

CENTRAL OREGON COMMUNITY COLLEGE
College Planning Team Meeting NOTES

Date:	January 7, 2015	Facilitator(s):	Matt McCoy/Charles Abasa-Nyarko
Time:	3:00-5:00pm	Notes:	Jennifer Peters
Place:	CCB 116	Agenda Maker:	Matt McCoy/Charles Abasa-Nyarko

Attendees:	Matt McCoy	IS	Yes	Denise Hatch	BS	Yes	IS – Institutional Sustainability	
	Charles Abasa-Nyarko	IS	Yes	Ron Paradis	BS	Yes	LL – Lifelong Learning	
	Deena Cook	LL	Yes	Nick Sphatt	TA	No	WD – Workforce Development	
	Low Cousineau	WD	Yes	Support:			TA – Transfer & Articulation	
	Mary Beth Hamilton	LL	Yes	Brynn Pierce	TA	Yes	BS – Basic Skills	
	Patty Hammer	WD	Yes	Jennifer Peters	IS	No		

Agenda Item	Discussion	Decision/Action	DRP Designated Responsible Person(s)
Call to Order/Welcome	Matt shared that since the committee reconvened later than anticipated he received Presidential approval to extend committee member's term (for both CPT and TTs) by six-months (1-year term will be Jan 2015 to June 2016 and 2-year term will be Jan 2015 to June 2017)		Matt McCoy
12 11 14 Meeting Notes	No comments or changes		Matt McCoy
CPT Charge <ul style="list-style-type: none"> • Member Responsibilities • Theme Team (TT) Interaction <ul style="list-style-type: none"> ✓ Monthly Co-Chair Lunch Meetings (3rd Thurs/month 11:30am-1:00pm) Next meeting: Thursday, 1/15, 11:30am-1:00pm Board Room • 2014-15 CPT Goals/Tasks & Next Steps 	Matt reviewed member's responsibilities and the charge of CPT <ul style="list-style-type: none"> • Much of CPT's work will be dependent on the TT's work • Encouraged to make well thought out decisions - not rush the process • Member's responsibility is to share CPT information with their constituents – be an ambassador • CPT coordinate planning CPT monitor and guide TT 	<ul style="list-style-type: none"> • Be sure that all documents are dated when created or updated 	Matt McCoy

	<ul style="list-style-type: none"> • TTs to look at objectives – CPT will review TT objectives • TTs to look at indicators – CPT will review TT indicators • TTs to look at measurements – CPT will review TT measurements • Define Mission fulfillment • Currently an informal monthly Co-Chair TT meeting that CPT members may attend if they wish <p>2014-15 CPT Goals/Tasks & Next Steps:</p> <ul style="list-style-type: none"> • Goals are the result of the August 2014 CPT retreat • CPT members to serve on sub-committees for the goals (with the exception of Goal 4 – Accreditation) • Subcommittee work to be done outside of regular CPT meetings and to bring information/findings back to CPT 	<p><u>Subcommittee Assignments:</u></p> <p>Goal #1 – CPT Communication & Structure: Ron Paradis & Denise Hatch</p> <p>Goal #2 – Evaluate COCC’s 2013-18 Strategic Plan: Lew Cousineau & Patty Hammer (Brynn to also meet)</p> <p>Goal #3 – Advance a Culture of Planning and Assessment: Deena Cook & Mary Beth Hamilton</p> <p>Goal #4 – No subcommittee – work will come to CPT as needed</p> <p><u>Goal:</u> Subcommittees to meet before next meeting and develop an action plan to bring back to February meeting</p>	
<p>CPT & TT Kick-Off Event (January 12, 2015)</p> <ul style="list-style-type: none"> • Setting agenda • Designate CPT member(s) to TT tables 	<ul style="list-style-type: none"> • Reviewed agenda for the Kick-Off Event <ul style="list-style-type: none"> ✓ Develop an evaluation plan for the Strategic Plan to answer “how are we fulfilling our mission • CPT members were assigned to TT tables at Kick-Off Event (see assignments in red above next to attendee’s names) 		<p>All</p>

Future Meeting Dates: <ul style="list-style-type: none">• CPT - 1st Wednesday/month 3:00-5:00pm• Next Meeting: Wednesday, February 4, 2015, 3:00-5:00pm			
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