

COLLEGE PLANNING TEAM CHARTER & MEMBERSHIP

2014-16

Charge

The primary purpose of the College Planning Team (CPT) is to coordinate College planning efforts, including the work of the College Planning Theme Teams. The CPT is tasked with monitoring the activities of the Theme Teams and providing guidance. The CPT will facilitate a comprehensive and cohesive approach to planning furthering the College's adoption of the 2013-2018 Strategic Plan. In pursuit of this purpose, the CPT's scope includes the following activities:

- Develop and endorse the Theme Team charters.
- Monitor activities of the Theme Teams to ensure alignment with the Strategic Plan to achieve College mission fulfillment.
- Where appropriate, develop and/or adopt templates for use across the institution.
- Review Strategic Objectives, Indicators and Measurements to ensure uniformity.
- Coordinate communications on College planning to internal and external audiences.
- Support and document planning activities, seeking to develop a comprehensive, uniform approach to planning based on best practices that will assist the College with Student Success, Accreditation, Achievement Compact, Program Improvement and other initiatives.
- Assist the College address specific Accreditation Recommendations related to the Themes
- Establish a task list and calendar/timeline of completion dates
- Review the Strategic Planning process annually and update documentation

Membership

Membership is drawn from across the institution and includes employees with the knowledge, responsibility and authority to meet the responsibilities of the Charter, with the number of members determined by the President and serving at the discretion of the President. Faculty members shall be nominated by the Faculty Forum to the President for consideration. Classified staff members shall be nominated by the COCC Classified Staff Association to the President for consideration. The CPT will report to the President. The term of Committee Members will be two years, with initial membership terms staggered between one and two years to ensure a continuation of experienced members on the Committee. The Committee will initially meet once a month.

Members:

College Planning Team

| Representative | Area Represented | Term |
|---|-----------------------------------|-----------|
| Co-Facilitator Administration | Matt McCoy | 2014-2017 |
| Co-Facilitator Admin/Instruction | Charles AbasaNyarko | 2014-2016 |
| Faculty | Patty Hammer-Math | 2014-2017 |
| Faculty-CTE | Lew Cousineau-CIS | 2014-2017 |
| Classified | Denise Hatch-A&R Degree Eval | 2014-2016 |
| Classified | MaryBeth Hamilton-Library AA | 2014-2017 |
| Classified | Deena Cook-Culinary AA | 2014-2017 |
| Administration | Nick Sphatt-EMS/Fire Science | 2014-2016 |
| Administration | Ron Paradis-Dir College Relations | 2014-2017 |
| Student | | 2014-2016 |
| SUPPORT | | |
| Institutional Effectiveness Support | Brynn Pierce | Ongoing |
| Administrative Support | Jennifer Peters | Ongoing |

THEME TEAM CHARTER & MEMBERSHIP

Transfer and Articulation

Charge

The primary purpose of the five Theme Teams is to facilitate a cohesive approach to furthering the College's adoption of the five themes outlined in COCC's 2013-2018 Strategic Plan. In support of this purpose, the Theme Teams will work on the following activities:

- Develop a narrative description outlining the specific meaning behind each strategic objective
- Establish indicators and rationale for each strategic objective – determine how the College will know objectives are being met
- Establish benchmarks for each Strategic Planning indicator – determine what will the College consider success
- Provide operational suggestions to the institution – what could be implemented to improve success
- Assist the College in addressing Accreditation Recommendations related to the Themes
- Assist the College in addressing Achievement Compacts, Student Success Initiatives, Program Improvement and other needs
- Document the work being done and assist the College in communicating efforts to the both internal (faculty/staff) and external audiences (state, accreditation, etc.)

Membership

Membership is drawn from across the institution and includes employees with the knowledge, responsibility and ability to foster accomplishing the activities listed above, with the number of members determined by the President and serving at the discretion of the President. Faculty members shall be nominated by the Faculty Forum to the President for consideration. Classified staff members shall be nominated by the COCC Classified Staff Association to the President for consideration. The term of Team Members will be two years, with initial membership terms staggered between one and two years to ensure a continuation of experienced members on the Team. The Theme Teams will report to the College Planning Team.

The Theme Teams will initially meet a minimum of once a month.

Team Membership:

| Representative | Represented Area | Term |
|-------------------------------------|----------------------------------|-----------|
| Co-Chair Inst Administration | Chad Harris | 2014-2017 |
| Co-Chair Faculty | Tony Russell | 2014-2017 |
| Faculty | Alisa Schneider-Nursing | 2014-2016 |
| Faculty | Sara Fuller-Biology | 2014-2017 |
| Classified | Stephanie Clark-CAP Ctr | 2014-2016 |
| Classified | Nancy Butler-A&R Transcript Eval | 2014-2017 |
| Administration | David Dona-Assoc CFO | 2014-2016 |
| Administration | Kevin Multop-Dir Fin Aid | 2014-2017 |
| SUPPORT | | |
| Institutional Effectiveness Support | Brynn Pierce | Ongoing |
| Administrative Support | Konnie Handschuch | Ongoing |

THEME TEAM CHARTER & MEMBERSHIP

Workforce Development

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| Co-Chair Inst Administration | Michael Fisher | 2014-2017 |
| Co-Chair Faculty | Michele Decker | 2014-2017 |
| Faculty | Paula Simone-Fire Science | 2014-2016 |
| Faculty | Shannon Waller-Pharmacy Tech | 2014-2017 |
| Classified | Colette Hansen-Fine Arts | 2014-2016 |
| Classified | Lisa Bacon-Fin Aid/Veterans | 2014-2017 |
| Administration | Laura Boehme-ITS | 2014-2016 |
| Administration | Dianne Capozzola-HR | 2014-2017 |
| SUPPORT | | |
| Institutional Effectiveness Support | Chris Egertson | Ongoing |
| Administrative Support | Brenda Turner | Ongoing |

THEME TEAM CHARTER & MEMBERSHIP

Basic Skills

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| Co-Chair Inst Administration | Jenni Newby | 2014-2017 |
| Co-Chair Faculty | Doug Nelson-FT Math | 2014-2017 |
| Faculty | Blair Brawley-FT ABS | 2014-2016 |
| Classified | Carrie McCormick-Madras AA | 2014-2017 |
| Classified | Layla Solar-Fin Aid Specialist | 2014-2016 |
| Administration | Shawna Elsberry-Enrollment Serv | 2014-2017 |
| Administration | Debbie Hagan-ABS | 2014-2016 |
| SUPPORT | | |
| Institutional Effectiveness Support | Chris Egertson | Ongoing |
| Administrative Support | Mary Nelson | Ongoing |

THEME TEAM CHARTER & MEMBERSHIP

Lifelong Learning

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| Co-Chair Inst Administration | Glenda Lantis | 2014-2017 |
| Co-Chair Faculty | Deb Davies | 2014-2017 |
| Faculty | Dan Alberghetti-CIS | 2014-2016 |
| Classified | Renee Brazeau-Asher – Math | 2014-2017 |
| Classified | AJ Middleton-Admission &Records | 2014-2016 |
| Administration | Julie Mosier-Purchasing Coord | 2014-2016 |
| Administration | Karen Roth-Dir Multicultural Activ | 2014-2017 |
| Administration | Jerry Schulz-Community Learning | 2014-2016 |
| SUPPORT | | |
| Institutional Effectiveness Support | Susan Galecki | Ongoing |
| Administrative Support | Lani Sykes | Ongoing |

THEME TEAM CHARTER & MEMBERSHIP

Institutional Sustainability

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| Co-Chair Administration | Shirley Metcalf | 2014-2016 |
| Co-Chair Administration | Matt McCoy | 2014-2017 |
| Faculty | Kathy Smith-Math | 2014-2016 |
| Faculty | Kevin Grove-Physics & Engineering | 2014-2017 |
| Classified | Erika Wooler-A&R Admin Asst | 2014-2017 |
| Classified | Erica Waldbillig-Office of CFO AA | 2014-2016 |
| Administration | Alicia Moore-Dean, Student Serv | 2014-2017 |
| Administration | Charles AbasaNyarko-VPI | 2014-2016 |
| Administration | Sharla Andresen-Dir Risk Mgmt | 2014-2017 |
| SUPPORT | | |
| Institutional Effectiveness Support | Brynn Pierce | Ongoing |
| Administrative Support | Jennifer Peters | Ongoing |