

COLLEGE OF THE SISKIYOU
PLANNING COMMITTEE MEETING

Tuesday, March 1, 2016
3:30 – 4:30 pm – DLC 4/Yreka 5

PC Members

- ✓ Josh Collins
- ✓ Vickie Donaldson, Meeting Recorder
- ✓ Eric Houck
- Steve Reynolds
- ✓ Bart Scott
- ✓ Todd Scott
- ✓ Patrice Thatcher
- ✓ Mike Tischler
- Alison Varty (Sabbatical)
- ✓ Calvin Wagner
- ✓ Stephanie Wroten

Guests

Accreditation Team Members

MINUTES

1. **Action – Review Meeting Minutes from 2/2/16 & 2/16/16 (5 Min)**

It was MSP (Thatcher/Tischler) to approve the minutes from 2/2/16 and 2/16/16. All in favor.

Scotty is officially of the committee since Todd now attends the meetings. The President used to be on the committee when it was a new committee. Eric is changing roles and will not be the chair of the committee next year, so this is a good time to change the composition and role of the committee. The Planning Committees self-evaluation last year noted a lack of administrative support, so Todd would like to add the Vice Presidents to the membership for their input on the budget and student services. This should help with the implementation plans. Bart will play a larger part in implementation and will oversee the planning and program review (academic and non-academic) processes.

2. **Discussion – Planning by Design Handbook revisions (35 Min)**

There has been discussion about starting over with this document, but that will not happen. The process needs to be made clearer. The forms that are date specific need to be changed. The entire document needs to be edited and brought back to this committee. Many things have changed since this document was first developed and need to be revised. There needs to be stronger connections and links between planning, budget and program review. Planning needs to be integrated into many processes and there needs to be an outline/guideline on how they will work together. This document needs to be more like a planning handbook. Since the budget is part of this document, the lower limits of funding requests need to be defined, i.e., items \$500 and above belong in this plan, items under \$500 belong in the department budget. Mike

suggested changing the title of the document. Bart and Todd will work on revisions to the document. Todd will ask Nancy Funk to work on the revisions, as well as Steve Reynolds and student, Calvin Wagner. Todd will schedule a meeting. They will report back to this group. The IMP needs to be worked on soon as well. We need to implement the ideas in the master plan.

Academic program reviews are currently being worked on. Academic and non-academic program reviews will most likely focus on different topics/issues.

There has been a disconnect between the old EMP and the IMP plans. People thought the EMP replaced the implementation plans.

3. **Discussion – Q&A from ACCJC Visiting Team (20 Min)**

The two visiting accreditation team members had a couple of questions related to how this committee works with the Budget Committee and who looks at SLO's in the non-academic program reviews.

4. **Other**

The Planning Committee has talked about putting money in the budget to fund specific items for planning on the campus. We have never had funding before, so it is a challenge to get it into the budget. The process could be set up like the Foundation mini-grants process. We will ask for \$5,000. The Planning Committee proposed this last year, but it didn't go anywhere. Patrice suggested that the money be given to each VP to disperse it for planning projects. Anyone will be eligible to apply for funds. We will have to wait and see if the Planning Committee gets the funds this year.

The meeting adjourned at 4:20 p.m.