



PLANNING COUNCIL Meeting Minutes

2/13/2025

1pm – 3pm

LA 115

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

COMMITTEE MEMEBERS:	Damien Jordan, Erin Craig, Lauren Sosenko, Christina Ryan Rodriguez, Theresa Lavarini, Gisela Verduzco, Michael Tran, Christy Banales, Cristina Tiernes Cruz, Ciara Orna, Matthew Gonzalez, Alex Letourneau
CO-CHAIRS:	Jennifer Kalfsbeek & Claudia Lee
ADDITIONAL GUESTS:	Kevin Harrison
RECORDER:	Samatha Nguyen for 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

1. Welcome new members: Alex Letourneau & Matthew Gonzalez
2. College Tech Review / Presentation: Kevin Harrison
 - a. refer to presentation (Kevin to send to Shiela)
 - b. technology refresh planning: replace by location, tracking data
 - i. chromebooks: an overview list of where they are located and possibly collaborate between departments/division
 - c. CTC recommendation: any adjustments or recommendations, documents will be provided to help support the purchase or refresh **(APPROVED)**
3. Strategic Plan: Lauren Davis Sosenko
 - a. refer to: [New GWC Strategic Plan DraftFeb122025.docx](#), reviewed data metrics and goals for each metric
 - b. suggestion: look at the historical to help compare, possibly look at a smaller college model if possible
 - c. **Action item:**
 - i. Lauren to color code the metrics based on Vision 2030
 - ii. Lauren to send some data points to the group
4. Annual Plan: Lauren Davis Sosenko
 - a. refer to: [2024 Annual Planning Other Request Summary.docx](#)

- b. **Action item:** move request to budget for printer, ztc, and international items
- 5. Enrollment Management
 - a. EMP – finish before end of spring semester
 - b. Fraud Partner - N2N: able to put on a hold on the “student” record, help with cleaning up our data, AI bot detecting
 - c. **Action item:**
 - i. emphasize to faculty to drop students by census
 - ii. open communication with A&R
- 6. Damien recommended the following items to help students:
 - a. Winter vs intersession terms: revise the terminology, create it as its own schedule
 - b. semester vs fall/spring terms: revise the terminology
 - c. suggestion: bring in research and financial aid in the talks if possible
- 7. Campus Updates
 - a. Slate update to have A&R welcome emails
 - b. first week of school: free breakfast & lunch was provided
 - c. counseling is working on redoing MAP – possibly moving to Slate, updating the ELL/ESL course sequences
 - d. csuf/gwc mou: partnership with transfer center to help our students by admission, workshops, conferences, and more.
 - e. probationary language updates/revisions (district-wide) recommendations
 - i. academic warning, academic notice
 - f. ISER: on the 2nd draft and collecting feedback until 2/21
 - g. basic needs grant will be sent out to students after the census date
 - h. PACE survey has been sent. Please encourage all to respond. Deadline is 2/28. Last taken in Spring 2023.
 - i. **Action Item:**
 - i. add ASGWC budget topic to the March meeting
 - ii. add Equity 25-28 Plan to the meetings (1st draft on April 24th & 2nd draft on May 4th)
 - 1. March 26, 2025 DEIA Committee – First Reading
 - 2. April 9, 2025 DEIA Committee – Second Reading
 - 3. April 8, 2025 Academic Senate – First Reading
 - 4. April 22, 2025 Academic Senate – Second Reading
 - 5. April 24, 2025 Planning Council – First Reading
 - 6. May 8, 2025 Planning council – Second Reading
 - 7. May 14, 2025 President’s Cabinet – First Reading
 - 8. May 28, 2025 President’s Cabinet – Second Reading
 - 9. September 17, 2025 First Board Meeting Reading
 - 10. October 1, 2025 Second Board Meeting Reading
- 8. Transcripts (District-wide vs Individual Campus)
 - a. collaboration with A&R and Counseling
 - b. **Action Item:**
 - i. Michael to survey pros & cons then send feedback to Claudia
 - ii. Lauren to help with cross enrollment data
- 9. Meeting changes:
 - a. Move February 27th meeting to February 26th
 - i. 2/19 @ 2:30-4pm (SSC 2400)
 - b. Move April 10th meeting to April 17th for ISER & Strategic Plan
 - i. 4/17 is good to go; confirm meeting invite; ISER to be presented first.
 - c. Starting 2025-26: Move meetings to Wednesdays, opposite of DEIA committee?

- i. Meetings will be on the 2nd & 4th Wednesdays at 2-4pm

Action Items (Committee):

- refer to the strategic plan for goal 1
 - dual enrollment/adult ed/returning students as key focus points
 - needs to focus on retention too
- research plan templates from other schools (examples)
 - [plan for enrollment management plan 2022 2026.pdf](#)
 - [lasc-enrollment-management-plan-2021-2024.pdf](#)
 - [enrollment-management-plan-2020-2025.pdf](#)