



**HARTNELL COLLEGE**

**College Planning Council**

**Minutes**

**October 2, 2019, 3-4:50 p.m.**

**E-112**

**MEMBERS**

**DRAFT**

<b>Name</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
1. Patricia Hsieh	Administration	X	
2. Lisa Storm	Academic Senate	X	
3. Alfred Muñoz	Administration	X	
4. Romero Jalomo	Administration	X	
5. Clint Cowden	Administration		X
6. Lori Kildal	Administration		X
7. Brian Lofman	Administration	X	
8. Jackie Cruz	Administration	X	
9. Mostafa Ghous	Administration	X	
10. Herbert Cortez	CSEA	X	
11. Christine Svendsen	HCFA	X	
12. Daniel Lopez	Faculty	X	
13. Emily Rustad	Faculty	X	
14. Mohammed Yahdi	Faculty	X	
15. Carol Kimbrough	Faculty, Adjunct	X	
16. Samantha Saldaña	Associated Students	X	
17. Monserat Flores	Associated Students	X	
18. Vacant	CSEA		
19. Vacant	CSEA		
20. Vacant	CSEA		
21. Vacant	L-39		
22. Vacant	Faculty		
23. Vacant	Faculty		

**GUESTS**

Kelly Locke	Faculty, Co-Lead AB705
Valerie Maturino	Counselor, Tri-Lead, Meta Majors

**CALLED TO ORDER**

The meeting called to order at 3:05 p.m.

MSC: to approve the agenda.

Christine Svendsen asked, in the consideration of time, if agenda items submitted by the Office of Institutional Planning, Research, and Effectiveness required action or are informational and if the items are

within the role/responsibilities of the Council. Brian Lofman responded one item would eventually return for consideration of approval, while the other three were informational.

## **ACTION ITEMS**

1. Minutes: September 4, 2019 meeting Lisa Storm  
MSC: (Kimbrough), second (Saldaña) to approve the minutes as approved.  
Abstain: Cortez, Svendsen

## **INFORMATION ITEMS**

1. Integrated Master Plan (IMP) – Content and Process Brian Lofman  
Brian stated that the executive cabinet has been discussing the needs of the new outreach centers (programs, services, personnel) for several months. During these discussions, it was determined that the College needed to develop an educational master plan to help make decisions. After further discussion, it was determined that an integrated master plan would better serve the District and Brian was tasked to lead the development of the IMP. Brian presented the proposal for content and process for the development of the IMP, and stated the purpose of the IMP is to provide a guiding framework for center decision making in strategic enrollment management, educational programming, student service provision, and utilization of facilities, technology, and human resources toward maximizing the efficient use of resources to increase student success. Brian stated the timeline is tight and consultation with others in the development of the plan is critical due to the importance of integrated planning considerations across divisions. After completion, the IMP will forward to CPC and Academic Senate for consideration of endorsement followed by consideration of adoption by the Governing Board.

2. Engagement and Collaboration – Convocation Address/Survey Brian Lofman  
Brian shared that consultant, Jill Christensen, will return to the College to help enhance engagement and collaboration at the College. The first step is to administer a standard employee engagement survey. The analysis and results are vital to executing the Plan for Engagement. Brian shared the survey template and plans are to send out in a couple of weeks with results possibly in December.

Also, the Council had a lengthy discussion that focused on strategic plan goals 1, 2 and 4. At the center of the discussion was student completion data (JPA) and how this data skews the numbers, who is tracking CTE data, how is the data tracked, who is responsible to track, and the loss of students after students receive the training needed, but do not necessarily complete a program.

3. Partnership Resource Team (PRT) Visit on October 11, 2019 Brian Lofman  
Brian shared the schedule for the first PRT visit on October 11, 2019. The PRT will meet with various employee groups and the goal is to listen and gather information. This is the first visit of two this fall; the next visit is in November.
4. Scheduling of Meetings at the College Brian Lofman  
Brian shared that his office is now scheduling meetings to end ten minutes early to allow folks time to transition to the next meeting or take a break for the next. He stated he likes the idea because it values people's time. Brian suggested that others might want to follow. Dr. Hsieh stated her office has taken on this approach.
5. Format of CPC Agenda Patricia Hsieh  
Dr. Hsieh shared that she and Lisa Storm discussed the possibility of reformatting the CPC's agenda to

include a column that identifies the alignment/linkage of strategic goals. Moving in this direction would help the College document evidence needed for accreditation.

Additionally, the Council had a robust and lengthy discussion about the charge of the Council (informational/action). Dr. Hsieh suggested the Council schedule time to review the role and responsibilities of the Council to ensure that each align with goals; she and Lisa will discuss. Brian stated the PRT could come back with recommendations for governance; that this could be an opportunity to reorganize governance. In addition, he referred back to the earlier discussion about agenda items from his office. He clarified that his intent in bringing forward items to the CPC is to be transparent because it is important to show evidence that College matters have come forward to the Council, but that not all items warrant in-depth discussion.

6. Presentation: Meta Majors (Hartnell College Academic Roadmaps) Valerie Maturino Lopez  
Valerie Maturino Lopez, Counselor and Meta Majors Tri-lead, presented the first draft of Hartnell College Academic Roadmaps. Valerie stated that she and tri-leads have been, and plan to continue to present the first draft at various college committee/council meetings to gather feedback. She explained the first draft is based on the RP Group research of course overlaps. Each academic area was placed in a logical area due to the number of courses that overlapped. The data still needs to be reviewed since it was using “required major courses” and “recommended major courses” in its criteria. She shared the RP Group’s comprehensive course profile, which lists the number of course overlaps by program. The Council engaged in a lengthy discussion about how to best gather feedback and suggested a survey would work best overall and suggested faculty spend a few minutes of class time to share with students to solicit student input. Samantha Saldaña invited a presentation to the Associated Students as another way to gather input. The Academic Roadmap came from the College-Redesign, Entering Students Meta-Major workgroup. Plans are to further share at the Fall College Redesign/Guided Pathways Open House.
7. Presentation: AB705 Kelly Locke  
Kelly Locke, faculty and AB705 Co-lead, provided an update on College efforts to implement AB705. Kelly spoke to the purpose of AB705, reviewed the timeline, reported ESL curriculum is now AB705 compliant, and plans are to launch an online placement tool in time for spring 2020 registration. In addition, ESL 7 unit courses have been revised to 6 units so that undocumented students can take courses as CA residents. Kelly talked about the impact of AB 705 to faculty and support services and there was some discussion about the increased use of and staffing for the Panther Lab. Due to the lack of time, Kelly did not complete her presentation.
8. Facilities Update Joseph Reyes  
MSC: Table presentation to next meeting.

## **ADJOURNMENT**

Meeting adjourned at 5:05 p.m.

## **NEXT MEETINGS**

October 16, 2019  
November 6, 2019  
December 4, 2019