

CENTRAL OREGON COMMUNITY COLLEGE
College Planning Team Meeting NOTES

Date:	April 1, 2015	Facilitator(s):	Matt McCoy
Time:	3:00-5:00pm	Notes:	Jennifer Peters
Place:	BEC Board Room	Agenda Maker:	Matt McCoy

Attendees:	Matt McCoy	No	Ron Paradis	Yes	Guests:	
	Deena Cook	Yes	Nick Sphatt	Yes	Michele Decker	
	Lew Cousineau	Yes	Justin Warren (Student)	Yes	Tony Russell	
	Mary Beth Hamilton	Yes	Support:		Glenda Lantis	
	Patty Hammer	Yes	Brynn Pierce	Yes	Chris Egertson	
	Denise Hatch	Yes	Jennifer Peters	No	Susan Galecki	

Agenda Item	Discussion	Decision/ Action	DRP <i>Designated Responsible Person(s)</i>
Call to Order/Welcome 03.04.15 Meeting Notes	No changes or additions to the meeting notes		Brynn Pierce
Review Proposed Revisions to Strategic Objectives (45 minutes)	<p>The SP Current-Proposed Changes – Objectives as of 3.16.15 document was circulated prior to the CPT meeting and members asked to review and bring comments to the meeting.</p> <p>Co-Chairs representing the theme teams Transfer and Articulation (Tony Russell), Workforce Development (Michele Decker) and Lifelong Learning (Glenda Lantis) were in attendance and answered clarifying questions raised by CPT.</p> <p>The discussed list of changes/suggestions is captured in the following document: SP Objectives Current-Proposed Changes as of 04.01.15</p>	<p>By April 10, the CPT work-team will summarize the discussion/suggested changes, meet with TTs directly to achieve clarity on objectives as necessary, and circulate to CPT for committee review.</p> <p>At the May 6 CPT meeting, a final draft of the suggested changes will be reviewed and endorsed by CPT.</p>	All

<p>CPT Sub-Committees (30 minutes)</p> <ul style="list-style-type: none"> • Updates <ul style="list-style-type: none"> ✓ Communication and Structure ✓ Evaluate 2013-18 Strategic Plan ✓ Advance culture of planning and assessment ✓ Accreditation • Next Steps • Update to TT Co-Chairs (two on April 14, 3:30pm and two on May 20, 4:00pm) 	<p>Subcommittees started to report back and it became apparent that there was confusion regarding next steps and whose role it was to carry out the next steps.</p> <p>Brynn reiterated that the subcommittees were tasked with developing recommendations for the full CPT committee to implement which was a relief to many. It was recommended that each subcommittee put together a one page recommendation on work-to-date and proposed next steps and submit them to the CPT work-team by April 15. The recommendations would then be circulated to the CPT and discussed at the May 6 meeting.</p> <p>Brynn also asked if the subcommittees could provide a brief, 5 minute update at the upcoming TT co-chair meetings. Everyone was in agreement that that was doable.</p> <p>April 14 – Advancing Culture of Planning & Assessment and Accreditation</p> <p>May 20 – Communication & Structure and Evaluation of SP</p>	<p>CPT subcommittees to submit recommendations to CPT work-team by April 15. CPT work-team will send a reminder.</p> <p>CPT work-team will send a reminder to subcommittees regarding attending the co-chair meeting.</p>	<p>All</p>
<p>Review Achievement Compact (AC) Process and Current Status (15 minutes)</p> <p>Prepare for 1st Reading at College Affairs 4/3/15 Meeting</p>	<p>Brynn and Chris Egertson walked the group through the current version of the 2015-16 Achievement Compact (AC) and shared information on the state picture, CPT’s role in the AC process and answered any questions the group had.</p> <p>The role of CPT is to be knowledgeable about the AC process, the document being circulated and become familiar with the outcome measures. Not necessarily the individual numbers/results but the outcomes being measured. CPT will see a final version of this document at the May meeting.</p>	<p>CPT members to submit any question they have to Brynn Pierce</p>	<p>Brynn Pierce</p>
<p>Indicator/Rationale/Benchmark Exercise Development (30 minutes)</p>	<p>Brynn walked the group through the 2015 Indicator Exercise power point slides. This process will be used to help the Theme Teams evaluate achievement of the Strategic Plan. To see the specifics of the presentation, please visit the slides (see: CPT Indicator Exercise) but we did prompt discussion on three specifics points:</p> <ul style="list-style-type: none"> • <u>General Approach/Plan</u>: CPT was supportive of the approach • <u>Fostering Continual Improvement</u>: discussion on how the CPT was to instill in the Theme Teams and the College that this is reiterative work and that we 	<p>CPT work-team will work with the IE office to finalize the Indicator Exercise for the April 14 Co-Chair meeting.</p>	<p>All</p>

	<p>just need to get started</p> <ul style="list-style-type: none"> ✓ Stress that this is not punitive work – may take time to convince them that this is not what benchmarks will be used for ✓ Encourage co-chairs to select a solid indicator that IE has backup data to support that it's achievable <ul style="list-style-type: none"> • <u>Exercise Basics</u>: CPT was supportive of the basic exercise – <ul style="list-style-type: none"> ✓ CPT never established the levels of benchmarks (e.g. – red, yellow, green; 1-5, etc) – important that this is established before CPT approaches the TT with the exercise ✓ First exercise in benchmarking should be realistic – work towards aspirational ✓ Exceeded, met and not met is a more “gentle” approach <ul style="list-style-type: none"> ○ Not met could mean failure to some ✓ CPT is not supportive of red, yellow, green <ul style="list-style-type: none"> ○ People would tend to concentrate on red (red=negative/unsuccessful) ○ Color codes show status by a quick glance – possibly use a color different from red ✓ Suggest in progress, meets, exceeds <ul style="list-style-type: none"> ○ Use checks in columns with no colors – this would be a visible tool for a quick check of status ✓ Definition of in progress – not met – needs to be further evaluated for improvement; “meets” – realistic goal met; “exceeds” – aspirational ✓ Exercise will be to ask the Theme Team to come up with an exercise that will fulfill the “meets” range 	<p>CPT work-team will summarize discussion and come up with a few examples.</p>	
<p>Next Meeting: Wednesday, May 6, 2015 3:00-5:00pm</p>			