

COLLEGE OF THE SISKIYOU  
**PLANNING COMMITTEE MEETING**  
Thursday, April 9, 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 3/19/15 meeting were approved by consensus.

**2. ASB Meeting & Student Representative (Discussion)**

Prior to spring break Eric attended an ASB meeting and shared information about the College's Institutional Goals. They will assign a student representative for PC and they will be included in the development of the next EMP.

**3. Self-Evaluation & Mission Statement Modification(Discussion)**

The Accreditation Steering Committee has developed a form to be used annually for our self-assessment of governance. The group determined that it may require the Planning Committee's mission statement to be updated to include "continuous self assessment".

Process proposed for form's completion:

- Chair maintains, secretary records each meeting on top portion.
- At the end of each year the top will be used to complete the bottom section.
- Each member should be given opportunity for input in the final draft.
- Appendices might be included to reflect more specific needs of the individual committee for self-evaluation.

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

Eric asked if the committee feels the EMP Goals should match the Institutional Goals. Before it was answered, it prompted a discussion about the last EMP. There were measurable objectives and activities, implementation plans for the outcomes, which fed into the Goals. In the discussion that ensued, the group was reminded of how many layers were contained in the EMP which created confusion and made it a challenge to complete each objective. A reminder of the need for fewer of those layers in the next EMP.

Thoughts for the new process:

Themes vs Goals...

- Themes can be used to promote strategies to be used for ideas on objective development .
- Institutional Goals (3) used to develop implementation plans for each area (eg. instruction, student services, etc.)
- Areas can preview their ideas with us and we can make possible connections to other area's plans to assist.

- At the end of each year areas can report progress in their program reviews and the PC can follow up to see what they plan to do in the next year...  
There is some confusion about the themes and goals and how they meld together.  
We will continue to clarify and simplify the process to make it understandable and workable.