

ACADEMIC MASTER PLANNING

MINUTES OF MEETING

A regular meeting of the Cuyamaca College Academic Master Plan Committee was held on September 1, 2005 at 2:00 p.m. in Room F106.

Members present: Chiriboga, Charter, Cline, Gomez, Haber, Reed, Wier, Meneses, Riley, Santana (one-year assignment),

Guests: Gerri Perri, President
Madelaine Wolfe, Program Review Co-Chair
Nancy Jennings, Program Review Co-Chair

Recorder: Debi Miller



The Minutes from 5/5/05 and 5/16/05 were approved.

1. Approve Minutes

C. Chiriboga and S. Haber welcomed the new appointees to Academic Master Planning Committee. C. Chiriboga and S. Haber stated a special orientation meeting can be scheduled in the near future to accommodate the newest appointees to the committee and for those in the group who may be interested in the review of process.

Dr. Perri briefed the group on the financial outlook for Cuyamaca college for the 2005-06 academic year, and fielded questions related to the same. Dr. Perri asked the group to develop a slate of 5 faculty positions for her review.

2. Financial Outlook: Faculty Positions

Nancy Jennings and Madelaine Wolfe, co-chairs of Program Review, briefed the group on the process for Program Review and distributed examples of summaries from the last academic year for review by the group. N. Jennings and M. Wolfe also indicated the inclusion of Student Learning Outcomes questions as part of the program review process.

3. Program Review

The co-chairs reviewed the timelines with the group for the academic year. They also reminded the group that the institutional priority for the 06-07 submittals is growth. C. Chiriboga also explained that the slate of 7 determined in the Spring will be reconfirmed in the Fall after review of the census data for Fall 2005.

4. Review of Process

Tabled.

5. Membership

The group carefully reviewed their scheduling options due to the conflict of the next calendared meeting with the groundbreaking ceremony for Communication Arts and *decided* to hold the next AMP meeting on Tuesday, September 13 from 2-3 for one hour, and to continue that meeting until September 29, 2-3:30 (location TBD). The following items will be distributed at the September 13th meeting:

6. Next Meeting

- Copy of Spring 2005 Data Analysis
- Copy of slate of 7 faculty from Spring 2005
- Copy of Faculty Full-Time Request from AMP submittals 05-06
- Fall 2005 Census Data Analysis



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Members present: Chiriboga, Charter, Cline, Haber, Reed, Wier, Meneses, Santana (one-year assignment), Pat Setzer (on

Members Absent: Greg Gomez, Jerry Riley
Recorder: Debi Miller



The minutes from the September 1, 2005 meeting were approved as submitted.

1. Approve Minutes

The co-chairs systematically went through the Department Staffing/WSCH data, staffing criteria and the philosophical "conceptual framework". They fielded questions from the group. The assignment for the group is to review all the information and reconfirm the slate of 7 faculty determined in Spring 2005.

2. Preliminary Review of Staffing Data

Request for Additional Presentation Time Slot by Art Department. The group agreed to extend the presentation hours on January 17, 2006 to accommodate an additional presentation by the Art Department at 4:00.

3. Other



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A regular meeting of the Cuyamaca College Academic Master Plan Committee was held on September 29, 2005 at 2:00 p.m. in Room F106.

Members present: Chiriboga, Charter, Cline, Gomez, Haber, Wier, Meneses, Riley, Santana (one-year assignment), Pat

Members Absent: Jodi Reed

Recorder: Debi Miller

The minutes of the September 13, 2005 meeting were approved as submitted.

After a brief discussion, Chuck Charter motioned to vote to approve the slate from Spring 2005 with the understanding the top two positions will be funded for the 06-07 calendar year. The motion was seconded by Ed Cline. M/S/A

The co-chairs explained the follow-up to the recommendation: presentations at the upcoming Innovation & Planning Council meeting and at the next Academic Senate meeting. C. Chiriboga will present the ranking to the Instructional Council as well.

The co-chairs informed the group the items to be addressed at the next meeting will include considerations for looking over department plans and the schedule for the AMP presentations.

1. Approve Minutes

2. Reconfirm faculty hiring priorities from Spring 2005

3. Other



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A regular meeting of the Cuyamaca College Academic Master Plan Committee was held on October 6, 2005 at 2:00 p.m. in Room F106.

Members present: Chiriboga, Charter, Cline, Gomez, Haber, Reed, Wier, Meneses, Riley, Santana (one-year assignment),

Members absent: Greg Gomez (WTC)
Recorder: Debi Miller

The minutes of the September 29, 2005 meeting were approved with minor changes. M/S/A

1. Approve Minutes

C. Chiriboga announced that the presentation schedule had a change. Business & Professional Studies has moved from November 17 to October 27.

2. Meeting process

Identify Key Questions: The Academic Master Planning co-chairs explained the process for evaluating the plans and that certain people in the group would address specific questions concerning the plans as follows:

- Potential Impact/Instructional Development - C. Chiriboga
- Feasibility - E. Cline
- Department Commitment - N. Wier
- Workforce - J. Reed
- Technology - L. Sherwood

Liaison with Technology Plan: L. Sherwood will be coordinating the Technology Plan liaisons to coincide with the presentations schedule.

Presentation Process: The co-chairs reiterated the importance of not making suggestions or pursue "problem solving" to the Chairs and Coordinators and to only ask for clarification on what is being presented. In addition, the group would like only the Chairs and Coordinators to present at the scheduled time.

Evaluator Designation: The evaluator designation is as follows:

3. Assignments for

Name	Department
Jerry Riley	Auto Technology and CIS/GD
Chuck Charter	Business & Professional Studies and Ornamental Horticulture
Larry Sherwood	Communication Arts, CADD and CADD Technology
Vangie Meneses	Math
Nanette Wier	Child Development and Foreign Languages
Cristina Chiriboga	Science & Engineering
Ed Cline	History/Social/Behavioral Sciences
Susan Haber	Humanities & Performing Arts and Library
Jodi Reed	Exercise Science, PDC
Patricia Santana	Art and ENVT

Snack List: The following dates for snacks by the members:

Date	Person(s)
10/27/05	Chuck and Cristina
11/3/05	Larry and Cristina
11/17/05	Patricia and Susan
12/1/05	Jerry and Vangie
12/15/05	Ed and Susan
1/17/06	Nanette and Jodi

Schedule and Presentations: The group was given a handout of the assigned presentation schedule.

Staffing Update: The co-chairs reported that the hiring recommendations slate of 7 full-time faculty positions in ranked order will be disseminated first to the Academic Senate and then to the Innovation and Planning Council.

4. Other



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A regular meeting of the Cuyamaca College Academic Master Plan Committee was held on March 2, 2006 at 2:00 p.m. in Room F106.

Members present: Chiriboga, Charter, Cline, Haber, Reed, Wier, Riley, Santana (one-year assignment), Pat Setzer (on

Recorder: Debi Miller

Minutes were tabled.

*1. Approve
minutes from
10/6/05 meeting*

The group debriefed on the systems, process and procedures that were utilized during the past Academic Master Plan cycle. A consensus was reached to update that Activity Form to include the criteria columns, and have the chairs and coordinators check off the appropriate boxes. In addition, the group decided to remove the goals worksheet from the group of forms and to include the Program Review question on the Activity Form.

*2. Debrief re
AMP Process*

Moreover, the group decided to designate the lead evaluator for taking adequate notes during their presentations to produce a finalized version of the narrative will be submitted to the recorder within ample time to include with the package issued to the chairs & coordinators with their ranking sheets.

The group has requested a training session at the Fall Instructional Council Retreat on what the chairs & coordinators should be considering when formulating their plans and to review the overall process and how it relates to the updated forms. A suggestion was to include perhaps a role play presentation to the Instructional Council at this retreat.

This discussed will continue at the March 30, 2006 meeting.

This item was tabled until the March 30th meeting

*3. Emerging
Needs/Process
Review*

The Recorder volunteered to work on the Accomplishment and Highlights section for the AMP yearly reference book and will forward to the group as a draft to review prior to inclusion.

This item was tabled until the March 30th meeting.

*5. Faculty
Hiring Outlook
06-07*



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A regular meeting of the Cuyamaca College Academic Master Plan Committee was held on March 30, 2006 at 2:00 p.m. in Room F106.

Members present: Chiriboga, Charter, Cline, Haber, Reed, Wier, Riley, Santana (one-year assignment), Pat Setzer (on

Guest: Gerri Perri, President
Recorder: Debi Miller



Minutes were approved. M/S/A	1. Approve Minutes 10/6/05 & 3/2/06
<p>Dr. Perri, President, distributed three handouts to the group:</p> <ul style="list-style-type: none"> o FTES Comparison (update 3/8/06) o FTES Analysis o FTES Scenarios <p>Dr. Perri explained the first handout, and referenced that enrollment is down for both Colleges in the district. The second handout on FY 2006-07 FTES analysis indicates the FTES goal for the District submitted by the state, and to meet that goal Cuyamaca College's projection is 5,533 FTES. In addition, the third handout highlighted certain scenarios and the impact on the college.</p> <p>Dr. Perri expressed the importance of enrollment growth for the college and for the upcoming year. She would like the committee to plan a faculty slate of 5 positions for 07-08. Realistically we might only be able to hire 2 or 3; however, if funds become available then will move to support these hires.</p>	2. Faculty Hiring Recommendations
The group finalized the changes to the streamlined "Activity" form. The form will now be presented at Instructional Council for input from the Chairs & Coordinators and at Academic Senate for review.	3. Debrief re AMP Process
Tabled.	4. Emerging Needs
Tabled	5. Faculty Hiring Outlook & Timeline 06-07



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A regular meeting of the Cuyamaca College Academic Master Plan Committee was held on April 20, 2006 at 2:00 p.m. in Room F106.

Members present: Chiriboga, Charter, Cline, Gomez, Haber, Wier, Meneses, Santana (one-year assignment), Pat Setzer (on sabbatical), Sherwood

Members absent: Jerry Riley, Indi Reed

Recorder: Debi Miller



Minutes were approved. M/S/A. A discussion ensued on the Activity Form. It was agreed to bring the form forward one more time for the Committee to review before final submittal to the Chairs & Coordinators at the Fall Instructional Council Retreat.

1. Approve Minutes from 3/30/06

The group reviewed the Emerging Needs document and the process. Revisions were suggested, the Recorder will edit and distribute to the Committee at the next meeting.

2. Emerging Needs/Process Review

The group reviewed and discussed the data that was distributed.

3. Quantitative/Qualitative Data

After thorough discussion by the group a consensus was reached on the procedure to be utilized for the group in deciding the Spring Faculty Recommendations as follows:

4. Spring Faculty Recommendations - Procedure Review

- Each member will develop a tentative slate of six (6) possible recommendations (to be shared in no priority order)
- Each Committee member will share his/her list (on the board) in alphabetical order
- An open discussion among the group will follow to encourage a collegial exchange of information about proposed selections
- The members will then submit to the Recorder, by

secret ballot, their choices for faculty recommendations in ranked order on the ranking form

- The Recorder will then place the submissions on the board (no attribution to committee members)
- A number will be added to each entry to calculate highest votes received (For example: the No. 1 entry for each list will get the highest point value, the No. 2 entry will receive the next highest point value, etc.)
- The departments receiving the highest points total will be ranked on the hiring slate for faculty recommendation
- The committee slate of faculty hiring recommendations will be reported to IPC and the Senate

S. Haber reminded the group that the Academic Senate passed term limited on Committees and the following members terms were up this year:

- Susan Haber
- Chuck Charter

5. Membership

Ed Cline has resigned from the group. Patricia Santana is eligible to extend her term for one more year. Since Pat Setzer's term was suspended for 05/06 he is eligible for one more year before his term limit would be up. Since Jerry Riley and Jodi Reed were not present during this meeting, they will be polled at the next meeting for their decision on continuing with the group.

S. Haber added that if a member had an interest in continuing their membership that they should state it in writing by e-mail to her and she would bring to the Academic Senate. Since her term limit was up, a request went out to the group for a faculty co-chair. Nanette Weir expressed her interest in taking on the faculty co-chair position.

Review of AMP Accomplishments 2004-05: The group reviewed and submitted minor edits. The Recorder will make changes and prepare the AMP Plan Book.

6. Other

Review of AMP Highlights 2006-07: The group reviewed this document as well, and a few edits were suggested. The Recorder will incorporate these changes into the AMP Plan Book.



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A regular meeting of the Cuyamaca College Academic Master Plan Committee was held on May 4, 2006 at 2:00 p.m. in Room F106.

Members present: Chiriboga, Charter, Cline, Gomez, Haber, Reed, Wier, Meneses, Riley, Santana (one-year assignment), Pat Setzer (on sabbatical), Sherwood

Recorder: Debi Miller



Minutes were approved. M/S/A

*1. Approve Minutes
from 4/20/06*

The group reviewed and discussed the data. A tentative list of possible faculty hiring recommendations was put on the board by each committee member in alphabetical order. An open and collegial discussion took place among the group about the proposed selections. After the discussion, a ranked list of faculty recommendations was generated by each member and submitted by secret ballot. These lists were placed on the board by the recorder, and a point system was attributed to each individual department listed. Jodi Reed placed figures onto an excel spreadsheet and the results were:

*2. Finalize Faculty
Hiring
Recommendations*

1. Ornamental Horticulture
2. Astronomy/Physics
3. Sociology
4. Art
5. Business
6. ESL
7. Music

A memo will be sent out to Academic Senate and Innovation & Planning Council on the tentative slate.

After some minor adjustments and corrections by the group the Activity Form was approved.

*3. Approve Activity
Form*

Since Jodi Reed and Jerry Riley were absent from the last meeting they were polled for their decision on whether they would finish out their 2-year term. They both decided to resign from the committee.

*4. Membership
Review*
