

COLLEGE OF THE SISKIYOU  
**PLANNING COMMITTEE MEETING**

Tuesday, January 24, 2017  
3:30 – 4:30 pm – DLC 8

**MINUTES**

PC Members

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

**1. Action – Review Minutes from 12/13/16**

The minutes from 12/13/16 were approved with corrections. All in favor.  
Item 2, second sentence “as” will be changed to “has” and the following sentence added: The implementation plan has been used at COS in the past.

**2. Discussion – Status of Updates on Other Plans**

The other two VPs were not in attendance so no updates were given on other plans. Todd mentioned that a Transfer Center plan is noted in BP 3250, as well as a Cooperative Work Experience plan. We have not had a Transfer Center for at least 10 years, although the Counseling Office has transfer material. No one is aware of a Transfer Center plan. There was a Work Experience plan in the past, but we are not sure if it still exists. We will try to track down these plans.

**3. Discussion – Develop Strategies for Implementation Plan**

- Program review will be moving to a 4-year cycle, but a schedule has not yet been established.
- Budget decisions will need to be made as soon as possible.
- Instructional equipment funds will be allocated differently this year. We will be backfilling with items on the instructional equipment list from last year. It is unknown if there will be money for the current years instructional equipment requests. Vickie and Todd will look at last year’s list to determine what is still needed.
- There will be an integrated planning manual that we should follow that will include all timelines
- We need to have the plan drive the budget
- The job of the Planning Committee is to look at what we currently have and make recommendations on what we need. We need to come up with a model and lay some groundwork.

- The organization structure should go to College Council and then the Board for approval
- There should be a budget priority list and if the state budget gets cut than the bottom priorities are deleted
- Need input from Nancy Funk and Melissa Green to finish the implementation grid

Bart would like to establish timelines for program reviews.

- Program review budget requests done by the end of September
- Deans will have two weeks to look at and make recommendation to VPI
- Everything to VPI by mid-October
- Deans and VPI prioritize requests by end of October
- Instruction Council looks at prioritized list from Deans and VPI at the first IC meeting in November where they can re-prioritize
- To College Council second week in November
- To Executive Cabinet at first meeting in December (informational discussion)
- Report changes back to College Council in January

#### **4. Other**

No other items were discussed.

The meeting adjourned at 4:27 PM.