COLLEGE OF THE SISKIYOUS
PLANNING COMMITTEE MEETING
Tuesday, April 26, 2016
3:30 – 4:30 pm – DLC 8

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

MINUTES

1. **Action – Review Meeting Minutes from 3/1/16 & 3/15/16 (5 Min)**
   The minutes from the meeting on 3/1/16 were amended with the correction of "of" to "off" in item 1, 2nd paragraph, 1st sentence. Motion to approve the minutes from the meetings on 3/1/16 and 3/15/16 (Wagner/BScott). All in favor.

2. **Discussion – IMPlementation guides (30 Min)**
   We now have to implement the IMP. At the last meeting we talked about revising the form. Todd sent out an example of a format that is easy and simple to use. Bart would like something like this to go to each group on campus so they can review it to see if it fits in with what they will do. We have also talked about combining the program review process into IMP as well. Otherwise, we are duplicating efforts. Comments on the form/process:
   - Include institutional goals
   - Include strategic targets with list of action plans. There is a danger of listing too many action plans.
   - We have had point people in the past, but that did not work out well because of turnover. We should use titles/positions instead.
   - We could have a task force for each of the strategic targets. There should be a rep from the Planning Committee on each task force to help with oversight.
   - Each department should identify issues they need to work on so they don't have to create things. They will state what they will accomplish and list performance measures.
   - A standing task force could be a like a continuity group to keep things moving.
   - Todd would like this committee to be an administrative group. If this committee is a shared governance committee then we need to have representatives from each constituent group on the committee.
   The committee would like to see:
   - Some strategies developed from the program reviews. Strategies should not necessarily be determined here.

- Action plans – less is more. If we have too many action plans they don't all get done. Each action plan should focus on one thing. The number of action plans should be limited to no more than three per year. Who will keep up with the action plans and should the action plans come from departments or the college as a whole? The action plans could be worked on as a group during Orientation Day.
- Timeline – Kick off the project on Orientation Day, and do a check-in on Planning Day. Program reviews should be done in September/October so the budget can be developed.
- Suggestion – give people a heads up to get them thinking about action plans that can come from their area. This will not be just checking off a box on a form it should be something to guide the college.
- On the form the institutional set standards column is an accreditation term. It has to do with course completion, retention, etc. Not all action plans will have an institutional set standard.

3. **Discussion – 2015-16 Self-Evaluation (15 Min)**
   - The District would like each standing committee to fill out the self-evaluation and turn it in next week.
   - They are looking for feedback for improvement.
   - The form is not an evaluation of how we are doing, but what we are doing.
   - College Council it decided to leave the form as it is for this year but change it for next year.
   - Steve suggested making some wording changes.
   - Ask how well the committee met its charge this year.
   - The Planning Committee will fill out this form at the next meeting.

4. **Discussion – Report from Planning by Design Revision Taskforce (10 Min)**
   - We are waiting on Nancy Funk for a timeline.
   - Bart is leaning towards keeping the form the same because the Accreditation Team seemed to like it. It is a well written document, but it will be tweaked a little.
   - Program Review will now be tied to the timeline. Should it remain PR (program review) or PRPR (program review/planning report)? Program review indicates we are looking at the past and planning report indicates we are looking at the future.

The meeting adjourned at 4:33 PM.