

COLLEGE OF THE SISKIYOU  
**PLANNING COMMITTEE MEETING**

Tuesday, May 10, 2016  
3:30 – 4:30 pm – DLC 4

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

**MINUTES**

1. **Discussion/Action – 2015-16 Self-Evaluation (40 Min)**

The self-evaluation form will remain the same as last year because there is not enough time to revise it. Instruction Council has recommended that the form be revised next fall so it's ready for spring and that each committee ask the campus how well the committee is doing. Eric filled out the self-evaluation form for Planning Committee. The committee membership changed somewhat this year, but the average membership was 10.

Accomplishments:

- Increased administrative support
- Student body representation
- IMP development
- Snacks at meetings

Obstacles/Problems:

- No meetings held over the summer
- Need Budget Committee representation
- Timeliness of minutes

Recommendations:

- Formalized governance document
- Communication with campus

Goals from last year:

- Communicate with campus regarding EMP status – DONE
- Improve integration of planning with budgeting process and program review – IN PROGRESS
- Simplify existing planning processes and procedures – DONE

Goals for next year:

- Simplify the implementation process
- Continue integration
- Continue communication
- Finish Planning by Design document

**1. Discussion/Action – 2015-16 Self-Evaluation (40 Min)-Continued**

- The self-evaluation document is a good tool for an at-a-glance look at what each committee did during the year.
- ASB likes the overview of each standing committee.
- The document is helpful for accreditation purposes.
- Bart would like the Planning Committee to look at the Noel-Levitz data and make some recommendations. In the past, results from the survey were acted upon. Departments should be asked what they would like to do with the information. The Noel-Levitz survey is more student services based and the CCSSE is more instruction based.
- Planning Committee has focused on the EMP and IMP and has not looked at plans for awhile, but need to.

**2. Discussion – 2016-17 Budget (10 Min)**

The budget for next year is still being developed. The Planning Committee will be invited to the budget presentation meeting later this month at the next College Council meeting. At the last College Council meeting a list of budget proposals from each area was presented. Eric will e-mail this list to the Planning Committee. Eric does not think the Planning Committee was funded again for next year.

**3. Discussion – Report from Planning by Design Revision Taskforce (10 Min)**

The timeline for budget development was distributed. It is somewhat incomplete. There are areas where the Planning Committee should be involved, such as review program reviews/area plans/non-instructional program reviews. Program Review and area plans will need to be done in October.

**4. Other**

No other items were discussed.

The meeting adjourned at 4:31 PM.