

CENTRAL OREGON COMMUNITY COLLEGE
College Planning Team Meeting Notes

Date:	December 11, 2015		Co-Chairs:	Matt McCoy/Jenni Newby			
Time:	9:30-11:30am		Facilitator:	Brynn Pierce			
Place:	BEC Board Room		Notes:	Jennifer Peters			
Attendees:	Matt McCoy	Yes	Paula Simone	Yes	Guests:		
	Jenni Newby	No	Kathy Smith	Yes			
	Lew Cousineau	Yes	Vickery Viles	Yes			
	Patty Hammer	Yes	<i>Classified Staff Member – tbd</i>				
	Denise Hatch	Yes	Lee Heckman – Student	No			
	Glenda Lantis	No	Support:				
	Samantha Loza	No	Brynn Pierce	Yes			
	Ron Paradis	No	Chris Egertson	Yes			
			Jennifer Peters	Yes			
Agenda Item		Discussion		Decision/Action		DRP <i>Designated Responsible Person(s)</i>	
Call to Order/Welcome (2 minutes) <ul style="list-style-type: none"> 11.13.15 CPT Meeting Notes see: 11.13.15 CPT Meeting Notes Identify Timekeeper 		Meeting was called to order at 9:30am. There were no changes to the 11.13.15 CPT meeting notes. The committee was asked for a volunteer to be the timekeeper for future meetings.		Lew Cousineau volunteered to be the timekeeper for CPT meetings.		Matt McCoy	
2013-18 Strategic Plan Changes (3 minutes) <ul style="list-style-type: none"> Review Board Activity 		The Board recommended minor word changes to the narratives of the Lifelong Learning and Institutional Sustainability Theme Teams.		Committee incorporated recommended changes. To view the final document with Board recommendations see: Updated 2013-18 Strategic Plan-FINAL as of 12.11.15		Matt McCoy	
Planning N:Drive Tutorial (30 minutes)		Brynn reviewed the structure of the subfolders in the Planning folder on the N:drive.				Brynn Pierce/ Jennifer Peters	
2015-16 CPT Goals and Subcommittees (75 minutes) <ul style="list-style-type: none"> Discussion 		After a breakout session, the subcommittees provided an update to				Brynn Pierce/All	

<ul style="list-style-type: none"> • Breakout Session by Subcommittees • Report Out 	<p>the CPT on past, current and future actions for each subcommittee.</p> <p><u>Goal #1 –</u></p> <ul style="list-style-type: none"> • Working with Scott Donnell to finalize tasks 1 and 2 • Reviewed current Strategic Planning brochure and made a list of recommended changes <p><u>Goal #2 –</u></p> <ul style="list-style-type: none"> • Move to Tableau to use for reporting – link from the web page • Reviewed the web page that was created that summarizes the SP summary • Start identifying indicators to present the CPT and then to the Theme Team Co-Chairs <p><u>Goal #3 –</u></p> <ul style="list-style-type: none"> • Initial focus is to work on the design of the Planning web site • Move forward with the Glossary of Terms • Look for opportunities to communicate to the campus • Evaluate status of the web site with regards to the Themes 	<p><u>Goal #1 –</u> Recommendation was made to also include a link on the CPT web page to the CPT annual reports</p>	
<p>Future Meeting Schedule for Winter 2016 Term (10 minutes)</p> <ul style="list-style-type: none"> • CPT: January 13, 2016 9:30-11:30am, BEC Board Room <i>(3^d Friday/month, 9:30-11:30am)</i> • TT Co-Chair: January 19, 2016, 11:30am-1:00pm, CCC 116 		Jennifer to forward the meeting request for the January 19 th TT Co-Chair meeting to all CPT members.	All