HARTNELL COMMUNITY COLLEGE DISTRICT

Continuous Improvement Committee Minutes
February 5, 2015 – 3 – 5PM
E-112

MEMBERS

<table>
<thead>
<tr>
<th>Council Member</th>
<th>Representing</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Brian Loffman</td>
<td>Chair/Administrator</td>
<td>X</td>
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<tr>
<td>Stephen Otero</td>
<td>CSEA</td>
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<tr>
<td>Louanne Raras</td>
<td>Confidential</td>
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<tr>
<td>Tony Anderson</td>
<td>Faculty</td>
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<td>David Beymer</td>
<td>Faculty</td>
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<td>Frank Gallegos</td>
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<tr>
<td>Vacant</td>
<td>Student Body</td>
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Ex-Officio Members

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<tr>
<th>Name</th>
<th>Title</th>
<th>Present</th>
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Others

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<tr>
<th>Name</th>
<th>Title</th>
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CALL TO ORDER & INTRODUCTIONS
1. Meeting called to order at 3:13 pm

ACTION ITEMS

1. Selection of Faculty Co-Chair - Committee Members
   B. Lofman

   MSC – Unanimous to approve David Beymer as Faculty Co-Chair
   David Beymer approved for co-chair

INFORMATION/DISCUSSION/PRESENTATIONS

1. Overview of Governance System/Review of College Planning Council & Continuous Improvement Committee Handbooks
   Brian Lofman

   Dr. Lofman directed members to the Governance and Planning Model in order for the members to understand how the Continuous Improvement Committee is a sub-committee and the only one that reports directly to the College Planning Council.

Hartnell College Mission Statement
Hartnell College provides the leadership and resources to ensure that all students shall have equal access to a quality education and the opportunity to pursue and achieve their goals. We are responsive to the learning needs of our community and dedicated to a diverse educational and cultural campus environment that prepares our students for productive participation in a changing world.
Members were directed to the CPC Handbook to review the responsibilities of the Council, which are: To function as the highest level collaborative council for the college with focus on planning, resource allocation, accreditation, and institutional effectiveness.

Dr. Lofman and committee members reviewed the CIC Committee Handbook as well as discussed the purpose of the Council which is, to function as a subcommittee of the College Planning Council, focusing on the continuous improvement of integrated planning and institutional effectiveness.

2. Review of Integrated Planning Model

Dr. Lofman stated that he developed the Model for Integration Planning and Sustainable Continuous Quality Improvement after having met with the ACCJC visiting team this past spring, when he was asked to produce a visual diagram. Our institution had no model in place prior to spring 2014; the College Planning Council approved it in fall 2014. The Committee reviewed the model and learned how it ties in with the long term plans and the comprehensive review; as well as its overall link to the Goals of the Strategic Plan.

3. Review of Continuous Improvement Plan/Handbook of Continuous Improvement Processes & Master Inventory with Leads

We have had some CI processes before (although they weren't called that), but they were never officially written down/formalized. We added many new CI processes for a current total of 30 processes, with 27 of them fully in writing, and 3 remaining to be written. Dr. Lofman informed the committee of its responsibility of reviewing assessment reports when they can be provided by the IPE office.

4. Consideration of Agenda Items To Tackle This Year & At Next Meeting

Continuous Improvement Meaning of Quality Improvement
Sustainable Quality Improvement and what it means for our institution.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

NEXT MEETING(S)

• March 5, 2015

ADJOURNMENT

Meeting adjourned at 5:08