

CENTRAL OREGON COMMUNITY COLLEGE
College Planning Team Meeting Notes

Date:	March 11, 2016		Co-Chairs:	Matt McCoy/Jenni Newby	
Time:	2:00-4:00pm		Facilitator:	Brynn Pierce	
Place:	BEC Board Room		Notes:	Jennifer Peters	
Attendees:	Matt McCoy	Y	Christin Sands	Y	Guests:
	Jenni Newby	Y	Paula Simone	Y	
	Lew Cousineau	Y	Kathy Smith	Y	
	Patty Hammer	Y	Vickery Viles	Y	
	Denise Hatch	Y	Lee Heckman (Student Rep)	N	
	Glenda Lantis	Y	Support:		
	Samantha Loza	Y	Brynn Pierce	Y	
	Ron Paradis	Y	Chris Egertson	N	
			Jennifer Peters	Y	
Agenda Item		Discussion		Decision/Action	DRP Designated Responsible Person(s)
Call to Order (5 minutes) <ul style="list-style-type: none"> Welcome 01.29.16 CPT Meeting Notes see: 01.29.16 CPT Meeting Notes 		Meeting called to order at 2:00pm. No changes to the 1.29.16 CPT meeting notes.			Matt
CPT Larger Vision Discussion/Recommendations (60 minutes) <ul style="list-style-type: none"> Overview of discussion w/ President Metcalf Review/discuss/improve "CPT Next Steps" document see: CPT Next Steps 		At the last CPT meeting there was discussion as to the direction of CPT and assessment work across the college. As a result, the CPT work team met with President Metcalf and brought forward some of the questions that CPT had raised (see Larger Vision Discussion with President Metcalf) A lengthy discussion during the CPT meeting followed – below are some of the comments from that discussion: <ul style="list-style-type: none"> Assessment is taking place in areas on campus other than just instruction (e.g.-Campus Services has a Facilities Audit) Should there be one place for all assessment 		Matt will put the assessment and planning topic on the 3/28 PAT agenda for their feedback. Brynn will update the Larger Vision Discussion document for the PAT meeting.	Matt / Jenni / Brynn

	<ul style="list-style-type: none"> • If CPT is to support assessment how do we cycle or phase it into the group • Does the college collectively share the understanding and definition of assessment • Do we want CPT to not only embrace planning but also assess those plans – if so, what would the tasks look like and what resources would be necessary • Is it CPT’s task to align planning and assessment • Need to be able to articulate not just what is being assessed or how it is being assessed but why • Is this critical to mission fulfillment • Is it an institutional priority – looking for guidance from leadership that assessment is a priority • Would be helpful to receive guidance from PAT on whether or not it would be beneficial to the institution for CPT to “turn their lens” a bit more towards assessment • Goal #3 could include asking for “assessment” of plans when asking departments for their plans – how do they know they are accomplishing what their plan says they will accomplish • Question for PAT – the college has the expectation that assessment happens how would you describe your unit in meeting this expectation – is what is currently being done sufficient or should resources be provided for improvement 		
<p>CPT Goals and Subcommittee Updates (30 minutes)</p> <ul style="list-style-type: none"> • Goal 1 – Communication and Structure • Goal 2 – Evaluate 2013-18 Strategic Plan 	<p><u>Goal 1 Update:</u></p> <ul style="list-style-type: none"> • Shared with CPT the redesign of the CPT committee page to include current and past agendas, meeting notes and 		All

<ul style="list-style-type: none"> • Goal 3 – Broaden College engagement in planning/assessment 	<p>other information (see College Planning Team).</p> <ul style="list-style-type: none"> • Work being done on revising the Strategic Plan brochure – will be available for CPT’s review at April 8 meeting <p><u>Goal 2 Update:</u></p> <ul style="list-style-type: none"> • Continue to work with the Theme Teams on indicators for their objectives • Representatives from each Theme Team provided an update on the work their Theme Teams are doing <p><u>Goal 3 Update:</u></p> <ul style="list-style-type: none"> • Continue to work on the College Planning web page • Shared a prototype that they are working on – different categories for storage of different plans • Columns with the following titles: <ul style="list-style-type: none"> ✓ Title of the plan ✓ Date(s) of the plan ✓ Contact person’s name ✓ Analysis and Reports - could be used for assessment documents ✓ Next Steps – Important column – will list future activities that will take place 		
<p>Communicating CPT Activities (20 minutes)</p> <ul style="list-style-type: none"> • Celebrate/Review First Staff Commlines Post see: 02.18.116 CPT Update to Commlines • Identify Staff Commlines post #2 • Spring Board Update – Ideas • Spring President Newsletter – Ideas • Spring All College Meeting – should planning be a topic? 	<p>What should be the next method(s) of communicating out the work that CPT is doing?</p> <ul style="list-style-type: none"> • Post #2 update to Commlines <ul style="list-style-type: none"> ✓ After each CPT meeting there should be a brief posting to Commlines with an update of CPT activities to include links to webpages • All College Meeting - end of May <ul style="list-style-type: none"> ✓ Distribute the new Strategic Plan brochures 	<p>Matt McCoy will draft an email and post it on Commlines.</p> <p>Ron Paradis will work with President Metcalf on content</p>	

	<ul style="list-style-type: none"> ✓ Possibly have new "faces" to present (other committee members) • Presentation to Board – July meeting ✓ After CPT retreat – present update - year in review and going forward • President's Newsletter – March issue 	for the Spring All College meeting.	
<p>Future Meeting Schedule for Spring 2016 Term (5 minutes)</p> <ul style="list-style-type: none"> • CPT: April 8, 2016 10:30am-12:30pm, BEC Board Room <i>(2nd Friday/month, 10:30am-12:30pm)</i> 	April 8 meeting is rescheduled to 2:00-4:00pm. All future meetings will remain 10:30am-12:30pm on the 2 nd Friday of each month.		