

## PORTEVILLE COLLEGE

### Strategic Planning Committee

#### Minutes

1:00 PM – 2:00 PM • Wednesday, February 27, 2019 • L405

**Present:**

Primavera Arvizu, Michael Carley, Anja Goebel, Kendra Haney, Catherine Hodges and Esmeralda Rodriguez and James Thompson

**Absent:**

Andrea Anaya

**Guest:**

Sam Aunai

**I. Call to Order**

Mr. Carley called the meeting to order at 1:04 pm.

**II. Approval of Agenda**

Motion made to approve the February 27, 2019 agenda.

**M/S/C:** Kendra Haney/Catherine Hodges

**III. Approval of Minutes**

Motion made to approve the minutes from February 20, 2019.

**M/S/C:** Kendra Haney/Catherine Hodges

**IV. Discussion Items**

**A. Instruction Program Review**

VP Aunai was present to answer questions and take note of corrections. This committee recommended the following changes:

1. Search document to correct “Office of Academic Affairs” to “Office of Instruction”, correct minor formatting issues, grammar and sentence structure changes throughout document.
2. The committee stated the program mission statement accurately describes the program and is linked to the college mission statement. This section meets standards.
3. The only thing in this section is outcomes, add the overview of assessment, what assessments have taken place, the cycle of assessment, and what changes have been made. The SAOs from the previous program review are outdated. Since all SAOs are new this cycle, it was suggested to at least document what will be done (timeline, how SAOs will be assessed). After corrections this section will meet standards.
4. Analysis and Trends: The committee recommends a summary at the beginning of this section. Clear conclusions should be drawn with evidence and reflect an in-depth discussion within the program highlighting specific examples.

Dual Enrollment has increased so much it will have its own program review and should be expounded on within this section.

The committee liked how VP Aunai used numbering instead of bullets as it makes referencing certain items easier within the section. With that being said, it was suggested VP Aunai reference the numbered bullet(s) within program strengths each item is referring.

Another recommendation is to be specific when describing strengths. For example, when talking about SLOs and PLOs it would help to say, “We increased SLOs from 8% to 78%.” This shows a significant increase and makes it clear this is a strength.

This section will meet standards after recommended changes.

5. All previous goals have been completed. The completed goals will drop off at the next assessment.

Add a brief narrative as to why PC needs to complete a follow-up report (Goal 2). Revise timeline on Goal 4, if ILOs are being assessed one per semester CC will not make it through all ILOs by Spring 2020.

New goals are clearly stated, a time frame is provided, and assignment of responsibility is evident. Goals are linked to concerns identified in previous sections.

This section meets standards.

6. All staff is listed as part-time, please make the necessary changes to reflect actual staffing.

New staffing requests needs mentioning within previous sections.

Once changes have been made this section will meet standards.

7. VP Aunai stated he will add the software request he accidentally left out. The current Schedule Plus software is outdated and not being maintained. The committee recommends to mention requests for resources in other sections providing explanation and evidence.

After these changes this section will meet standards.

8. The increases in the 4000 and 5000 accounts needs to be mentioned in previous sections (areas of improvement) with evidence provided and an explanation how the increase will further the program and college mission.

This section meets standards.

The Office of Instruction Program Review meets assessment standards pending corrections and is to be forward to CC for approval.

## **B. Vision for Success Addendum**

The Board of Trustees received a memorandum of how to proceed with the Vision for Success Goals, getting the District and Colleges aligned. The trustees are being very conservative with the goals, only increasing by 1 – 2% per year.

The thought is if the colleges are looking at 20% or more for our goals and the Board of Trustees are being very conservative, where does this leave the colleges when the state is saying 20 to 35%? The state may even require colleges to go higher, such as with Goal 6 which states, “reduce the equity gap between regions.” The state may require those colleges on the lower spectrum to improve more than other colleges doing better in this area.

The presidents are tied to the goals when evaluated in regards to if the college is increasing and moving towards success within those benchmarks. Bill is being invited to the Strategic Planning's next meeting, March 6<sup>th</sup>, to share what his vision is for the college and what he will charge the committee regarding Goals 1-3. The District Strategic Plan, the college Strategic Plan, the Vision for Success Goals, and the metrics we create all need to align and be integrated.

The committee reviewed the introduction portion of the Strategic Plan addendum. Several minor sentence structure changes were made.

- V. Announcements
- VI. Future Agenda Items
- A. PR Process Handbook

**Adjournment:**

Meeting adjourned at 1:59 pm.

DRAFT