



**INNOVATION AND PLANNING COUNCIL  
 AGENDA**

January 24, 2006

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday, January 24, 2006 at 3:00 p.m. in the F106.

**Members Present:** Geraldine Perri, Ezequiel Cardenas, Beth Appenzeller, Mark Cossano David Detwiler, Jan Ford, Rosalyn Johnson, Kathy McWilliams, Vangie Meneses, Angela Nesta, and Arleen Satele

**Member Absent:** Maggie Gonzales

President Perri reviewed the CCC News Release dated 1/10/06 and specifically highlighted the following:

- 10.79% increase in the Proposition 98 base for community colleges
- 5.18 % COLA for general apportionment
- 5.18% COLA for specified categorical programs
- 3% enrollment growth
- \$9.6 million for DSPS
- \$500,000 (CalPASS)
- \$585 million from state bond funds for Capital outlay projects

CCC Budget Plan  
 News Release

President Perri distributed the college's Spring 2006 Comparative Enrollment Report. She indicated that all of the efforts being made to enroll students have been very positive. It is believed that the per unit fee increase and improved economy have negatively impacted enrollments. IPC discussed ideas/challenges to enrollment and marketing efforts. It was emphasized that it is not too late to increase enrollment.

FTES Update

President Perri distributed copies of the executive summary of a report which examines the effects of the per unit fee increase in Fall '03.

President Perri distributed and reviewed college's FTES data as reported in the GCCCD FTES Comparison dated 1/12/06. President Perri announced that the FTES Task Force will be getting together to begin the process of setting the FTES goal for FY '06-07.

FTES Task Force

Dr. Appenzeller provided the following Student Services update:

Student Services  
 Update

**Staffing**

- Interim Dean of Counseling - currently screening applicants.
- DSPS Counselor position continues to be vacant

**Datatel Conversion**

- Student Record System
- Degree Audit System

**Groundbreaking Student Center Feb. 14**

Meeting adjourned at 4:15 p.m.

Adjournment



**INNOVATION AND PLANNING COUNCIL  
 MEETING NOTES**

February 14, 2006

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday, February 14, 2006, at 3:00 p.m. in room F106.

**Members Present:** Geraldine Perri, Beth Appenzeller, Ezequiel Cardenas, Cristina Chiriboga, Mark Cossano, Jan Ford, Maggie Gonzales, Susan Haber, Rosalyn Johnson, Kathy McWilliams, Arleen Satele and Kristin Zink

**Members Absent:** David Detwiler and Diane Kew

Dr. Perri distributed copies of the GCCCD FTES comparison and discussed the data. Districtwide FTES is -413 or 2.36% under base. Additional fiscal year '04-05 state funds will be distributed statewide for basic skills courses at \$25/FTES = \$450,000 to the District. Cuyamaca's goal is to finish the year above last year's actual FTES.

President's Items:  
 FTES Goal '06-07

Vice President Satele distributed the FY '06/07 FTES worksheet which depicted several FTES options. IPC discussed the impact of each option. Ms. Ford suggested advocating for the same budget percentage as last year and back into the FTES.

Dr. Perri requested as much assistance as possible to meet the enrollment goals. Suggestions were as follows:

- Hold Aramaic classes at the St. Peter's Chaldean Catholic Church
- Saturday/Sunday classes
- Friday classes
- IPC workshop for enrollment strategy brainstorming
- ASCC to focus on increasing the quality of student life
- Early Tell-a-Friend campaign
- Expand College Hour
- Offer High demand classes online

Vice President Chiriboga indicated that the Office of Institutional Research and Planning has been updating the Districtwide Environmental Scan. It was determined that the scan needed to be updated every six years as a way to facilitate updating the college's educational plan. Dr. Perri requested that the President's Office be contacted that if additional data needed to be collected. It was requested that the data be posted electronically.

Environmental Scan

Vice President Chiriboga referred to the Accrediting Commission for Community and Junior Colleges letter dated 2/7/06, indicating that the college's progress report was accepted.

Instructional Update:  
 ACCJC Progress Report

For informational purposes, Vice President Satele distributed the 2006/2007 Budget Preparation Calendar.

Administrative Services Update:  
 Budget Prep '06-07

Vice President Satele noted that next month the pedestrian walkways will be re-routed because of the Student Center construction. Dr. Perri indicated that the Facilities Master Plan Council reviewed the pedestrian re-route. A collegewide announcement will be sent as the time approaches for the re-route. Ms. Haber requested additional signage for students. Bid opening for the Student Center is 2/15/06.

Student Center  
Update

Dr. Perri distributed copies of Dr. Kathryn Nette's request to name the Science & Technology Mall after Trustee Wendell Cutting. Dr. Perri talked about the efforts of Mr. Cutting with regard to receipt of special funding for the sciences. IPC also received Board Policy 6620 regarding Naming of Facilities. In addition, a copy of AP 6620 which outlines the procedure for naming facilities was distributed. Ms. Ford requested both documents electronically.

Naming of Facilities

The meeting adjourned at 4:36 p.m.

Adjournment



**INNOVATION AND PLANNING COUNCIL**  
**MEETING NOTES**

February 28, 2006

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday, February 28, 2006, at 3:00 p.m. in the F106.

**Members Present:** Beth Appenzeller, Ezequiel Cardenas, Cristina Chiriboga, David Detwiler, Jan Ford, Susan Haber, Kathy McWilliams and Arleen Satele

**Members Absent:** Mark Cossano, Maggie Gonzales, Rosalyn Johnson, Diane Kew and Kristin Zink

*Chaired by Vice President Cristina Chiriboga*

Vice President Chiriboga provided an accreditation update and noted that the next Steering Committee Meeting is 3/3/06.

Accreditation  
Update

- 30% of faculty and 22-24% of staff have completed the accreditation survey. The raw data was received from Office of Institutional Research.
- All of the standard committees been completed their descriptive drafts. The Steering Committee will be reviewing the drafts utilizing a standardized critique form.
- Self evaluation analysis actions are in progress.
- Approved drafts will be posted to the college's accreditation website once completed.
- Standard One, while reviewing the mission statement determined that a single overall District mission statement for both colleges did not meet the accreditation requirement. Therefore an ad-hoc committee comprised of representatives from the District and both colleges is currently in the process of developing mission statements to better align with accreditation requirements. Vice President Chiriboga described how the ad hoc committee was formed and indicated that Dr. Kathryn Nette serves as the faculty representative for the committee. Ms. Ford noted that the mission statement will need to be placed on the Academic Senate's agenda for information and action prior to IPC review; and inclusion in the upcoming college catalog.
- Ms. Dana Quittner is working on a flow chart showing the shared governance linkages between District and of both colleges.

Acting Vice President Appenzeller reminded IPC of the IPC Enrollment Forum on March 7<sup>th</sup> from 11:30 a.m. to 1:00 p.m. in the Museum.

Student Services Update

Acting Vice President Appenzeller showed the picture display used by the Outreach Department. As well, IPC received the information packet used by ambassadors, and packet materials were explained. Prospective students also receive an updated Student Services Highlight which lists events and helpful information on choosing majors; career exploration; 2<sup>nd</sup> 8 week classes; pre-college level ESL; and the University Transfer newsletter.

Additional Student Development & Services activities include:

- Financial Aid Workshops in progress.
- Outreach will also be participating in various on- and off-campus activities marketing efforts.
- Full page ad will run in the Union Tribune.
- Efforts are underway to place ads in the High School newspapers.
- 3/17 last day to apply for a degree before commencement.
- 5/9 next Schedule Debut.

Vice President Chiriboga provided a brief update on the progress to date for naming of the Science & Technology Mall. The Academic Senate will be reviewing the proposal by Dr. Kathryn Nette for action at the next meeting. IPC discussed interpretation of the wording in BP 6620. Vice President Chiriboga made suggestions for the college process. Academic Senate would report the Senate's action and IPC can vote electronically on the item after Senate's recommendation. Consensus to move forward as proposed once the IPC's CSEA representative is contacted and concurs. Both Dr. Chiriboga and Ms. Ford provided an update on Trustee Wendell Cutting's health.

Naming of Facilities  
a. Science & Technology Mall

The meeting Adjourned at 3:52 p.m.

Adjournment



**INNOVATION AND PLANNING COUNCIL**  
**MEETING NOTES**

March 14, 2006

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday, March 14, 2006, at 3:00 p.m., in room F106.

**Members Present:** Geraldine Perri, Beth Appenzeller, Ezequiel Cardenas, Cristina Chiriboga, Mark Cossano, David Detwiler, Jan Ford, Maggie Gonzales, Susan Haber, Rosalyn Johnson, Kathy McWilliams, Arleen Satele and Kristin Zink

**Member Absent:** Diane Kew

Dr. Perri referred to the CCLC Legislative Update dated 3/6/06. She specifically discussed the implications of the items listed under the following sections:

- State Budget Issues Under Discussion
- System Debates Upgrade of Math/English Requirements for AA Degree

CCLC Legislative Update

Dr. Perri thanked IPC for responding to the naming of the Science and Technology Mall. A memo of proposal was forwarded to Chancellor Suarez on March 10<sup>th</sup>, requesting the name of the building to be changed to “The Wendell Cutting Science and Technology Center.”

Naming of Science & Technology Mal

Dr. Perri distributed the GCCCD FTES Comparison dated 3/8/06, and discussed the data. Cuyamaca College is currently 411 (-7.35%) below the FTES goal and 238 (-4.39%) below the '04/05 prior year actual FTES goal.

Enrollment Update

Dr. Perri distributed the GCCCD 06/07 FTES Challenge dated 3/9/06. The District is currently 1,244 FTES under base. The goal for the District is to increase its FTES to base. IPC reviewed the Cuyamaca College FY 2006-07 FTES Analysis. With the District budget spilt at status quo (30.66%), Cuyamaca’s FTES goal is 5,533 for FY '06/07; a 349 FTES restoration (no growth). The FTES Task Force sets the goals and forwards the FTES goals to the Districtwide Strategic Planning and Budget Council, which then sets the budget based on FTES goals.

Enrollment Goals 2006-07

Dr. Perri disturbed a list of Board Policies that were forwarded from the various constituent groups for IPC approval. Dr. Perri asked IPC to review the packet and provide feedback by March 21<sup>st</sup>. She indicated that another packet of board policies will be brought forward for IPC review.

Board Policies

Vice President Chiriboga distributed the Instructional Update dated 3/14/06. The handout included the 2<sup>nd</sup> 8-week course flyer with 12 new courses added. She stated that the 06-07 catalog was going to print with a new Community Learning section. She also highlighted Instructional activities. Dr. Perri commended the efforts of faculty and staff for the addition of new courses, and the mailing of the flyer and University Transfer Center newsletter.

Instructional Update

The accreditation update was covered as part of the Instructional Update.

Accreditation Update

**Construction:**

Vice President Satele displayed the cameras that are mounted at each construction site. The live-feed, which is updated three times a day, will be linked to the college's website. She provided IPC with the college's Facilities Update dated 3/14/06.

**Budget:**

Vice President Satele distributed the 2006-2007 Budget Preparation Calendar and informed IPC of upcoming due dates.

**Administrative Services:**

Administrative Services Division will be having a planning retreat on April 12.

Meeting adjourned at 4:07 p.m.

Administrative  
Services Update

Adjournment





**INNOVATION AND PLANNING COUNCIL  
MEETING NOTES**

March 28, 2006

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday, March 28, 2006, at 3:00 p.m., in room F106.

**Members Present:** Geraldine Perri, Beth Appenzeller, Ezequiel Cardenas, Mark Cossano, David Detwiler, Jan Ford, Maggie Gonzales, Susan Haber, Rosalyn Johnson and Arleen Satele

**Members Absent:** Cristina Chiriboga, Kathy McWilliams, Mike Wangler and Kristin Zink

<p>Dr. Perri announced that, due to personal reasons, Diane Kew would not longer be serving on IPC.</p>	<p>Membership Change</p>
<p>Dr. Perri reviewed the following Board Policies, which will be on the April Governing Board Docket and Ms. Ford distributed Board Policy questions from Academic Senate:</p>	<p>Board Policy Review</p>
<p><b>BP5016:</b> Dr. Appenzeller talked about the process of placing students on academic probation:</p> <ul style="list-style-type: none"> <li>• Catch the student quickly to preclude further problems</li> <li>• Intervention by a counselor.</li> </ul>	
<p>Dr. Appenzeller to provide IPC with back-up information on students who are placed on probation and students who are disqualified. As well, this information will be forwarded to Ms. Ford for the Academic Senate. Dr. Appenzeller will also provide IPC with the data of how many disqualified students who actually take the time to petition.</p>	
<p><b>BP3710:</b> Academic Senate recommends that the policy be changed to include “mutual agreement” language.</p>	
<p><b>BP3715:</b> Ms. Ford expressed concerns and stated that she will address the Academic Senate’s position at the next DEC meeting.</p>	
<p>Dr. Perri commended IPC on their work in moving the board policies forward.</p>	
<p>Vice President Satele distributed the Cuyamaca College FY 2006-07 FTES Analysis. The college’s FTES goal for FY 06-07 is 5,533.</p>	<p>FTES Goals '06-07</p>
<p>Vice President Satele distributed the 2006-2007 Income Allocation Formula (Tentative Budget–A) and explained the data. She indicated that she will be scheduling a collegewide budget forum as soon as the budget is received from the District. The forum will be scheduled prior to the college’s budget presentation to the Governing Board. Dr. Perri described the process by which the collage receives its funding from the State, to the District and then to the college. Vice President Satele indicated how the ending balance is currently determined.</p>	<p>Tentative Budget '06-07</p>

Dr. Perri reported that accreditation standards 1 and 2 have been reviewed by the Accreditation Steering Committee and standards 3 and 4 will be reviewed at the next Steering Committee meeting. All of the standards are now moving to the self-evaluation phase. The campus climate surveys have been received and the results of the survey were favorable. The survey will identify what areas need to be addressed at the college.

Accreditation  
Update

Acting Vice President Appenzeller reported:

Student Services  
Update

- New event: Open House for incoming students scheduled on 6/24
- Outreach events are planned for:
  - San Diego Del Mar Fair
  - Parkway Plaza
  - Chicano Park
  - Earth Day
  - Edward's Cinema
- Schedule Debut and Mexican Cultural Day is scheduled on May 9<sup>th</sup>.
- This is the second year of the Student Services Master Plan. Dr. Appenzeller distributed a handout and reviewed each document of the Student Services Master Plan process that needs to be updated on an annual basis.

Dr. Cardenas and Ms. Haber commended Dr. Appenzeller on the efforts of Student Development and Services Division.

Meeting adjourned at 4:41 p.m.

Adjournment



**INNOVATION AND PLANNING COUNCIL  
 MEETING NOTES**

April 25, 2006

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday, April 25, 2006, at 3:00 p.m., in room F106.

**Members Present:** Geraldine Perri, Beth Appenzeller, Ezequiel Cardenas, Cristina Chiriboga, Mark Cossano, David Detwiler, Jan Ford, Maggie Gonzales, Susan Haber, Kathy McWilliams, Arleen Satele, Mike Wangler and Kristin Zink

**Member Absent:** Rosalyn Johnson

Dr. Perri distributed copies of the Cuyamaca College FTES Scenarios, which depicted FTES scenarios in decreasing increments of 50 (-50 to -300) and how the scenarios impact the college's budget. Dr. Perri indicated that enrollment strategies are being looked at by President's Cabinet and other shared governance groups.

- Mr. Wangler stated that he met with the High School Outreach Ambassadors and they are meeting with high school seniors during the senior's lunch hours for the last few weeks of school. He will discuss the lunch meetings with Instructional Council in more detail.
- Dr. Perri stated that the Chancellor has earmarked funds to create a commercial spot for the District.
- Ms. Gonzales suggested featuring Cuyamaca College in public service announcement messages.
- Dr. Appenzeller highlighted the various events that the Outreach Department visited and/or had a table or display. A second tabloid, funded by the District, will go out with an emphasis on undecided students.
- Vice President Satele will spearhead the calling campaign, which will begin on May 15<sup>th</sup>. Each night will be sponsored by a college team, department or council.
- ASCC's enrollment campaign is entitled "Catch the Wave/Surf to Success," and will run from May 15-19.
- Faculty will receive a letter to encourage students to enroll.
- Continuing students will receive a letter from the President congratulating them on the successful completion of the spring semester and encouraging them to enroll for summer and fall semesters.
- A table at the Transfer Fair will be devoted to encouraging working students to enroll in school.
- Academic Senate will be holding a raffle.
- Exploring a Hot Air balloon will be flown over the college "Enroll Now."

FTES Reduction Scenarios

Dr. Perri distributed a revised draft of the mission statements for the District, Cuyamaca and Grossmont Colleges. She indicated that the current Mission Statements needed to be revised to more correctly align with the accreditation guidelines and standards. IPC was asked to review the Cuyamaca College draft

Draft Mission Statement/CC/GC & District

mission statement and e-mail comments directly to the President's Office. The Districtwide Ad Hoc Committee is comprised of District, Cuyamaca and Grossmont college members and is a sub-committee of DCEC. Dr. Chiriboga provided an update from DCEC along with suggestions for revisions to the mission statements.

CCLC Fast Facts 2006 was provided for informational purposes.

CCLC Fast Facts 2006

Dr. Perri reviewed the CCLC Monthly Summary and highlighted the following:

- The Community College Initiative will be on the ballot in June 2008 vs. November 2006.
- SB 261

CCLC Monthly Summary

Dr. Perri distributed the draft Annual Implementation Plan Progress Report. IPC was asked to read the report and provide comment/feedback directly to the President's Office.

Annual Implementation Plan

Vice President Chiriboga distributed the accreditation themes. She noted that the activity was an outcome from a recent Administrative Council retreat. IPC was asked to read the "Dialogue" theme and determine how that theme is accomplished through the various activities at Cuyamaca College.

Accreditation Themes

- A joint CC/GC SLO workshop held by the foreign languages departments.
- Academic Senate discussions on college issues utilize quantitative and qualitative data. Faculty co-chairs report to Academic Senate (AMP, Curriculum Committee, etc.).
- Administrative Council Presentation by District Office of Institutional Research.
- Faculty presentations to community and professional colleagues.
- Forums and workshops through staff development, where dialog can occur on issues.
- Vocational Education advisory committee meetings.
- Collegewide forums (strategic plan, marketing and shared governance).
- College and department plans and committees.
- Institutional newsletter (CDC, EOPS, Counselors and PTK).
- VTEA Plan

Vice President Chiriboga distributed the 2006-2007 Academic Master Plan. The Plan will go to Academic Senate and IPC for a first read. She provided a brief overview of the Plan. Ms Haber stated that the document represents dialog between the various shared governance groups.

AMP Annual Report

Vice President Chiriboga stated that the annual curriculum update has been approved and went to the Governing Board at the April meeting. Drs. Perri and Cardenas congratulated Dr. Chiriboga and Mr. Wangler on their efforts.

Annual Curriculum Update

Acting Vice President Appenzeller provided the following Student Development & Services update:

Student Services Update

- Lots of end-of-year events are planned.
- 5/9 Schedule Debut and Cinco de Mayo Celebration
- High schools are the main focus of the Outreach Department
- High school newspaper ad and inserts are in progress

- Open house for incoming freshman planned (flyer distributed)

Dr. Perri distributed the recommendation from the Policy & Procedure Committee to form a Prerequisite Challenge Task Force. Ms. Ford provided the background for the need to streamline the process for students to challenge prerequisites. She indicated that perhaps an online process would better serve students. *M/S/A to form the Prerequisite Challenge Task Force as recommended by the Policy & Procedure Committee.*

Policy &  
Procedure  
Recommendation

IPC received the updated Cuyamaca College Statement of Ed. Plan. All updates to the Plan are highlighted in gray. IPC was asked to review the updated document and provide comment to Vice President Satele.

Statement of Ed.  
Plan

Vice President Satele distributed the Cuyamaca College Tentative budget FY 2006-2007 (Draft) and 2006-2007 Income Allocation Formula. She reviewed the budget and invited IPC to the College-wide Budget Forum on Thursday, May 4<sup>th</sup>, 1-2 p.m. in room R-410.

Tentative Budget  
'06-07

Mr. Detwiler informed IPC that Fall 2006 Staff Development Committee Week activities will be paperless. All calendared activities will be posted to the Staff Development website with step-by-step instructions. The website address is [www.cuyamaca.edu/staffdevelopment/staffdevelopment/procedures.asp](http://www.cuyamaca.edu/staffdevelopment/staffdevelopment/procedures.asp). He displayed the website and indicated that hard copies of the program will be available in the mailroom, but not distributed college-wide. Vice President Chiriboga suggested that a one-page flyer be distributed to part-time faculty so that they will be aware of how to access staff development week activities.

Staff  
Development  
Website

Meeting adjourned at 4:33 p.m.

Adjournment



**INNOVATION AND PLANNING COUNCIL**  
**MEETING NOTES**

May 9, 2006

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday, May 9, 2006, at 3:00 p.m., in room F106.

**Members Present:** Geraldine Perri, Beth Appenzeller, Ezequiel Cardenas, Cristina Chiriboga, Mark Cossano, David Detwiler, Jan Ford, Susan Haber, Rosalyn Johnson, Kathy McWilliams, Arleen Satele, Mike Wangler and Kristin Zink

**Member(s) Absent:** Maggie Gonzales

**Guest (s):** Keren Brooks, District Office of Institutional Research

Dr. Perri introduced Ms. Brooks, who was invited to share the critical elements of the college's recent environmental scan. Ms. Brooks distributed and displayed a presentation entitled "A Snapshot Discussion of the GCCCD Environmental Scan: Focus on External Environment." The IPC also received a copy of the GCCCD Environmental Scan – Executive Summary for Cuyamaca College.

Environmental  
Scan

Mr. Wangler described the process for finalizing the Accreditation Self-Study. He indicated that he has been tasked with writing essays on each of the themes during the summer. In an effort for the essays to effectively capture the college's processes, Vice President Chiriboga asked IPC to focus on the theme of Evaluation, Planning, and Improvement; and list activities that demonstrate and support how that theme is accomplished at Cuyamaca College. IPC provided the following list of activities:

Accreditation  
Themes

- Program Review
  - EOPS
  - DSPS
  - Automotive Service
  - American Bar Association
  - CISCO
- Budget Committee annual review of budget criteria
  - Internal budget audits
  - State & Veteran's Administration audits
  - International students
- Policy & Procedure Committee
- AMP process orientation and debriefing
- Transfer Program, articulation, alignment
- Matriculation
- VTEA
- Annual plan by departments to the AMP
- Scheduling planning/process
- Chairs and coordinators progress report

- Student/faculty/personnel evaluations
- Book and SLO evaluation
- Accreditation
- Institutional Research evaluation
- External Athletic Review
- Expansion of online learning/counseling and services
- State Department of Education of Child Development
- Grants Review and Assessment

Organization:

- Need to grow in order to achieve the infrastructure to accommodate growth
- Flexible
- Weak in Full-time faculty
- Executive Dean will address some weaknesses in the area of institutional advancement, grants, etc.
- Support staff for departments (biology, etc)
- Expansion of programs (i.e., languages)
- Technology Plan
- Workforce Development Council

Improvements:

- Plans
- Planning sessions
- Retreats
- District reports
- Surveys
- Forums
- Tracking
- Shared governance
- Staff development and staff development evaluations
- District Reports

Mr. Detwiler provided a continuation of his presentation, from the last meeting, on the new paperless staff development website for fall 2006. He displayed the various elements and links to the website. Posters and flyers have been distributed college-wide informing staff, full- and part-time faculty and administrators of the new paperless professional development website.

Staff  
Development  
Website

Mr. Detwiler also provided information on the Union Day activities planned for Thursday, August 17<sup>th</sup>.

Vice President Satele distributed the updated 2006/2007 Budget Preparation Calendar. She highlighted the month of May dates and deadlines. IPC also received the Budget PowerPoint presentation as presented at the collegewide budget forum and to be presented to the Board of Trustees at the Governing Board Workshop.

Budget '06-07

Vice President Satele encouraged IPC members to sign up for the various enrollment activities.

Vice President Satele distributed the Staff Parking Analysis as approved by the College Facilities Master Plan Council. She reviewed the adjustments to staff parking using a color-coded map. The parking adjustments are planned for completion by 8/11/06. Council also received the Cuyamaca College Construction Update dated 3/6/06.

Meeting adjourned at 4:48 p.m.

Facilities  
Update

Adjournment





**INNOVATION AND PLANNING COUNCIL  
 MEETING NOTES**

May 23, 2006

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday, May 23, 2006, at 3:00 p.m., in room F106.

**Members Present:** Geraldine Perri, Beth Appenzeller, Ezequiel Cardenas, Cristina Chiriboga, Mark Cossano, Jan Ford, Maggie Gonzales, Susan Haber, Kathy McWilliams, Arleen Satele, Mike Wangler and Kristin Zink

**Member(s) Absent:** David Detwiler and Rosalyn Johnson

Dr. Perri indicated that the Governing Board budget presentation is virtually the same as presented at the collegewide budget forum on May 4<sup>th</sup>. IPC invited to attend the Governing Board Budget Workshop at 4:00 p.m., on May 23<sup>rd</sup>.

President's Update

Dr. Perri also commended faculty and staff for their efforts in pursuing the college's enrollment marketing and strategies.

Ms. Ford indicated that the Academic Senate endorsed the Academic Master Plan and Student Services Master Plan. Dr. Perri will be highlighting the plans as part of the President's Report to the Governing Board in July. In addition, Ms. Ford submitted a list of concerns; the list will be addressed by Administrative Services.

Academic Senate Update

Vice President Satele distributed the Cuyamaca College Parking Lot Phase 2a & 2b, which listed how the funding shortfall for the project would be addressed. The College Facilities Master Plan Task Force will be reviewing the re-allocation of funds at its next meeting.

Administrative Services Update

May 30<sup>th</sup> is the deadline for '05-06 budget expenditures.

Budget

Using the Accreditation Themes as a guide, Mr. Wangler focused on Institutional Commitments and Institutional Integrity, and asked IPC to provide activities that support those themes. Below is a list:

Accreditation Themes

- Formal – Revised Mission Statement
- Informal – Preamble to all programs in college catalog
  - GE Package
  - SLOs
  - Program Review
  - Academic Master Plan
  - Student Services Master Plan

Institutional Integrity:

- Ethics statement
- Schedule & catalog statements
- Shared Governance handbook
- Faculty evaluations
- Student handbook
- Faculty handbook
- Budget Committee criteria
- Staff Development workshops
- College website updates
- Commitment to online learning
- Partnerships (TANF)
- Title III
- Petitions & Appeals process
- Faculty syllabus
- Strategic Plan
- Timely and honest response to commission
- College's representation to external bodies (NATEF, ABA, COA)
- The addition of SLOs to syllabi
- GE grid – diversity reflected

Mr. Wangler distributed a handout for the High School Senior Outreach Lunch Time Information Tables.

Outreach

Meeting adjourned at 3:30 p.m.

Adjournment



**INNOVATION AND PLANNING COUNCIL  
 MEETING NOTES**

August 22, 2006

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday, August 22, 2006, at 3:00 p.m., in room F106.

**Members Present:** Geraldine Perri, Beth Appenzeller, Cristina Chiriboga, Mark Cossano, David Detwiler, Jan Ford, Maggie Gonzales, Kathy McWilliams, Arleen Satele, Mike Wangler and Kristin Zink

**Member(s) Absent:** Ezequiel Cardenas, Henri Migala and ASCC Representative

The IPC introduced themselves and the constituent groups they represented.

Introductions

Preliminary unconfirmed numbers are in for the summer '06 semester and indicate a 7% increase in FTES. Dr. Perri informed the IPC of the comparative enrollment data for Fall '06 as of 8/22/06.

Enrollment

Dr. Perri distributed the GCCCD FTES Comparison for '05-06 and discussed the data. In addition, the IPC received the Cuyamaca College FY '06-07 FTES Goal grid.

FTES Report

Dr. Perri distributed a handout outlining the Cuyamaca College 2006-07 Institutional Priorities and discussed each item listed. For item two – Promotion, Dr. Perri encouraged everyone to contact Executive Dean Migala and Kathy McWilliams with information of any success stories and newsworthy items for the newsletter.

2006-07  
 Priorities

The IPC was informed of upcoming preparations to finalize the Annual Implementation Plan for 2005-06.

Prep for next  
 meeting – 9/12

Vice President Satele distributed a diagram of the college gate closures that will be implemented during the month of September. The college campus will not be accessible by vehicles between the hours of 11:00 p.m. and 5:30 a.m.; and there will be 24 hour college police on campus. Gates will be installed at the Fury Lane entrance and repair and/or replacement of existing gates will be completed throughout the college. Additional temporary security personnel will be provided while buildings are being constructed to ensure campus security.

Campus Gate  
 Closure

Mr. Detwiler announced that the paperless Professional Development Activities effort was successful. He further indicated that the Joint Summit with Grossmont College held on 8/17 was successful and that another joint summit is planned. Kudos from Dr. Perri to the Professional Development Committee for an outstanding Professional Development Week.

Professional  
 Development  
 Joint Summit

Mr. Wangler stated that all accreditation standard teams turned in their drafts of theme descriptions and evaluations prior to the summer break. Over the summer, the drafts were edited and are being folded into one document with Dr. Theresa McNeil as the lead editor. In November/December, the drafts will be vetted through the various shared governance groups. Vice President Chiriboga expressed kudos to Mr. Wangler for his work on SLO's.

Meeting adjourned at 4:00 p.m.

Accreditation  
Update

Adjournment



**INNOVATION AND PLANNING COUNCIL  
 MEETING NOTES**

September 12, 2006

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday, September 12, 2006, at 2:00 p.m., in room F106.

**Members Present:** Geraldine Perri, Beth Appenzeller, Cristina Chiriboga, Mark Cossano, David Detwiler, Maggie Gonzales, Kathy McWilliams, Henri Migala, Arleen Satele, Mike Wangler and Kristin Zink

**Member(s) Absent:** Ezequiel Cardenas, Jan Ford and Brian Hash

Ms. Keren Brooks, Office of Institutional Research, distributed and presented data from the Cuyamaca College internal environmental scan. IPC was provided a handout of the data. It was requested that more information on zip code 92021 with regard to major streets - be provided.

Environmental  
 Scan – Internal  
 Section

Dr. Perri distributed the draft 2005-06 AIP Final Report. She asked IPC to review the document and indicate any revisions.

'05-06 Final  
 Report AIP –  
 Draft

Dr. Perri asked IPC to determine which items, if any, from the '05-06 Annual Implementation Plan needed to be identified as carry-over items to the '06-07 Annual Implementation Plan.

'06-07 AIP

Exec. Dean Migala announced that the VESL grant has been awarded at \$800,000. Currently, there are \$5M in grant requests:

Grants Update

- \$2M grant to the Department of Labor for collaboration with Workforce Partnership and GUHSD to expand capacity for advanced manufacturing in East County.
- \$3M U.S. Department of State, Bureau of Educational and Cultural Affairs Office of Global Educational Programs Community College Summit Initiative Program to expand the enrollment of international students.

Mr. Migala is also in the process of submitting a Water/Wastewater grant. Dr. Perri indicated that Mr. Migala would be attending an upcoming Academic Senate meeting in October.

Vice President Satele distributed the GCCCD Prop R Funding Plan. The plan was reviewed by the College Facilities Master Plan Council on 8/25. She noted that the FY '06-07 Interest Allocation is currently unallocated.

Prop R Budget  
 Update

IPC was informed that the Athletic Track resurfacing is in progress with an anticipated completion date of 9/29. The College Foundation provided \$50K, which was 1/3 of the project cost.

Vice President Satele distributed copies of the Governing Board Workshop presentation as it will be presented on 9/12. She reviewed the presentation and indicated that the budget is based on an FTES of 5033. Dr. Perri indicated that if enrollment goals are met, the college stands to gain funds from district holding accounts. The budget, as presented, will be effective once it is approved at the 9/19 Governing Board meeting.

Adoption  
Budget Update

Vice President Marron indicated that as of 9/11, enrollment is up 2.5% in total students, up 1.6% in units and down 2.9% in continuing students. He announced the inception of the Two Cornerstone Project in Student Development & Services. Managers are tasked with developing a new recruitment and retention strategy.

Enrollment  
Update

Dr. Perri indicated that SDSU and UCSD enrollments are up, and that marketing and enrollment campaigns are aggressive.

Vice President Chiriboga provided a handout on the Basic Skills Re-Appropriation Spending Plan: 2006-2007 and gave the guidelines for the expenditure of the funds. Included in the handout were the category/priority descriptions. The focus was direct services to students. Vice President Satele provided the fiscal process for distributing the funds. A plan will be forwarded to the District and State.

Basic Skills  
Plan

Ms. McWilliams inquired about expanding the schedule with regard to department advertisements and promoting student orientations by the various departments. Vice President Chiriboga described the process by which ads are incorporated into the Schedule and noted that she would address this issue with Instructional Council.

Schedule

Meeting adjourned at 3:30 p.m.

Adjournment



**INNOVATION AND PLANNING COUNCIL**  
**MEETING NOTES**

September 26, 2006

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday, September 26, 2006, at 3:00 p.m., in room F106.

**Members Present:** Geraldine Perri, Beth Appenzeller, Ezequiel Cardenas, Cristina Chiriboga, Mark Cossano, David Detwiler, Jan Ford, Kathy McWilliams, Henri Migala, Arleen Satele, and Kristin Zink

**Member(s) Absent:** Maggie Gonzales, Brian Hash and Mike Wangler

**Guest(s):** Sharron Barrett, Angham Yousif and Yuliana Covarrubias

Dr. Perri asked if there were any items from the '05-06 Annual Implementation Plan that should be carried over to the '06-07 Plan – none noted.

'05-06 Final Report

Vice President Marron stated that the Student Services Program Review Committee met and timelines have been readjusted, however, the academic year timeline remains the same. A template has been developed and utilized to standardize the program review process. Dr. Perri asked for a Student Services Program Review grid to be developed and distributed at an upcoming IPC meeting.

Student Services Program Review

Assistant Dean Barrett distributed copies of the Cuyamaca College Tobacco Initiative, which was developed by the Tobacco Initiative Task Force. Kudos to Brian Hash and Pat Ardilla for their work on the Initiative. The handout depicted areas where receptacles were located; Vice President Satele noted that some of the smoking receptacles were moved since the photos in the handout were taken. The Task Force made the following recommendations:

District Tobacco Initiative Committee – Designated Smoking/No Smoking Areas

- Ask the Health and Wellness Center to provide information on the hazards of smoking
- Bigger signage on non-designated and designated smoking areas.
- ASCC recommended that the following be designated as non-smoking areas:
  - Child Development Center
  - Exercise Science Area
  - R building
  - Health and Wellness Center
- Publicize the smoking policy in class schedule and college catalog
- Proposed designated areas

Dr. Appenzeller suggested “smoke-free events” in the plan. Dr. Perri commended the work done on the plan. Constituent groups will review the plan (CSEA, Classified Senate, Academic Senate and Administrators).

Next Steps:

- Academic Senate Agenda for presentation
- President Cabinet to work with ASCC for implementation.

Vice President Satele distributed a flyer announcing the Athletic Track Resurfacing Ribbon Cutting Ceremony on Thursday, October 5<sup>th</sup> at 10:00 a.m. Everyone was asked to wear athletic shoes for an inaugural victory lap.

Mr. Detwiler informed IPC that at the Calendar Committee, Dean Madelaine Wolfe and he presented the possibility of an alternative calendar to mirror SDSU's calendar in an effort to facilitate students' ability to take classes at Cuyamaca College. The idea was presented to the District Calendaring Committee, however consensus was not achieved. Further discussions are anticipated to determine the impact that an alternative calendar will have on enrollment. Ms. Barrett indicated that students expressed that they were flexible to try an alternative calendar; in addition, students requested "meatier" classes in the evening. Dean Appenzeller indicated that the following concerns were identified that might impact the alternative calendar:

- Finals schedule
- Not having a finals make-up day
- Grade deadlines

Vice President Marron to take point on this issue.

Meeting adjourned at 4:25 p.m.

Athletic Track  
Ribbon Cutting

Alternative  
Calendar

Adjournment





**INNOVATION AND PLANNING COUNCIL**  
**MEETING NOTES**

October 10, 2006

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday, October 10, 2006, at 3:00 p.m., in room F106.

**Members Present:** Geraldine Perri, Beth Appenzeller, Ezequiel Cardenas, Cristina Chiriboga, Mark Cossano, David Detwiler, Jan Ford, Maggie Gonzales, Kathy McWilliams, Henri Migala, Arleen Satele, Mike Wangler and Kristin Zink

**Member(s) Absent:** Brian Hash

Dr. Perri distributed the District and Cuyamaca College mission statements. Accreditation Standards guidelines, mission statements for the district and both colleges were created by a workgroup formed from the District Coordinating Educational Council (DCEC). The process began in January 2007. She indicated the various constituent groups that have reviewed the statements. Dr. Perri distributed the revisions of the Districtwide Strategic Planning and Budget Council (DSPBC) on 10/9/06. The Districtwide Executive Committee (DEC) will review the mission statements and forward the documents to the Board of Trustees in November.

Review of Mission Statements

IPC reviewed the college's mission statement, which included the Academic Senate's recommendations. The District is awaiting a recommendation from the colleges. Discussion on adding a reference to "Student Services programs" within the primary mission of the college was discussed at length. It was agreed it would be best to add this phrase to the first line in the second paragraph.

Dr. Perri apprised IPC of the DEC review of BP 6810, Smoking Ordinance. She distributed copies of the revised policy for IPC review and indicated that the revision represents a two-step approach at moving toward a smoke-free district. Also included in the handout was Administrative Procedure, AP 6810. Once the BP is officially updated, IPC will receive a copy electronically to share with their respective constituent groups.

Smoking Policy Update

Executive Dean Migala distributed draft revised copies of the Cuyamaca College Annual Implementation Plan (AIP) for 2006-2007. Dr. Cardenas and Mr. Detwiler were asked to review item IB, "Promote diversity as it relates to the total educational experience." IPC was asked to review the document and make any recommendations directly to Mr. Migala by 10/17. Mr. Migala will forward the document to IPC electronically. In addition, Dr. Perri discussed the survey from the strategic plan brainstorming session in spring '04, specifically the reference to "Preserve the Grand Lawn." Input from IPC was stressed in order to have an effective document.

AIP 2006-2007

Executive Dean Migala provided the following Institutional Advancement update:

- Dr. Kathryn Nette requested a \$50,000 grant for a gene sequencer for the Science and Technology Mall.
- The 2007 Annual Cuyamaca College Foundation Dinner Dance will be held on 4/28; the theme is “Starlights of the Southwest.” He thanked staff for being involved in the event.

Vice President Satele provided a PowerPoint presentation for the Administrative Services update. IPC was given handouts of the presentation which consisted of:

- Budget Update
- Facilities Update
- Nature Preserve (this item will be added to the '06-07 AIP)
- ASCC Tobacco Initiative Task Force Update

Vice President Chiriboga distributed a one-page Instructional Update dated 10/10/06.

Vice President Chiriboga distributed copies of the SLATE – Faculty Hiring Recommendations for 2007-08 from the Academic Master Planning Committee. She reviewed the criteria for evaluating faculty hiring recommendations.

Ms. Ford informed IPC that the following items were addressed at Academic Senate:

- Program Review
- Mission Statements
- On-Course 3-day workshops
- AMP staffing will be taken to Academic Senate on 10/12
- Datatel
- Faculty Reception for new faculty on 10/13

Ms. Gonzales noted the following updates from Classified Senate:

- Classified Senate Retreat went well
- She spoke to the Chancellor and Interim Associate Vice Chancellor Hertel indicating that classified staff would like to see more activities geared toward classified staff
- E-board is very successful.

Meeting adjourned at 4:29 p.m.

Executive Dean Update

Administrative Services Update

Instructional Update

AMP Faculty Hiring Recommendations

Academic Senate Update

Classified Senate Update

Adjournment



**INNOVATION AND PLANNING COUNCIL**  
**MEETING NOTES**

October 24, 2006

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday, October 24, 2006, at 3:00 p.m., in room F106.

**Members Present:** Beth Appenzeller, Mark Cossano, David Detwiler, Joe Marron, Kathy McWilliams, Henri Migala, Arleen Satele, Mike Wangler and Kristin Zink

**Member(s) Absent:** Ezequiel Cardenas, Cristina Chiriboga, Jan Ford, Maggie Gonzales, Brian Hash and Geraldine Perri

**Chair:** Dr. Joe Marron, Vice President, Student Development & Services

Dr. Marron asked if there were any comments or revisions to the '05-06 Annual Implementation Plan – none noted.

Annual  
 Implementation  
 Plan '05-06

Exec. Dean Migala distributed the revised '06-07 Annual Implementation Plan. He noted that revisions to items IC and 4. Dean Appenzeller indicated that item 6B would need to be revised to reflect changes in administration as well. Mr. Wangler stated that the Academic Senate will review the revised plan in early November. Mr. Migala will incorporate the latest revisions and electronically send the plan to IPC.

'06-07 Annual  
 Implementation  
 Plan

Exec. Dean Migala provided the following grants update:

Grants

- Gene Sequencing grant requested by Dr. Kathryn Nette, awarded for \$50,000.
- Rice Family request for \$45,000 was awarded and will provide additional funding for O.H. scholarships
- Letters of Intent have been submitted for:
  - Program for high school students who did not pass their California H.S. exit exam - CAHSEE
  - Teacher Preparation Pipeline Grant to increase students in the math and science disciplines for K-12 to community college level
- Currently waiting for notice on the following grants:
  - U.S. Department of State, Bureau of Educational and Cultural Affairs Office of Global Educational Programs Community College Summit Initiative Program
  - Industry Mechanics Grant

Vice President Marron distributed the Student Services Program Review Grid for 2006-2007. Dr. Appenzeller stated that the Student Services Program Review survey is currently underway and Dr. McNeil is monitoring its progress.

Program Review  
 Grid

Vice President Satele notified the IPC that the FTES update has not been finalized to date; this item was deferred to the next meeting.

Meeting adjourned at 3:31 p.m.

FTES Update

Adjournment



**INNOVATION AND PLANNING COUNCIL**  
**MEETING NOTES**

November 14, 2006

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday, November 14, 2006, at 3:00 p.m., in room F106.

**Members Present:** Geraldine Perri, Beth Appenzeller, Ezequiel Cardenas, Cristina Chiriboga, Mark Cossano, David Detwiler, Jan Ford, Maggie Gonzales, Joe Marron, Kathy McWilliams and Arleen Satele

**Member(s) Absent:** Brian Hash, Henri Migala, Mike Wangler and Kristin Zink

Dr. Perri asked IPC to review the following Board Policies and Administrative Procedures with their constituent groups and to be prepared to provide comment at the next IPC meeting:

- BP-2200 – Board Duties and Responsibilities
- BP-2715 – Board Code of Ethics
- AP-7100 – Diversity
- BP/AP-7233 – Claim for Work Out of Classification
- BP/AP-7351 – Check Out at End of Employment

Board Policies

This item was deferred until the next IPC meeting.

Executive Dean  
 Update: Grants  
 Academic  
 Senate Update

Ms. Ford reported on the following items from Academic Senate:

- Approval to continue funds for book vouchers
- Resolution to endorse:
  - The '06-07 Annual Implementation Plan
  - Late-Add Class Petitions Committee
- Jodi Reed Received the Hayward Award for academic excellence.

Vice President Chiriboga distributed the IPC Instruction Update dated 11/14/06. The update covered the following items:

Instructional  
 Update

- Accreditation
- Program Review
- Basic Skills Plan
- Counselor's Luncheon
- Spring '07 Schedule Debut
- SB 361 – Enhanced Non-credit Funding

Vice President Satele distributed copies of the GCCCD FTES Comparison report and reviewed the data. Dr. Perri indicated that credit and noncredit class sections were added to the spring

Administrative  
 Services Update

semester. Enrollment campaigns are planned for the upcoming weeks. Dr. Perri discussed the budget implications of not meeting our FTES goals.

Vice President Satele distributed copies of the Draft 2007-2008 Budget Preparation Calendar. She indicated that she will be developing an FTES Task Force in January.

Vice President Satele presented a PowerPoint Update for the Administrative Services covering the following subjects:

- Budget
- Facilities Update
  - Timeline
  - Prop 1D
  - Science & Technology Building
  - Student Center Building
  - Communication Arts Building
- Administrative Services website
- Waste Management Ad Hoc Committee
- Emergency Preparedness Committee

Dr. Perri distributed copies of the request to add the Late-Add Class Petitions Review Committee. The addition was reviewed by Academic Senate. M/S/A with the recommendation to indicate "Faculty Representative (Counselor)" in the committee's composition.

Ms. Gonzales encouraged everyone to submit names for the classified senate award.

Meeting adjourned at 4:03 p.m.

'07-08 Budget  
Calendar

Recommendation  
from Policy &  
Procedure

Announcement

Adjournment



**INNOVATION AND PLANNING COUNCIL  
 MEETING NOTES**

November 28, 2006

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday, November 28, 2006, at 3:00 p.m., in room F106.

**Members Present:** Geraldine Perri, Beth Appenzeller, Ezequiel Cardenas, Cristina Chiriboga, David Detwiler, Jan Ford, Maggie Gonzales, Joe Marron, Henri Migala, Arleen Satele, Mike Wangler and Kristin Zink

**Member(s) Absent:** Mark Cossano, Brian Hash and Kathy McWilliams

Dr. Perri asked IPC for feedback on the following Board Policies and Administrative Procedures:

- BP-2200 – Board Duties and Responsibilities – *change WASC to ACCJC*
- BP-2715 – Board Code of Ethics – *on the cover sheet: incorrect reference to the accreditation standard (4 vs. 10)*
- AP-7100 – Diversity – *follow up on 3-month segment; Board determining function/date of a job*
- BP/AP-7233 – Claim for Work Out of Classification – *is it necessary to have a BP, AP and PE?*
- BP/AP-7351 – Check Out at End of Employment

Board Policies

Dr. Perri distributed BP 7320 for IPC and Academic Senate review. Review Ed Code for:

- Fingerprinting students in the CDC classes for assignment purposes.
- Why does the language specify Academic, Classified and contract? Should it say everyone?

Exec. Dean Migala provided the following grants update:

- The Workforce Development Grant will be re-submitted
- Waiting for a revised RFA to submit for Program for high school students who did not pass their California H.S. exit exam - CAHSEE
- Manufacturing training

Executive Dean Update: Grants

Mr. Migala also noted that a one-hour grant workshop is planned during spring '07 staff development week.

Exec Dean Migala gave a brief background on how the “Cuyamaca Way” came about. He conducted a brainstorming sessions on ideas that characterize Cuyamaca College’s culture:

Family	Friendly	Inviting	User-Friendly
Integrity	Responsive	Collaborative	Creative
Innovative	Census Oriented	Cutting Edge	Raising the Bar
Can Do	Quality	Go the Extra Mile	Above & Beyond
Dedicated	Best Practices	Committed	Fertile
Respectful	Open	Caring	Honest
Optimistic	Spirited	Energetic	Undaunted
Quixotic	Opportunistic	Inspiring	Inspirational
Excellence	Access	Unity	Community
Ingenious	Flexible	Futuristic	Beautiful
Natural	Welcoming	Happy	Proud
Fun	Team Work	Genuine	Decency
Tolerance	Forgiving		

The Cuyamaca Way

Mr. Migala indicated that the terms would be used in the college’s marketing materials. He will conduct a similar session with Instructional Council.

Vice President Marron distributed copies of the new Student Services Program Review committee composition and timelines for IPC’s perusal and comment. He proposed revamping the present program review process to incorporate the CAS Standards, and noted that CAS is recognized by the Accrediting Commission. Dr. Marron will contact the District Office of Institutional Research to determine if the needed data can be collected within the proposed program review timelines. He will also speak to Dean Wolfe for information on how individual program reviews liaison with the Program Review Committee.

Student Services Update: Program Review

Meeting adjourned at 4:20 p.m.

Adjournment





**INNOVATION AND PLANNING COUNCIL  
 MEETING NOTES**

December 12, 2006

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday, December 12, 2006, at 3:00 p.m., in room F106.

**Members Present:** Geraldine Perri, Beth Appenzeller, Cristina Chiriboga, Mark Cossano, David Detwiler, Jan Ford, Maggie Gonzales, Joe Marron, Henri Migala, Arleen Satele and Kristin Zink

**Member(s) Absent:** Ezequiel Cardenas, Brian Hash and Mike Wangler

Dr. Perri distributed copies of the request to change the Staff Development Committee title to the Professional Development Committee. The change was endorsed by Academic Senate with the following recommendations:

- Under Charge: change “communicates” to “reports” in the last sentence.
- Under Composition: should read co-chair
  - change Associate Dean of Learning Resources to Administrator (to be appointed by the President)
  - add “(faculty)” to Professional Development Coordinator

M/S/A.

Exec. Dean Migala provided the following Institutional Advancement update:

- Revised proposal from the State Chancellor’s Office for the Teacher Pipeline grant is being reviewed
- Several math and science grants are available and being considered
- A grant to boost enrollment and retention of engineering students is being pursued
- He is working to help O.H. obtain a donated vehicle
- He will be conducting a grant writing workshop during spring staff development week

Vice President Marron re-distributed handouts relating to the Student Services Program Review changes, timelines and CAS Standards. IPC was asked to discuss/approve the proposal. Ms. Ford stated that Academic Senate was impressed with the direction of the Student Services Program Review and she recommended that Student Services proceed. IPC supported the new Student Services Program Review process.

Recommendation from Policy & Procedure

Executive Dean Institutional Advancement Update

Student Services Program Review

Vice President Satele provided a PowerPoint update for Administrative Services:

- FTES
- Facilities
  - Major projects are on schedule
  - Grand opening dates:
    - Science/Tech, Thursday, April 19, 2007 @ 10:00 a.m.
    - Student Center, Thursday, October 11, 2007 @ 10:00 a.m.
    - Comm. Arts, Thursday, January 17, 2008 @ 10:00 a.m.
- Spring 2007 Professional Development workshops being offered
- Administrative Services Committee developments

Vice President Satele displayed a PowerPoint presentation on the Smoking Ordinance, BP 6810 and four proposed designated smoking areas. The areas will be monitored and re-assessed for effectiveness.

Mr. Detwiler displayed the online Professional Development Events webpage for spring '07. He noted that over 50 activities/workshops are scheduled. Council members were asked to review the website and provide feedback and suggestions.

Exec. Dean Migala distributed the list of adjectives that characterized Cuyamaca College's culture known as "The Cuyamaca Way." The list was a result of collegewide input. He asked IPC to go back to their constituent groups choose their top five favorite words from the list.

The following Board Policies and Administrative Procedures were reviewed and discussed:

- BP7640 – Citizen's Bond Oversight Committee
- AP2350 – Speakers
- AP2710 – Conflict of Interest
- AP3410 – Nondiscrimination – *needs a cover sheet; and should the AP say "Both colleges vs. District"*

Meeting adjourned at 4:10 p.m.

Administrative Services Update

BP 6810 – Smoking Ordinance

Professional Development Website

"The Cuyamaca Way"

Review of BPs and APs

Adjournment