



## Planning Council Minutes

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September 12, 2024  
LA 115 1:00 pm – 3:00 pm

Please note agenda, minutes, and meeting documents will be archived online:  
[Planning Council Teams Folder](#).

**COMMITTEE MEMBERS:** Damien Jordan, ~~Erin Craig, Lauren Sosenko~~, Kay Nguyen, Gisela Verduzco, Theresa Lavarini; Jeannette Jaramillo Hernandez, Michael Tran, Christy Banales  
**CHAIR:** Jennifer Kalfsbeek, Claudia Lee,  
**GUESTS**  
**RECORDER:** Sheila Cox

**Purpose:** Primary coordinating and recommending body to the College President on matters of college-wide planning (i.e., review of the Strategic Plan, KPIs, etc.). Primary resource for accreditation and program review processing, coordination, and recommendations. Primary body responsible for reviewing and vetting planning materials from other governance committees. The Planning Council will review planning materials and either 1) send planning materials back to the submitting governance committee for revisions or 2) approve and recommend materials to the President's Cabinet.

### AGENDA ITEMS

#### Introductions:

- Introductions were made by each committee member, and what group they are representing.

#### Review Membership: [24-26 Planning Council Committee Members.docx](#)

- Added Dean of Enrollment Services, Position based, Continuous
- Added Associate Dean of Equity / Designee, Position based, Continuous
- Added Faculty, Transfer Center, Position based, Continuous
- Still waiting for student representatives to be appointed to the committee

#### Review Committee Purpose & Responsibilities [Purpose & Responsibilities of Planning Council.docx](#)

- Committee Purpose & Responsibilities were reviewed, and the following changes were made:  
Under Responsibilities, #2: College Mission and Goals were removed.

## Review Committees Areas of Focus template

- Jeannette reviewed the template with the committee, and the following changes were made:  
The template was broken down into three steps, each with its own due date, with hopes to simplify the report's process and give the Planning Council the opportunity to make recommendations for barriers, resources, and new strategies. The Strategic Plan link will be included at the top of the form, to help guide committees on their overall goals.
- The Template will be sent out to all Committee Chairs / Co-Chairs, with the option to ask for a Planning Committee member representative to attend a meeting for quick instructions on how to fill out the form.
- For next year, the template will be sent out after Fall Flex, first week of school so Chairs can set up their theme / goals for the year with their committees.

## Strategic Plan Update [Strategic Plan Progress Report 090624.pptx](#)

- Jeannette reviewed the Strategic Plan Progress Report, which was held last week on campus. The Committee discussed the idea of not having a separate task force, instead including it in Planning Council, since all Governance Groups are represented here.  
Since the Strategic Plan sets the benchmark for College Goals, the group would like to hear from President Randall and get her thoughts on it. Should we work on the Strategic Plan before the Enrollment Management plan?  
Are we keeping the same goals, but changing strategies and metrics?  
In the proposed task force, there are not any executive team members included, and it would be problematic. It was suggested to have all Vice-Presidents be part of subcommittee or task force. We will have more discussions and updates at the next meeting.

## Program Review Annual Plan [Program Review Annual Report - Fall 2024 Fillable.pdf](#)

- Jeannette reviewed the Annual Report, sent out earlier this week from Lauren, which gives departments and disciplines the opportunity to review goals established in the 2023 Program Review. Office hours will be available for anyone with questions or needing assistance.  
The question was asked where the form will be housed, after submission. Jeannette will find out and report back to the group.

## Accreditation Update

- Vice President Jennifer Kalfsbeek gave an update on ISER (Institutional Self Evaluation Report) & Accreditation. ISER is currently in progress with 10% completed and most sections in progress. Updates are given every Monday to the ISER Accreditation group to stay on track for all due dates.
- Each Senate and Governance Committees will have two reads before the winter break, with a full draft ready for Board review in February 2025. Final Board approval will be in April 2025, ACCJC (Accrediting Commission for Community and Junior Colleges) will review in August, visit in March 2026, with final recommendations given in August 2026.

## Enrollment Management

- Enrollment Management Plan - Vice President Claudia Lee tabled this discussion until we have clarification for the Strategic Plan from President Randall.

## Drop Survey Results:

- Christina Ryan-Rodriguez reviewed the results of the drop survey. <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:df832075-5813-3b23-8275-0f804351cf4b>

Discussion regarding better questions, with more finite answers to questions, and specific reasons. There is no information if students are enrolling in other classes, after dropping courses.

What do we do with the information?

The committee was asked to think about five questions that would be more helpful to update the form, with more discussion to follow at the next meeting.

### 2023/2024 drop comments/reasons

not needed	61
changed class time or to other class	33
class difficult/failing/too many credits/Attendance	31
instructor	19
work conflict	15
health/family	12
class modality diff than thought	9
mistakenly dropped	6
changed schools	5
GWC changed time	3
other class/sport conflict	3
transportation	2

students in class	1
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- **Joint Meeting with Budget and Presidents Cabinet:** **Wednesday, November 13th**: it will replace the scheduled Planning Council meeting on Thursday, November 14th.