

# **Palo Verde Community College District**

## **College Council/Strategic Planning Steering Committee**

### **Minutes**

**Tuesday, May 5, 2009**

**1:30 p.m. – CL 108**

1. Call to Order - the meeting was called to order at 1:45 p.m.
2. In Attendance - the following members were present: Geri Butler, Louise Gallan, Quenton Hanson, Jim Hottois, Peter Martinez, Robert Robertson, Willie Smith, Brian Thieboux, Larry Turner, and Denise Hunt (Member/Recorder).  
  
Absent – Vicki Attaway, Garrett Brunet, Adam Houston, Dorothy Machula, Diana Rodriguez, and Rich Soto.  
  
Guests – Sheri Jones.
3. Approval of Meeting Minutes for – April 21, 2009. It was moved by Dr. Robertson, seconded by Mr. Hanson, and unanimously carried, that the minutes be approved.
4. Approval of this Meeting Agenda – It was moved by Mr. Martinez, seconded by Ms. Gallan, and unanimously carried, that the agenda be approved.
5. Women’s Conference for 2010 – Sheri Jones “Anti-Stigma Conference” Presentation. Ms. Jones informed the members of her background and past experiences with event planning and provided handouts of the proposed “Anti-Stigma Conference”. There was lengthy discussion on the annual conference, renaming of the event; where the event will be held (campus location); attendees; presentations; luncheon; drawings for prizes and topics to be discussed.

It was moved by Ms. Gallan, seconded by Mr. Thieboux, and unanimously carried, to approve the concept to form a committee this fall for a spring 2010 annual conference.

It was moved by Ms. Gallan, seconded by Mr. Thieboux, and unanimously carried, that agenda items number 5 and 6 be combined and an Ad Hoc committee be formed from the Academic Senate.

Continued minutes –

6. Multi Cultural Festival for 2010 – Academic Senate.

This item was discussed with item number 5.

7. Program Review – B. Thieboux/W. Smith.

Mr. Thieboux provided handouts and clarification on the Executive Summary for program reviews for vocation educational programs. It is noted, that each program review report was presented to the Budget Committee on April 21, 2009, and were commented on by the committee members. Budget Committee comments for each program review were recorded and transmitted to the College Council/Strategic Planning Steering Committee for its May 5, 2009, meeting. The Budget Committee comments were incorporated into each program review report along with comments from the College Council/ Strategic Planning Steering Committee members. The program reviews, with comments attached, were approved by the College Council/Strategic Planning Steering Committee and transmitted to the Board of Trustees for their review.

There was discussion on hiring a Vocational Educational Counselor through the Perkins Grant funds and Basic Skills funds. Mr. Smith stated that he will bring the Cooperative Work Experience Coordinator/Career Specialist job description to this committee on May 19, 2009. It was moved by Dr. Hottois, seconded by Mr. Hanson, and unanimously carried, that it be known that the College Council/Strategic Planning Steering Committee is aware of the need for a counselor for the vocational programs and that instructional/student services will identify funds and will bring their recommendations to the next meeting.

There was discussion on Associate Degrees and the expansion for the welding program. It was moved by Ms. Gallan, seconded by Ms. Butler, and unanimously carried, that it be noted that the College Council/Strategic Planning Steering committee met and reviewed the Executive Summary for the welding program and recommended that development of online courses through the Title III Grant will permit the broader dissemination of the ASB.

There was discussion on Fire Science program review. The College Council/Strategic Planning Steering Committee recognizes the importance of the Fire Science program in the overall FTE revenue to the College. They encourage program managers to continue to find ways to reduce the program's reliance on a single instructional service provider.

The College Council/Strategic Planning Steering Committee is aware of the need for a counselor for the vocational programs and that instructional/student services will identify funds and will bring their recommendations to the next meeting.

Continued minutes –

There was discussion on Criminal Justice program review. The College Council/Strategic Planning Steering Committee concurs with the Program Review Committee's recommendation that Criminal Justice program managers prepare a follow-up program review report within two years, focusing on the degree and certificate programs. The College Council/Strategic Planning Steering Committee recommends that the follow-up program review report be completed and presented to the Program Review Committee no later than Spring Semester 2011.

The College Council/Strategic Planning Steering Committee is aware of the need for a counselor for the vocational programs and that instructional/student services will identify funds and will bring their recommendations to the next meeting.

There was discussion on the Nursing program review. As to the two areas of need defined by the report, the College Council/Strategic Planning Steering committee concurs with the Program Review Committee's recommendations: 1) the Instructional Office should assess projected faculty staffing needs of the Nursing program and report its findings to the Program Review Committee, Budget Committee and College Council/Strategic Planning Steering committee for further action; and 2) the Instructional Office should assess projected instructional space needs of the Nursing program and report its findings to the Program Review Committee, Budget Committee and College Council/Strategic Planning Steering committee for further action.

There was discussion on focusing and passing of State Board exams for students enrolled in the health and allied courses. Dr. Hottois made a recommendation that there be a focus on pass rates on appropriate board exams as demonstrations of student learning outcomes. The recommendation was seconded by Mr. Hanson, and unanimously carried, that the recommendation be approved.

It was moved by Mr. Hanson, seconded by Dr. Robertson, to collectively recommend that the programs review be presented to the Board of Trustees for approval.

8. Accreditation Follow-up Report (due 10.15.09) – B. Thieboux/Dr. Hottois.

This item was not discussed.

Continued minutes –

9. The Den – ASB – follow-up/summer services.

This item was not discussed.

10. Title III – Mr. Turner.

This item was not discussed.

11. Needles Center – Dr. Hottois.

This item was not discussed.

12. Incident Command System (Emergency Planning and Preparedness for California Community College's – Chancellors Office) – Dr. Hottois and Frank Kelly-Subcommittee – Ms. Butler-chair, Mr. Brambila, CTA President or designee, CSEA President or designee, and ASB President or designee.

This item was not discussed.

13. Basic Skills Initiative – Ms. Gallan.

This item was not discussed.

14. Community Needs Analysis – Mr. Hanson - chair, Ms. Machula, Ms. Entwistle, Ms. Frid, Ms. Rodriguez, Mr. Smith, Mr. Thieboux, and Mr. Walters.

A draft report was distributed at the April 21, 2009 meeting.

This item was not discussed.

15. Enrollment Management – Ms. Rodriguez-chair, Ms. Gallan-co-chair, Mr. Smith, Mr. Thieboux, Ms. Mullion, Mr. Brunet and Dist. Ed. Rep. – Report.

This item was not discussed.

16. Safety/Security – Ms. Butler and Security Task Force.

A. Emergency call phones – Blythe campus.

This item was not discussed.

Continued minutes –

17.           Constituent Issues –
- A.     Academic Senate
  - B.     Associated Student Body
  - C.     CCA/CTA
  - D.     CSEA
  - E.     Management

                  These items were not discussed.

18.    Good of the Order – This committee will continue working on the CCLC Policies and Procedures updates.
19.    Next Meeting – College Council/Strategic Planning Steering Committee meeting is scheduled for Tuesday, May 19, 2009, at 1:30 p.m. in CL 108.
20.    Adjournment – The meeting was adjourned at 2:54 p.m.

Distributed to members via e-mail and hard copies to mailboxes with meeting agenda on May 15, 2009.