

Academic & Career/Technical Programs  
& Instructional Support Council

AGENDA

May 27, 2010

2:00pm – 3:30pm

Digital Library Rm. 409

- I. Chair Election Results
- II. Strategic Planning Retreat
- III. New Action Plan Template
- IV. Review Action Plans
- V. Other

# Academic & Career/Technical Programs & Instructional Support Council Meeting Minutes

May 27, 2010/2:00pm – 3:30pm/Digital Library Rm. 409

## **Council Members:**

**Present:** Tucker Amidon, Hayley Ashby, Stephen Ashby, Linda Braiman, Kelly Douglass, Bernard Fradkin, Joanie Gibbons-Anderson, Lin Howard, Janet Lehr, Marilyn Martinez-Flores, Richard Mahon, Virginia McKee-Leone, Paul Moores, Ron Pardee, Patrick Schwerdtfeger, James Seals

**Absent:** Su Acharya, Ernie Arellanes, Debbie Barrozo, Henry Bravo, Shelly Dawson, John Grenfell, George Jiang, Ellen Kime-Hunt, Anita Kinser, Juliana Leung, Norma Lopez, Jesse Mejia, Mike Meyer, Brit Osgood-Treston, Rogelio Ruiz, Diane Solorzano, Takashi Suzuki, Ron Vito, Darlene Willie, Charles Wyckoff

Meeting commenced: 2:05pm

Hayley Ashby chaired the meeting.

Hayley asked the group to review the minutes from May 13<sup>th</sup> meeting:

Janet Lehr asked for the following items to be added to the Technology Resources Committee report out:

- Ranked program review requests
- Prioritized computer equipment
- Prioritized equipment for 5 year Financial plan

### I. Chair Election Results

Hayley Ashby has been elected as faculty co-chair of the Academic and Career Technical Programs and Instructional Support Council after being appointed faculty representative by the Academic Senate and elected by the chairs of this Council.

### II. Strategic Planning Retreat

Will be held tomorrow from 8:00am to 1:30pm, everyone is encouraged to attend. Each council will talk about their action plans and highlight in summary the work that has been completed thus far.

### III. New Action Plan Template

Everyone should have received the new action plan form. Dr. Pat held a meeting with the council chairs, Susan Mills, Marilyn Martinez-Flores and Janet Lehr to review the form and review/critique the action plans submitted.

A column for 'strategic direction' has been added to the action plan. The reason for this is that we still need to adhere to the language in the strategic plan. Using the added column allows us to use our interpretation of the strategies in our action plans. The group that Hayley worked with retained the performance indicators in the strategic plan, additional indicators can be added as appropriate.

Ron Pardee suggested changing 'Planned Activity' to 'Planned Activities'. Some of the activities should have their own timeline apart from the strategy to show planning.

The suggestion was made to add a 'sample' watermark to the action plan along with a iteration or last revised date.

### IV. Review Action Plans

#### **Student Access and Support**

The committee has completed the strategic direction information which has been inputted into the new format. The group is working on compiling the responsible leads and getting the information needed to complete the action plan. Since there is a lot of overlap with Student Services, the group will collate information with Student Services then chose three strategies to make priorities. The group decided to focus on 1, 3, & 4 in the spirit of trying to do good things.

#### **Responsiveness to Community & Culture of Innovation**

This action plan was reviewed at the executive council which provided good suggestions. Hayley will make the suggested changes on the new form. The group will meet and finalize for next week.

#### **Resource and Organizational Effectiveness**

This group met to review the action plan for Goal E and transfer data to the new form. The group thought it was important to explain how each plan aligns with the master plans since these were written before the strategic plan was. The question was raised, 'is there an outlined process for updating the strategic plan?' Is there a timeline for who and when it is updated? For example, the Technology and Facilities Master plans need to change every two years, maybe someone should make a rolling strategic plan, will keep the strategic plan a living document.

The next steps for the action plans is to first fill in the leads and get the information to the leads. Then, pick the top three strategies to focus on. Hayley asked if we have representative from each group that will be able to attend the retreat tomorrow. Yes, it looks like every group will be represented.

Richard Mahon - these two groups (SPEC and ACTPIS?) are the driving force at the college, it would be wonderful if the outcome of the meeting (retreat) tomorrow was to have three or four easily memorable goals; it would be great if the new president can reiterate these goals in the fall.

#### V. Other

Dr. Pat called for some out of the box, radical ideas to shake things up:

- Learning communities with a small number of students (6), the idea is that students should be able to read and write before taking, for example, an economics class.
- Immersion, enrolling in all English classes, so that they can have writing courses through every course that they take.
- Fast track basic skills
- Interdisciplinary studies
- Modular classes – if a student does not do well on one segment it can be repeated. Another example is a one unit class in research that is supplemental and good for a variety of courses. If taken as a component, it does not have to be repeated three times for each.
- Create an innovation college, a college within the college; identify five classrooms to dedicate to a Meta college.

Meeting adjourned: 3:35pm

Recorder: Denise Terrazas