

CENTRAL OREGON COMMUNITY COLLEGE
College Planning Team Meeting Notes

Date:	June 3, 2015		Facilitator(s):	Matt McCoy		
Time:	3:00-5:00pm		Notes:	Jennifer Peters		
Place:	BEC Board Room		Agenda Maker:	Matt McCoy		
Attendees:	Matt McCoy	Y	Ron Paradis	Y	Guests:	
	Deena Cook	N	Nick Sphatt	Y		
	Lew Cousineau	Y	Justin Warren (Student)	N		
	Mary Beth Hamilton	N	Support:			
	Patty Hammer	Y	Brynn Pierce	Y		
	Denise Hatch	Y	Jennifer Peters	Y		
Agenda Item		Discussion			Decision/Action	DRP Designated Responsible Person(s)
Call to Order/Welcome 05.06.15 Meeting Notes		No change or addition to meeting notes				Matt McCoy
Review CPT Subcommittee Recommendations		<u>Communications & Structure</u> – Ron Paradis & Denise Hatch <ul style="list-style-type: none"> Start utilizing existing web pages and assign an individual to keep the pages up to date Post meeting agendas, notes, other documents for public viewing Recommend that the Outlook folders are the outdated method of communication Committee members still use N:drive for “work in progress” Post important information on Commlines but direct the public to the web page for details (include a link) All documents are to be dated CPT to consider training employees to search committee web pages Need to create protocol for document format Anything on COCC’s web page is accessible to the public <u>Evaluate 2013-18 Strategic Plan</u> – Lew Cousineau & Patty Hammer <ul style="list-style-type: none"> On each TT’s web page there would be a side bar labeled Assessment where the proposed dashboard would be placed Institutional Sustainability TT recommends that the number of their objectives should be significantly reduced 			Matt to delegate who will update each TT web page (chair, co-chair or admin for each team)	All
		CPT has embraced this dashboard				

	<p><u>Accreditation</u></p> <ul style="list-style-type: none"> • Moving forward define CPT’s role in Accreditation <p><u>Advance Culture of Planning & Assessment</u></p> <ul style="list-style-type: none"> • Work on glossary is in progress and further work will be done over the summer 	<p>design and will start using it for TT assessment</p>	
<p>2014-15 CPT Year End Summary</p> <ul style="list-style-type: none"> • Theme Team Updates to CPT 	<p>Brynn reviewed the draft Year End Summary Report</p> <ul style="list-style-type: none"> • Summarize the work that was done over the last year to help with planning for the upcoming year • Review goals <ul style="list-style-type: none"> ○ What did we set out to do ○ Did we accomplish it ○ What are next steps • Goal will be to refine the summary report at the CPT retreat • Present to the College and the Board to help inform them of the work that has been done • Present report at one of the President’s all-college meetings • Post on Commlines with a link to the report • Due to the late start for the committee this last fall possibly call it a Six-Month Report • Simplify report – create in table format - not narrative format • Use July meeting to prepare information for Board for their August retreat • September CPT meeting for planning and goal setting <ul style="list-style-type: none"> ○ Review 2014-15 CPT goals ○ Possibly only have one goal for 2015-16 – able to focus more if just one goal 		<p>All</p>
<p>2015-16 and Beyond</p> <ul style="list-style-type: none"> • Theme Team Structure • Summer Retreat(s) • Objectives 	<p><u>Theme Team Structure</u></p> <ul style="list-style-type: none"> • We offered TTs to submit their updates electronically instead of attending a CPT meeting – received two updates • TT Co-Chairs – limit time commitment • TT Co-Chairs – provide clear direction and clear structure • Appreciated the indicator exercise that the Institutional Effectiveness office created • TTs are discovering expertise in certain areas • What are the goals for the TTs next year and what does CPT want them to do 		<p>All</p>

	<p>Discussion:</p> <ul style="list-style-type: none"> • What is CPT’s workflow and how does it relate to other policy committees on campus • Need to keep the Strategic Plan in the forefront – how are we connecting to it with operational planning <p><u>Objectives</u></p> <ul style="list-style-type: none"> • Guidance to the Board to reduce the number – not to delete but have in “holding pattern” • CPT to review TT recommendations to their objectives and add their comments/edits for a final document to present to the Board for their review and decision <p><u>Summer Retreat</u></p> <ul style="list-style-type: none"> • Review planning and CPT structure <ul style="list-style-type: none"> ○ Decide how committee operates ○ What is our place in the COCC world ○ Review Strategic Plan ○ Objectives Summary Presentation • Theme Team Structure <ul style="list-style-type: none"> ○ Year-end summary for TTs • Review/set CPT annual goal(s) <ul style="list-style-type: none"> ○ Communication Planning • Timeline/calendar 	<p>July 1 CPT meeting to focus on review of the objectives</p>	
<p>Next meeting: July 1, 2015 3:00-5:00pm, BEC Board Room</p>			