 3:30pm appear to work best for all members for the Spring 2016 semester. Since the first day of the semester is on a Tuesday this year because of the Martin Luther King holiday, the first meeting of the Committee will be February 2, 2016.

The possible need to meet at least once next summer was proposed and will be considered during the course of regular meetings next semester.

Eric Houck thanked the Planning Committee for their hard work this past semester and year prior in preparing the IMP Draft and revising the Institutional Goals to begin our next planning cycle.

The meeting adjourned at 3:45 p.m.