

COLLEGE OF THE SISKIYOU  
**PLANNING COMMITTEE MEETING**  
Thursday, March 19, 2015  
3:30 – 4:30 – DLC 4 and Yreka 5

PC Members

- ✓ Josh Collins
- ✓ Eric Houck
- ✓ Steve Reynolds
- ✓ Bart Scott
- ✓ Patrice Thatcher
- Scotty Thomason
- ✓ Mike Tischler
- ✓ Alison Varty
- Stephanie Wroten
- ✓ Jan Keen, Meeting Recorder

**MINUTES**

**1. Minutes**

Minutes from the 3/5/15 meeting were approved (Collins, Reynolds)

**2. Budget Request Status (Discussion/Action)**

Nancy Funk responded to Eric's memo regarding a request for the PC to have a budgeted amount for Goal Completion incentives. She is expressed confusion about how it would be used – Similar to instructional equipment requests? Something else? This resulted in the committee discussing ideas. Eric would welcome emails with suggestions; tangible ideas that ideally complement the themes:

- PC-gatherings, trainings for committee.
- Using incentives to promote/complete activities.
- Ideas that need funding to help complete implementation plans.
- Can help to motivate completion when some loose ends are all that is in the way.
- Eg. Tech goals that required efficiencies in printing to save paper – may have needed equipment or software that tech funds weren't allocated towards. This could supplement available funds.
- Should be one-time expenses, not ongoing ones.

Recommendation: For next cycle, use a small group management structure instead of single point people.

**3. Accreditation, Institutional Planning & Quality Focus Essay (Discussion)**

The Quality Focus Essay (QFE) is a new element to the self-study process. It is an actionable projects essay to improve student learning and student achievement which should integrate with the EMP. Because of its connection to the EMP it appears that the Planning Committee is the best group to formulate the projects essay.

Major themes identified for QFE: Process improvement, Ongoing Institutional Evaluation

**4. EMP Goal Development (Discussion)**

The group reviewed the most current list of suggested themes and was able to match them to Institutional Goals:

- i. Removing barriers/streamlining processes
  - a. Efficiency of processes
  - b. Transparency

- ii. Data baselines/foundations/benchmarks established, (basic training in understanding data)
- ~~iii. Self sufficiency~~
- iv. Enrollment Management – New Procedure is outlining this and is connected to Student Services Council.
- v. Student Success
  - a. Basic Skills
  - b. Equity
  - c. Communication
- vi. New theme of Community Connections

At a later meeting the group will create more goal-like statements for the themes and explore the development of additional themes. There will then be the opportunity to refine, edit, or remove themes.