



**College Planning Council
Minutes**

October 5, 2022, 3 p.m. / E-112

<https://cccconfer.zoom.us/j/92814546379>

APPROVED 10/19/22

MEMBERS	Representing	Present	Absent
1. Jason Hough, Co-Chair	Academic Senate	X	
2. Michael Gutierrez, Co-Chair (non-voting)		X	
3. David Beymer	Faculty	X	
4. Mostafa Ghous	Administration	X	
5. Delia Edeza	CSEA		
6. Ben Grainger	Administration	X	
7. Guy Hanna	CSEA	X	
8. Romero Jalomo	Administration		X
9. Brenda Jones	CSEA	X	
10. Debra Kaczmar	Administration	X	
11. Carol Kimbrough	PT Faculty	X	
12. Brian Lofman	Administration	X	
13. Daniel Lopez	Faculty	X	
14. Graciano Mendoza	Administration		X
15. Cheryl O'Donnell	Faculty	X	
16. Shawn Pullum	CSEA President	X	
17. Apolonia Preciado Castillo	Associated Students	X	
18. Elijah Ruelas	Associated Students	X	
19. Nancy Schur Beymer	HCFA President	X	
20. Cathryn Wilkinson	Administration	X	

Guests: Marianne Fontes, Dean of Academic Affairs
Milena Angelova, Director of Institutional Research

1. Call Meeting to Order

Co-Chair Dr. Jason Hough called the meeting to order at 3:07 p.m.

Dr. Hough requested the Council amend the agenda to include a brief discussion about the recent network outage because of concerns from faculty and others.

2. Approval of Amended Agenda

Carol Kimbrough motioned to approve the agenda as amended. Guy Hanna seconded the motion, and the Council voted. The motion passed and the amended agenda was approved with no opposition or abstentions.

3. Approval of Minutes – September 21, 2022

Nancy Schur-Beymer motioned to approve the meeting minutes of September 21, 2022. Carol Kimbrough seconded the motion and the Council voted. The motion passed, and the minutes were approved with no opposition or abstentions.

4. Network Outage

Dr. Hough shared that he and Nancy Schur-Beymer received concerns about the network outage related to the distribution of student hotspots. He stated that the College does not have protocols in place to manage outages and that he reached out to the Distance Education Committee chair, Carol Hobson, and she has agreed to work with the DE Committee to develop protocols. Dr. Hough anticipates the plan would include roles and a decision tree, so that faculty and staff know where to go for answers. HCFA President Nancy Shur-Beymer agreed that a plan will help clarify how to manage instruction during network outages. Apolonia, ASHC President, shared that students do not have access to their CatCard so they cannot buy food at the cafeteria and she pointed out the pantry she helped establish in the Student Center. She recalled the College provided hotspots to students during the pandemic, and this helped; however, no hotspots are available to students at this time, and she encouraged students to use their mobile hotspots so that they do not get behind on their studies. Dr. Hough shared that the Senate plans to consider a resolution that supports the use of the course management system (CANVAS) by all faculty because it allows flexibility and student access at all times. Also, the College needs to consider moving from internal drives to cloud-based. President Gutierrez thanked everyone for their feedback and stated that he is pleased to hear that the focus is around delivering instruction and services to our students. Also, he stated that he appreciates the Senate considering a resolution that supports the use of the College's course management system. He thanked everyone for being resilient and thanked the students for using their hotspots. He acknowledged that existing hotspots need to be reactivated, which the administration is working on. When ready, the administration will restore the system department by department, which is slower than what he had hoped. In closing, Dr. Hough urged all to not jump to conclusions and to remain positive during this time.

5. Institution-Set Standards

Dr. Lofman explained that the Accrediting Commission for Community and Junior Colleges (ACCJC) has expected institutions to set Institution-Set Standards for many years. The College sets its standards some time ago and has since updated them; each time approved through the participatory governance process. It's been some time since the College has presented the standards and because the College is now preparing its Accreditation Mid-Term Report, this is the perfect opportunity to present to the CPC as evidence for the Report. A presentation to the Academic Senate is planned for later this month, also. Dr. Lofman stated that today's focus is to compare recent data to the standards to determine where the College stands. He provided an overview of the institutional effectiveness framework, which includes target outcomes of minimum expectations, attainable goals, and aspirational goals and he explained how the College assesses performance and takes action. Dr. Angelova delivered a presentation on the past three reporting years (2018-2021) for the metrics of course completion rates, certificates, Associate Degrees, transfers, licensure examination pass rates (allied health programs), and employment rates for career technical education. The College has performed well (above minimum standard) on all standards, except for course completion rates (2020-21) and respiratory care practitioner licensure rates (2020-21). Dr. Angelova had hoped to share testimonials from CTE students, but was unable to; however, will provide the link for councilmembers to review.

**6. Operational Memorandum (OM) System: Securing Institutional Processes and Procedures
Memorandum (OM) System: Securing Institutional Processes and Procedures**

Cathryn Wilkinson made a motion to table this item until the next meeting. David Beymer seconded the motion and the Council voted. The motion passed with no opposition or abstentions.

7. Closing Comments/Adjournment

The meeting adjourned at 4 pm.

NEXT MEETING(S)

October 19, 2022

November 2, 2022

November 16, 2022

December 7, 2022