Meeting was called to order at 2:15pm

I. Agenda for September 17, 2007, was approved.

II. Approval of Minutes
   • Minutes of April 16th and September 17th were approved as submitted.

III. Reports and Information - President: (Mark Rocha)
   a. Welcome New Interim Vice President of Academic Affairs (Robert Sprague)
   b. Researcher has transferred to District; Consult with committees on short-term research needs over the next three months.
   c. Michelle Long-Coffee, Marketing Director will attain web responsibility
d. $250k will be allocated to the CPC to work on a plan to expend funds. Note: funds do not have to be spent by the end of the Fall semester. Recommendations of how to spend funds may carry over to the next year.
e. Reiterated to the committee to focus on linking planning to budget.

IV. Chair’s Report - 2006-2007 Growth Initiatives
   a. No reports were submitted on this day; however, Elizabeth Jordan, Dr. John Workman and Dr. Vanita Nicholas submitted reports at the June 18th meeting in which no one has record of meeting notes.
   b. It was requested that a financial report of the growth initiatives be obtained and submitted at the next meeting.

V. Program Review (Fran Leonard) Handout
   a. Look at 07-08 Unit Plans;
      i. Look at critical actions, Educational Master Plan, strategic planning and review; new ideas should be written into 08-09 process.
      ii. Worksheet for new growth initiatives should link program review to Educational Master Plan.
      iii. New growth initiatives should reflect enrollment growth, retention, and academic excellence. Note: No funding will be given to any division who has not submitted a unit plan/program review.
   b. CPC Motion by Fran Leonard

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**CPC Motion**

**Date:** October 15, 2007

**Motion:** Moved that the College Planning Committee endorses the proposal presented by the Program Review Committee for an abbreviated program review and unit plan process that incorporates in the Educational Master Plan strategies to determine how to distribute the $250,000 for the 2008-09 year. The abbreviated program review and unit plan will fold in the new initiatives question, plus that they have completed a 2008-09 unit plan.

**Amendments (if any):**

Moved by: Fran Leonard Seconded by: __________

Result: Approved

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c. Streamlining the program review process this fall semester.
   i. In the Program Review and Recommendation 5 Committee meeting of October 18th, the committee decided that – because of the short timeline we have left for program review and unit planning - we should focus on the 2008-2009 Unit Plan (see the attached Unit Plan form). This would be completed this Fall 2007 semester by: Academic Divisions, Student Services, Administrative Services and the President’s Office. As you can see, the form asks for all planning requests for each division/unit/office, but also asks for a listing of any proposed actions from the
Unit Plan that address an Educational Master Plan strategy to be considered for the $250,000 set-aside.

ii. For those action proposals to be considered for that set-aside, a College Planning Committee Justification Form will need to be filled out and submitted to the CPC (see attached). The form has been has modified specifically to align with the Educational Master Plan. You will see on this form – in blue – questions and proposed wording changes by Phyllis Morrison, which Cathy and I have incorporated into the document to better adapt the form to this year’s set-aside as linked to the Educational Master Plan Strategies.

iii. Finally, the Program Review/Rec 5 Committee recommends that we take out the Emergency Track question (#14) since this Unit Plan aligns with the college’s budget preparation timeline. Therefore, the committee feels that an Emergency Track is not needed for this Unit Plan and might confuse those who fill out the Justification Form.

VI. Old Business
• What is CPC; tabled until the next meeting. Committee should review the Rationale & Charge and be ready for discussion.

VII. New Business
• Review of “New Initiative Forms; tabled until the next meeting.
• Question: Should we continue with old forms from the Educational Master Plan or regroup for discussion of the new Educational Master Plan?

The next meeting of the College Planning Council will be Monday, November 19, 2007, Winlock Lounge, at 2:00pm.