

COLLEGE OF THE SISKIYOU  
**PLANNING COMMITTEE MEETING**

Tuesday, November 15, 2016  
3:30 – 4:30 pm – DLC 8

**MINUTES**

PC Members

- ✓ Josh Collins
- ✓ Vickie Donaldson, Notetaker
- ✓ Nancy Funk
- ✓ Mike Graves
- Melissa Green
- ✓ Eric Houck
- ✓ Michelle Knudsen
- ✓ Steve Reynolds
- ✓ Taylor S
- ✓ Bart Scott
- ✓ Todd Scott
- Bob Taylor
- ✓ Mike Tischler
- ✓ Chris Vancil

**1. Discussion – Standing Committee Annual Report Form**

College Council approved this form pending approval from other committees. This form relates to Standard 4. It's not really an evaluation instrument; it's a list of what the committee accomplished during the year. It asks for accomplishments but doesn't ask how we could do things better, etc. The Budget Committee decided it was more of an annual report, rather than an evaluation. They included everyone's ideas on the report.

The Planning Committee recommended:

- ❖ Don't limit the number of major accomplishments, obstacles/problems, recommendations for efficiency, or review of goals (delete numbers 1-4).
- ❖ This form was used last year. Nancy suggested using the form for 2016-17 and then modifying the form if needed for next year.
- ❖ Chris suggested making an actual evaluation form to determine how things worked.
- ❖ It's a good form, but is missing the final piece about how things worked.
- ❖ Each committee member fills out the form and the results are compiled into one document and then discussed in an open discussion to work through misconceptions.
- ❖ On page 2, in the Committee Goals box, for every goal add: expectation met, not met, etc.

Need a better evaluation tool. The Planning Committee is probably not the committee to revise the form and look at the process though. Should possibly be the charge of College Council.

**2. Organization Chart**

Chris Vancil revised the organization chart.

- ❖ PAC is not an advisory committee, but an information sharing committee. It's a management team meeting.

- ❖ None of these bodies make decisions; they make recommendations to their VPs, who then moves it forward to the President.
- ❖ The Budget Oversight Committee should be a dotted line from College Council or on the same line as Planning Committee or dotted line from Planning Committee to College Council.
- ❖ Don't know if its Planning Committees job to change the governance structure.
- ❖ Faculty, CSEA, President should discuss the governance structure.
- ❖ Planning Committee's major responsibility is to oversee the educational master plan to ensure that it is carried out.
- ❖ This new structure should be discussed with the President. Nov 29<sup>th</sup> is Chris's next meeting with Scotty, but he will try to see him next week to discuss structure.
- ❖ This committee should move ahead with IMP to determine what has been done and what needs to be done.
- ❖ Planning Committee needs to complete the implementation grid.
- ❖ Todd will send out the implementation grid again so that everyone can look at it and discuss.

The meeting adjourned at 4:35 PM.