



PLANNING COUNCIL

AGENDA

February 9, 2023

LRC 250, 1:30 pm – 3 pm

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

COMMITTEE MEMBERS: Pete Bouzar, Dorsie Brooks, Susana Castellanos-Gaona, Erin Craig, Damien Jordan, Theresa Lavarini, David Le, Kay Nguyen, Cortney Ngo, Stephanie Smallshaw

CHAIRS: Claudia Lee, Meridith Randall

GUESTS: Jeannette Jaramillo

RECORDER: Yadira Lopez-Daly

Purpose: Primary coordinating and recommending body to the College President on matters of college-wide planning. Primary resource for accreditation and program review processing, coordination, and recommendations.

AGENDA ITEMS

1. Survey Reports – AANAPISI and Preferred Modality (Jeannette Jaramillo)

- Surveyed students on preferred modalities and preferred access to student services
- Received 1,140 responses, 11.5% response rate
- Most preferred 2 days a week on campus, almost $\frac{3}{4}$ of students were on campus at least two days or more (60%). 31% preferred in person classes
- Committee suggested looking at what students are actually doing along with what they say their preference is and look at enrollment trends such as which classes fill first
- Committee will discuss what a good strategy is on when to cancel a low enrollment class
- Planning council can make recommendations to CCD such as how to schedule and cancel strategically
- Meridith will ask about Banner process and if they could move unfilled CRNs to the top of searches
- Going into the Fall, can cap waitlists at a lower number so other classes can fill rather than having a large waitlist for a class
- Student Services – email was the main type of contact. Preferred modality for most is on campus.
- 30% of respondents said they faced challenges getting to campus and only 11% faced challenges accessing resources online
- Events preferred 10am-2pm but this is the primetime for classes. College hour could be considered to help with student engagement. College hour is blocking off a time where classes cannot be offered such as 12-1pm but with some exceptions.

2. Update on Last Year's Program Review Requests

- Still have \$600k but the college will not receive any more SFE funding for the next few years. We would like to be cautious when spending
- The committee reviewed 21-22 PR requests and Meridith provided updates on requests

3. Review of Rubric for New Requests

- The committee can come up with a cutoff point on new Mid-Cycle requests. Committee members to rank all requests first then decide where to stop funding and provide feedback to all
- Yadira will combine all requests and create columns for tabulation. Please complete ranking by March 9th meeting

4. Role of Budget Council re: Requests

- After ranking new requests, committee will discuss: What do we expect from Budget Council once we move requests forward? What do we want them to look at?

5. Recommendation about SEAP Funding

- SEAP had \$300,000 available for requests. Susie provided 5-year historical data and the amounts given to each request. Exec Team made a recommendation for those who continuously requested funds to automatically grant them funds instead of reapplying every year.
- Preliminary approval from Planning Council with suggestions:
 - Any new initiatives should not be part of the automatically funded requests. They would have to go through Program Review
 - What about happens to preapproved requests who don't need funds/are phasing out?
 - SEAP to provide the committee with a synopsis of what approved requestors do with funds, how much they receive, and other funds they receive, if any
- Dorsie would like to follow similar recommendation for Strong Workforce requests. Will provide a similar synopsis

6. Topics for Remainder of Spring/Template for Reports from Other Committees

- Yadira will create name plates for Planning Council
- Feb. 23 meeting is cancelled due to Flex Day
- Yadira will find a time for first Dual Enrollment Workgroup meeting
- Future agenda items: template of focus areas for committees, discuss program review process – Damien will give report on Program Review workgroup, discuss cancelling classes