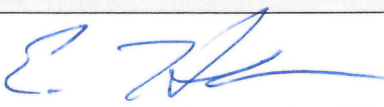


College of the Siskiyou
Campus-Wide Standing Committee
Self-Evaluation Form

Committee Name		Planning Committee			
Committee Charge (Summary)		The Planning Committee serves as the primary advisor to the campus governance body on the Institutional Goals, Educational Master Plan, and associated planning and assessment efforts leading toward the college's Vision. The Planning Committee monitors the Institutional Goals and related Area Goals, Outcomes, and Measurable Objectives. The Planning Committee reviews Program Review Documents from an Institutional Perspective to improve the implementation of the college Vision Statement. The Planning Committee works closely with the Budget Committee, ensures a link between planning and budgeting, and advocates for the priorities of the Vision, Institutional Goals, and Educational Master Plan within the Budget Development Process.			
For Academic Year:		2015-16		Date of Evaluation: 5/10/2016	
Month	Mtg Date	# Members Present	Agenda Sent 1=Yes 0=No	Minutes Posted 1=Yes 0=No	Please list the major issues or tasks addressed at each meeting
Aug	26	6/9	1	1	EMP Draft template started; Planning terminology (goals, targets, strategic intents, etc.); Goals for Fall 2015 semester.
Sep	2	6	1	1	EMP Draft development.
Sep	9	-	-	-	CANCELLED – No quorum.
Sep	16	8/11	1	1	IMP Draft development; Additional reps added.
Sep	23	6	1	1	IMP Draft development – Strategic Target Areas; Fall Planning Day objectives.
Sep	30	7	1	1	IMP Draft development – Measurable Objectives.
Oct	7	8	1	1	IMP Draft development; Fall Planning Day agenda.
Oct	21	6	1	1	Planning Day feedback; IMP revisions.
Nov	4	-	-	-	CANCELLED – No agenda items.
Nov	18	7	1	1	OPEB review; IMP Draft edits; ASB review of IMP; Facilities Master Plan integration; IMP adoption process timeline.
Dec	2	9	1	1	IMP modifications re: Accreditation; End of Semester Committee Self-Evaluation; Spring meeting times.
Jan	19	-	-	-	CANCELLED – First day of semester due to MLK holiday.
Feb	2	7/10	1	1	IMP Feedback; Budget Development Timeline review; Spring 2016 goals; Administrator membership change.
Feb	16	7	1	1	Planning by Design improvement.
Mar	1	8	1	1	Planning by Design revisions; Q&A with ACCJC visiting team; 2016-17 budget request for Planning.
Mar	15	9	1	1	Accreditation visit review; IMP Implementation, forms, and strategy; Planning by Design revision taskforce report; Planning Committee role in governance.
Mar	29	-	-	-	CANCELLED – Spring Break.
Apr	12	-	-	-	CANCELLED – Missing key membership.
Apr	26	6	1	0	Implementation guides; 2015-16 Committee self-evaluation form feedback; Planning by Design revision taskforce report.
May	10	5	1	0	2015-16 Committee self-evaluation; 2016-17 Budget feedback; Planning by Design revision taskforce report.
Avg Attendance		7/10*	14/14	12/14	
* - Committee membership fluxuated this year (VPI added, Student rep added, only one CSEA rep, one Faculty rep on sabbatical)					
Major Accomplishments or Achievements in Past Year			1. Completion of the 2015-2020 Institutional Master Plan (IMP).		
			2. Increased Administrative support w/addition of VPI.		
			3. Student Body representative added.		

	<p>4. Inclusive, campus-wide IMP development/revision process.</p> <p>5. Snacks at meetings.</p>
Major Obstacles or Problems with Committee	<p>1. Lack of summer meetings.</p> <p>2. Clear integration of budget development and institutional planning.</p> <p>3. Unclear direction for future committee membership.</p> <p>4. Timeliness of minute generation for committee meetings and representative member usage.</p>
Recommendations for Improving Process or Efficiency	<p>1. Enhanced communication with campus regarding Institutional Planning.</p> <p>2. Development of clear governance flowchart which identifies committee's place within reporting structure.</p> <p>3. Return to regular review of other master plans, program reviews, and institutional survey results.</p> <p>4. Request input from Administration in addressing need for summer meetings, committee membership, and dedicated secretary.</p>
Review of Goals from Previous Year & Related Institutional Goal	<p>1. Communication with campus was well done in an EMP development year that required a focus on updates on the revision/adoption process. Will need to transition as implementation begins/continues for the remainder of the planning cycle. Will keep as goal for 2016-17.</p> <p>2. The transition from EMP to IMP resulted in significant simplification of the document. Additional optimization of planning processes and procedures continues as the Planning by Design handbook is finalized. Will modify goal to focus on implementation processes for 2016-17.</p> <p>3. Additional progress made with regard to integration of planning with budget & program review. Will keep as goal for 2016-17.</p>
Committee Goals (if appropriate) for Coming Year and list Related Institutional Goal	<p>1. Communicate regularly with campus regarding IMP status. Related to Institutional Goal: 2, 3</p> <p>2. Simplify implementation of planning processes and procedures. Related to Institutional Goal: 2, 3</p> <p>3. Improve integration of planning with budget & program review. Related to Institutional Goal: 1, 2, 3</p> <p>4. Complete revisions/improvements to Planning by Design handbook. Related to Institutional Goal: 3</p>
Chair/Co-Chair Signature	<p>X </p>

<i>Typed or Printed Name</i>	ERIC HOUCK
Chair/Co-Chair Signature	X
<i>Typed or Printed Name</i>	

College of the Siskiyous Institutional Goals
Goal #1: Promote and support educational goal completion for all students.
Goal #2: Sustain institutional health and vitality to meet the needs of the community.
Goal #3: Evaluate institutional effectiveness for continuous improvement.

College of the Siskiyous Mission
<i>College of the Siskiyous promotes learning and provides academic excellence for the students of Siskiyou County, the State of California, the nation and the world. COS provides accessible, flexible, affordable, and innovative education leading to associate degrees, certificates, college transfer, career and technical education, workforce training, and basic skills preparation.</i>