

COLLEGE OF THE SISKIYOU
PLANNING COMMITTEE MEETING
Thursday, May 7, 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 not available

2. Tentative Budget Review Meeting 5/12/15 (Discussion)

There will be a joint meeting of the Budget Committee and College Council. Planning Committee members have been invited to attend. Direct input is not being called for at this point; it is primarily informational for the Planning Committee.

3. Second sentence needs expansion. Perhaps an expression of who “we” and “they” are.

- 3. Side Note – Can we title this as “Additional discussion” instead? I would like to see these as bulleted sentences/phrases; maybe include the sentence above the current side notes. Also, it is CCSSE, and that should be combined with the statement about Noel-Levitz.
- 3. Can we color the changes made to the draft theme statements?
- 3. Let’s combine those two sentences at the end into one paragraph. Perhaps say “For the next meeting group members were requested to attempt drafting another sample theme. The Committee’s goal is to complete a draft of the EMP by early Fall, maximum 15 pages.”

3. EMP Goal Development (Discussion/Action)

The group is determining how best to convert the identified themes into workable statements. It may be easier for areas to create strategies if the PC chooses several themes for them to work with. We can also provide measurable objectives if they are broad but meaningful. Ideally they can be used when working on program reviews.

Eric provided a sample of one that was based on the theme of:

i. Removing barriers/streamlining processes

College of the Siskiyous will seek to understand the challenges and needs of our community and work to remove barriers and increase efficiencies in our processes and business practices in measured ways which benefit our students, our staff, and our community.

Measurable Objectives:

1. *Student satisfaction with college services is 4.0 or higher based on ACT Student Opinion Survey.*
- 2.

Potential Strategies:

- *Improve Financial Aid award disbursement process for students*
- *Reduce paper form usage and convert to electronic or automated processing of documents on campus.*
- *Establish clear communication channels/pathways with students.*
- *Streamline student admission process and initial orientation and welcome to new students.*

Additional Discussion:

- We need to make sure that data that is accurate and meaningful.
- CCSSE was administered one year ago and the Noel Levitz survey will be conducted next fall.
- We will stress that we are only providing samples to help identify potential strategies and they are not meant to be actual strategies.

Made some changes to Draft Theme Statements:

a. Revise/Draft theme statements

- Removing barriers/streamlining processes
 - Efficiency of processes
 - Transparency
- Data baselines/foundations/benchmarks established/basic training in understanding data
- ~~Self-sufficiency~~ **fold into i.**
- ~~Enrollment Management (?)~~ **OMIT - term represents different things to different people/areas.**
- Student Success
 - Basic Skills
 - Equity
 - Communication
- ~~Community connections~~ **integrate into others**

For the next meeting group members were requested to draft another sample theme. The Committee's goal is to complete a draft EMP by fall, maximum 15 pages.