

COLLEGE OF THE SISKIYOU
PLANNING COMMITTEE MEETING
Tuesday, August 29, 2017
2:00-3:00 pm – Board Room

PC Members

- ✓ Vickie Donaldson, Notetaker
- ✓ Donna Farris
- ✓ Mike Graves
- Melissa Green
- Eric Houck
- ✓ Michelle Knudsen
- ✓ Bart Scott
- ✓ Todd Scott
- ✓ Mike Tischler
- ✓ Chris Vancil

Guests

- Stephen Schoonmaker
- Darlene Melby
- Valerie Roberts for MGreen

MINUTES

1. Discussion – Planning by Design Document

One of the recommendations from the Accreditation Team was to update the Planning by Design document and disseminate it to the campus community. They wanted to make sure the document tied into what was happening at the college.

- Program Review is tied to the budgeting process
- Timeline has been updated
- Reporting back to groups needs to happen more
- Academic programs do a focused annual update and a 4-year comprehensive report
- Not all academic programs are doing a comprehensive report at the same time; the reports will be staggered
- Non-academic programs do a yearly review
- Non-academic program reviews are not as detailed as the academic program reviews
- There are two page 7's in this document – Bart will change page numbering
- It would be nice to automate our website to show every time a student visits counseling, A&R, Financial Aid, etc. and then automatically send a survey to the student.
- The scorecard is a Survey Monkey survey that is sent to faculty/staff in the fall and to students in the spring
- Counseling uses a program where students can make their own appointments, and the counselors can pull in their education plans, etc. and it is reported to MIS. DSPS used the same kind of reporting method.
- A new component is reviewing the mission statement every year. The question was raised, why do we have a 6-year mission if the mission changes every year? Todd suggested cloud bubbles; they don't need to have complete sentences. He believes the yearly review is just a review of the statement to see if it's still relevant; not necessarily changing it every year. Need to determine what time of year it should be reviewed. If it's reviewed in the spring, we can start the next academic year using the revised mission. This could possibly be done during planning day.

- Ed Code says we have to have an educational master plan. We do not know if it needs to be a 6-year plan. Three years seems more reasonable, but six years aligns with accreditation visits. However, three years does not give us much time to accomplish whatever is in the plan.
- The institutional learning outcomes will eventually be included in this document. We had institutional learning outcomes, but got rid of them because they could not be assessed.
- The timelines listed under January will need to be moved because College Council will not meet in January.
- On page 10 – IMP spans 2015-2020, not 2017-2022. So, the last year of the plan will be the year the plan is updated.
- On page 15 – is it reviewed by campus members? Need to formalize how this happens.
- This really is a five-year plan, not a six-year plan because there is a one-year overlap of planning and implementation.
- On page 13 – (curriculum process) is six-year really correct? Yes, we will keep it at six-year for now, but it may change to four-year.
- On page 3 – overview is not correct
- Any other comments should be sent to Bart. This document will also go to the Budget Committee, College Council, and then to the Board.

2. Discussion – Accreditation Mid-Term Report

The mid-term report has not been posted to the web yet, but tomorrow it should be available with links to the evidence. Todd will e-mail document when it's ready and solicit feedback. Todd will attend the Academic Senate meeting next week to discuss the report.

3. Other

Planning Committee/Budget Committee Merger – The Planning Committee will merge with the Budget Committee this year and Darlene Melby will chair the committee, with Chris Vancil remaining as co-chair. This arrangement should help close the loop and show that planning drives the budget. When the Planning/Budget Committee meets next, changes will be hashed out. The length of the meeting may be extended and the committee will meet once per month. Membership will be determined at a later date. The new committee should not be too large, and it will need to be determined how many people from each constituent group will be part of the committee. The Budget Committee will meet on Wednesday and will be notified of the merger.

The meeting adjourned at 3:03 PM.