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 L E A R N I N G F O R  
 T H E F U T U R E

**INNOVATION AND PLANNING COUNCIL**  
**MINUTES**

January 25, 2005

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday January 25, 2005 at 3:00 p.m. in the F106.

**Members Present:** Geraldine Perri, Beth Appenzeller, Cristina Chiriboga, Jan Ford, Maggie Gonzales, Susan Haber, Diane Kew, Kathy McWilliams, Barbara Modica, Angela Nesta, Patricia Santana, Arleen Satele, and Jim Wales

**Members Absent:** Ezequiel Cardenas, Bill Stanford, and Kristin Zink

Dr. Perri indicated that she would be keeping IPC abreast of items that affect the college arising from the Governing Board meetings.

Recent  
Governing Board  
Actions

Dr. Perri distributed the spring 2005 comparative enrollment figures and reviewed the data. Dr. Perri thanked those involved in the calling campaign. She indicated that there was a spike in continuing students as a result of the campaign. Ongoing efforts include additional calling campaigns and contacting students on the priority wait list.

Enrollment

In addition, IPC received the GCCCD FTES comparison. Dr. Perri impressed upon IPC members the critical need to be creative, innovative and persistent in enrollment efforts. Dr. Perri and Jan Ford to send an e-mail on enrollment campuswide. President's Cabinet members are available for enrollment ideas.

IPC referred to the suggested revised timeline for accreditation self-study, a visit which is scheduled for 2007. Vice President Chiriboga provided a brief overview of the process. Included in the handout was a draft of the Cuyamaca College job announcement accreditation co-chair, which outlines the duties, schedule and LED for the position. IPC was asked to review the document with their representative constituent groups.

Accreditation  
Organization and  
Training

Dr. Perri presented for recommendation from the Policy & Procedure Committee to add as an ex-officio to the composition of the Workforce Development Committee, Director, Intergovernmental Relations, Economic Development, and Public Relations. M/S/A to change the committee as presented.

Policy &  
Procedure  
Committee  
Recommendations

IPC received copies of the GCCCD Operating Procedure, Computer System/User Rights and Responsibilities – IS8. Vice President Chiriboga provided the background information and process that generated the policy revision. IPC will review with constituent groups. At the next IPC meeting comments will be formulated and forwarded.

Procedure IS8

IPC received CCLC's Talking Points on the Governor's Proposed 2005-06 budget. Dr. Perri reviewed the pros and cons and implications of each topic to Cuyamaca.

Talking Points –  
Statewide Budget

Meeting adjourned at 4:18 p.m.

Adjournment



**INNOVATION AND PLANNING COUNCIL**  
**MINUTES**

February 8, 2005

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday February 8, 2005 at 3:00 p.m. in the F106.

**Members Present:** Ezequiel Cardenas, Cristina Chiriboga, Jan Ford, Susan Haber, Diane Kew, Kathy McWilliams, Barbara Modica, Angela Nesta, Geraldine Perri, Patricia Santana, Arleen Satele, Jim Wales, and Kristin Zink

**Members Absent:** Beth Appenzeller, Maggie Gonzales, and Bill Stanford

Deferred pending Academic Senate review.

Accreditation  
 Organization and  
 Training

Deferred pending Academic Senate review.

Procedure IS8

Ms. Nesta referred to an e-mail from the bookstore indicating an accelerated schedule for textbook purchase because of bookstore construction relocation. Instructors were asked to send a reserve copy of texts to the library to allow for student usage. Ms. Nesta made the following recommendations:

Textbooks

- Book vouchers be paid out expeditiously
- Instructors should be notified and encouraged to donate reserve copy of texts
- Vice President of Instruction to include a note in the Instructional Bulletin
- Ms. Nesta to address at next Instructional Council meeting

Options currently available:

- Deferred payment for books
- Book donation program

Other Suggestions:

- Faculty list texts on-line to purchase so that books can be purchased through other sources

Dean Satele to check Barnes & Noble contract regulations to determine alternatives to book purchase.

Dr. Perri distributed the college's 04/05 list of approved positions. Dr. Perri indicated that she would be moving forward with search committees, however, faculty positions will be starting after July 1<sup>st</sup>. The Executive Dean for Institutional Advancement.

- 1) Resource Development
  - New grants development
  - Cuyamaca College Foundation
- 2) Public Relations
  - Business & Industry
  - Community
  - Service Organizations
- 3) Planning
  - Streamlining institutional planning

Dean Satele distributed the Cuyamaca College FY 05/06 Tentative Budget Planning Worksheet. Dr. Perri gave a provided background for the data. Dean Satele indicated that the data was hypothetical and that actual data would be provided by the Vice Chancellor of Business. The data was discussed with regard to the impact of the five scenarios depicted. Dr. Perri asked IPC for their input on the level of comfort on the scenarios presented.

Dr. Perri stated that President's Cabinet is currently in the process of listing all the new enrollment strategies and building on those and existing strategies in an effort to increase enrollment.

Vice President Chiriboga talked about a proposed college open house on the Friday of staff development week with the idea to provide an opportunity to students to get acquainted with the campus in light of the upcoming construction.

Ms. Nesta suggested that Administrative Services memos be posted on the college website. College Facilities Master Plan Council has formed an adhoc committee to assess the environmental impact of new construction.

Ms. Haber suggested researching how to have Cuyamaca come up first on search engines.

Meeting adjourned at 4:23 p.m.

04/05 Approved Positions

Projected FTES 05/06

Adjournment



**INNOVATION AND PLANNING COUNCIL**  
**MINUTES**

February 22, 2005

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday February 22, 2005 at 3:00 p.m. in the F106.

**Members Present:** Beth Appenzeller, Ezequiel Cardenas, Cristina Chiriboga, Jan Ford, Susan Haber, Diane Kew, Kathy McWilliams, Barbara Modica, Angela Nesta, Geraldine Perri, Patricia Santana, Arleen Satele, and Kristin Zink

**Members Absent:** Maggie Gonzales, Bill Stanford and Jim Wales

**Guest:** Vangie Meneses attending for Jim Wales

Vice President Chiriboga asked if there was any discussion or revisions to the proposed Accreditation Organization and Training schedule. Ms. Ford indicated that Senate approved the Suggested Revised Timeline for Accreditation Self-Study as submitted. Deborah Blue will be providing a Self-Study training the week of 3/28. Vice President Chiriboga provided the next steps for the Accreditation Self-Study. IPC gave their consensus to proceed as presented.

Accreditation  
 Organization and  
 Training

Dr. Cardenas indicated that United Faculty (UF) has asked for the procedure to be reviewed by UF's attorney. The item was deferred to the March 8<sup>th</sup> meeting.

Procedure IS8

District update has been received. Dr. Perri indicated that the District non-credit cap has been met. Dean Satele will receive the district budget calendar data on 2/28. The data will provide the foundation for establishing FTES goals for 2005-06. Dr. Perri asked for suggestions and recommendations for enrollment strategies.

FTES Goals  
 2005-06

- McWilliams – target high school faculty for faculty development
- Kew – establish linkages with SDSU Graphic Design students
- Cardenas – offer free parking to students or a percentage of students
- Meneses – “get there from here” campaign to target students who did not gain entrance to SDSU, but can take classes at Cuyamaca College with a TAG agreement

The Accreditation Commission accepted the college's Mid-term Report with the requirement that Cuyamaca has to follow-up an annual report on the progress of the Student Services Master Plan in October 2005 and outline the process for the Plan's integration.

Accreditation Mid-  
 term Report  
 Follow-up (Letter  
 from Commission)

Annual Implementation Plan Progress reports input due on March 2<sup>nd</sup>.

Annual  
Implementation  
Plan Input

Ms. Nesta shared that Trustee Wendell Cutting donated \$1,000 to the LRC book reserve program.

Announcements

Ms. Ford indicated that the Academic Senate will brainstorm on ideas to minimize the impact of students who may not be able to purchase textbooks during the first two weeks of class.

Adjournment at 3:30 pm.

Adjournment

<b>INNOVATION AND PLANNING COUNCIL</b> <b>MINUTES</b>
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March 8, 2005

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday March 8, 2005 at 3:00 p.m. in the F106.

**Members Present:** Beth Appenzeller, Ezequiel Cardenas, Cristina Chiriboga, Jan Ford, Maggie Gonzales, Susan Haber, Diane Kew, Kathy McWilliams, Barbara Modica, Angela Nesta, Geraldine Perri, Patricia Santana, Arleen Satele, and Kristin Zink

**Members Absent:** Bill Stanford and Jim Wales

Dr. Perri distributed copies of the recent Governing Board items:

- 655.1 – 10 Faculty members received tenure
- 659.1 – 7 Faculty member’s sabbaticals were approved

Dr. Perri indicated that she will keep IPC abreast of docket items that affect the college.

Recent  
Governing  
Board Actions

Dr. Chiriboga distributed the Draft Accreditation Self Study Structure and Committees. She indicated that the draft listed tentative recommendations with the possibility of adding a community/foundation representative to the sub-committees. IPC was asked to review the document and share it with constituent groups, with the goal of assigning members to the team in time for the accreditation training scheduled for the afternoon of 4/1. Each team needs to be comprised of those with some expertise in the area being addressed. Dr. Perri thanked Vice President Chiriboga for her dedication and expertise in the process of organizing the endeavor.

Accreditation  
Organization

Dr. Perri referred to the GCCCD FTES census comparison and discussed the data. Dean Satele distributed three scenarios for FTES goals and discussed the implication for each. The next FTES Task Force is scheduled for 3/14. IPC was asked to submit their thoughts on establishing a goal for 2005-06. It was the consensus to consider the 100 cushion scenario.

GCCCD FTES  
Census  
Comparison

Dr. Perri attended the EIR hearing on 3/8/05, the judge will render a written decision within 60-90 days.

District Update  
EIR

Adjournment at 4:30 pm.

Adjournment



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**INNOVATION AND PLANNING COUNCIL**  
**MINUTES**

April 12, 2005

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday April 12, 2005 at 3:00 p.m. in the F106.

**Members Present:** Geraldine Perri, Beth Appenzeller, Ezequiel Cardenas, Cristina Chiriboga, Jan Ford, Susan Haber, Diane Kew, Kathy McWilliams, Angela Nesta, Geraldine Perri, Arleen Satele, Jim Wales, and Kristin Zink

**Members Absent:** Maggie Gonzales, Barbara Modica, Patricia Santana, and Bill Stanford

Vice President Chiriboga distributed the current Accreditation Self-Study 2005-2007 Committees and Sub-Committees and discussed the representatives for each committee.

Accreditation Co-Chair

Dr. Perri indicated that the Annual Implementation Plan would be sent electronically for review and that Council should be prepared to discuss it at the next IPC meeting.

Annual Implementation Plan

Dr. Perri distributed copies of the request to add the Academic Accommodation Review Panel. The addition was reviewed by Academic Senate. M/S/A as submitted.

Recommendations from Policy & Procedure

Dr. Perri indicated that the Tentative Budget has been reviewed by the respective committees. Dean Satele distributed and reviewed the Cuyamaca College FY 05/06 Tentative Budget Planning Worksheet. She explained the data and indicated that strict efforts to adhere to purchasing deadlines and review of items to be purchased is imperative to preserve the ending balance at last year's level. She provided several scenarios that would mitigate the budget decrease.

Tentative Budget Update



Dean Satele distributed and reviewed the Cuyamaca College Project Summary Sheet dated 4/12/05.

- Bus Stop Relocation – the ad hoc committee made recommendations so that the path was changed to save trees and the paving was not as deep as previously planned in order to preserve tree roots.
- Submitting an Initial Project Proposal for Building B – G remodel in June
- Ms. Ford read a draft resolution by Academic Senate addressing the preservation of natural resources. Once finalized the resolution will be forwarded to the College Facilities Master Plan Council. Dr. Perri stated that the sooner the resolution can be obtained the better as bids that go out can contain pertinent language.

General Facilities Update

Vice President Chiriboga distributed the FY 2005-06 FTES Analysis and supporting documentation for Instruction's Plan to meet and/or exceed the goal of 5,595 by:

- increasing average fill rates
- increasing sections in Fall '05
- increase summer FTES
- Maintain established non-credit target

05/06 FTES Goals

Dean Satele provided an updated chart for FTES and will forward the chart to Ms. Ford electronically.

Dean Satele distributed the latest iteration of the Prop R funding status for Cuyamaca College. She explained the data with regard to expenditures.

Prop R Update

Vice President Wales distributed copies of the Student Development and Services Master Plan. He provided a brief history of the necessity and process for developing the document. The next step is integration with other college planning documents. He highlighted the document's major areas and the purpose for each. Dr. Perri requested division priorities be established based on the plan. Student Services will provide an annual review of the plan. Vice President Chiriboga indicated that Vice President Wales will be invited to share the Master Plan with the Academic Master Plan Committee. Vice President Wales was commended for his leadership in developing the plan.

Student Services Master Plan

Adjournment at 4:30 pm.

Adjournment



**INNOVATION AND PLANNING COUNCIL**  
**MINUTES**

April 26, 2005

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday April 26, 2005 at 3:00 p.m. in the F106.

**Members Present:** Geraldine Perri, Ezequiel Cardenas, Cristina Chiriboga, Jan Ford, Susan Haber, Diane Kew, Kathy McWilliams, Barbara Modica, Angela Nesta, Patricia Santana, Arleen Satele, Jim Wales, and Kristin Zink

**Members Absent:** Beth Appenzeller, and Maggie Gonzales

The following are the pertinent Governing Board Items

- Review of nine Vocational Training Programs for Cuyamaca College.
- New courses, certificate, and degree changes for 2005-2006
- Personnel Actions:
  - Retirement of Sandy Phoenix 9/8/05.
  - Reduction in workload for Marjie Kallmeyer and Ingrid Tarikas.
  - Extension of District Agreement for David Agosto.

Recent Governing Board Actions

Dr. Perri reported that President's Cabinet reviewed the Annual Implementation Plan and made technical changes. Each item was reviewed by the primary contact and Council was given the opportunity to query and revise each activity.

Annual Implementation Plan

Vice President Chiriboga distributed a copy of the Draft Recommendation for Standards of Good Practice by the Online Teaching and Learning Committee of Cuyamaca College for Fall 2004. She provided the background and necessity for the document. Dr. Perri commended the online committee for their work in completing the document. Ms. Ford suggested presenting the document at a conference.

Manual of Good Practice for Online Courses

Deferred to next meeting.

Academic Master Planning Summary

Review of the Policy and Procedure has been extended pending Academic Senate Review. Dr. Perri indicated that Cabinet has reviewed the documents. Questions or comments should be forwarded to the Chancellor' Office.

Reminder – Review Board Policies

Adjournment at 4:00 pm.

Adjournment



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**INNOVATION AND PLANNING COUNCIL  
 MINUTES**

May 10, 2005

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday May 10, 2005 at 3:00 p.m. in the F106.

**Members Present:** Beth Appenzeller, Cristina Chiriboga, Jan Ford, Maggie Gonzales, Susan Haber, Kathy McWilliams, Barbara Modica, Angela Nesta, Geraldine Perri, Arleen Satele, Jim Wales, and Kristin Zink

**Members Absent:** Ezequiel Cardenas, David Detwiler, and Diane Kew

Vice President Chiriboga and Susan Haber presented the Academic Master Planning (AMP) Committee Institutional Needs 2005-06. Vice President Chiriboga provided the process for determining the needs. Items listed in the AMP Accomplishments 2003-04 may be appropriate for newsletter items. IPC was asked to review the AMP 2005-06 and provide input. IPC to provide a preliminary proposal on Item six "A need exists to explore options for providing wireless access in selected campus areas for student use." Ms. Ford indicated that the plan was approved by Academic Senate. Consensus by IPC to endorse the plan as presented.

Academic Master Plan Final Report

Since the Policy and Procedures are currently in various stages of review by constituent groups, this item will be discussed at a future IPC meeting.

Policy and Procedure Review

Dr. Perri referred to the 3-20 GCCCD FTES Report dated 5/2/05. The college is currently 167 FTES below goal. Activities to increase marketing strategies are underway to meet next year's 4% enrollment growth goal.

FTES Report

Dr. Perri presented a Committee/Council Request from the Policy and Procedure Committee to change the name of the Campus Accessibility Committee to the College Accessibility Committee to better align with college, committee/ council names. Campus infers a single college with several sites. M/S/A as presented.

Recommendation from Policy and Procedure Committee

- Dean Satele: Central Plant upgrades will begin the week of May 16<sup>th</sup>.
- Dr. Perri announced that Cuyamaca College prevailed in the EIR County lawsuit as such; the college will go out to bid for Communication Arts building Excavation. It is uncertain whether the County will appeal the judge's decision in favor of Cuyamaca College.
- Dean Satele announced the "Get Acquainted with the New Student Center and Walk-through" on May 10<sup>th</sup>. Two different tours one at 10:00 am and one at 4:00 pm, refreshments will be provided and all are invited. Dean Satele was commended for her work with the Environment Preservation Ad hoc Committee
- Dr. Perri commended those involved in the Schedule Debut. It is estimated that approximately 500 students attended the event.
- Dr. Perri indicated that this is the last IPC meeting for the semester, but to keep the time open for 5/24 in the event that there are late-breaking items that require Council's attention.

Announcement –  
Facilities Update

Dean Satele explained why it is imperative to preserve the ending balance by minimizing the end-of-the-year encumbrances and P.O. carry-overs for Tentative Budget. May 20<sup>th</sup> is the cut-off date for restricted budgets. For Tentative Budget:

State Budget  
Update No. 6

- 6/1 cut-off for Cuyamaca budget for next year
- 5/13 May Revise anticipated from the State.

Dr. Perri distributed copies of the 2005/06 State Budget Update #6, dated 5/6/05. She reviewed the information and stated that the Budget Committee is currently working on a plan to balance the college's budget in view of a projected \$1.3 million shortage.

Adjournment at 4:11 pm.

Adjournment



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**INNOVATION AND PLANNING COUNCIL**  
*MINUTES*

May 24, 2005

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday May 24, 2005 at 3:00 p.m. in the F106.

**Members Present:** Geraldine Perri, Beth Appenzeller, Ezequiel Cardenas, Cristina Chiriboga, David Detwiler, Jan Ford, Maggie Gonzales, Susan Haber, Diane Kew, Kathy McWilliams, Barbara Modica, Angela Nesta, Arleen Satele, Jim Wales, and Kristin Zink

None noted.

Recent Governing Board Actions

IPC received a grid with all board policies being reviewed. Referring to the grid Dr. Perri stated that DEC moved forward all the items listed with check marks. The Chancellor is still receiving comments on policies that require additional consideration. Jan Ford provided Academic Senates comments or concerns on circled items. IPC approved all Board Policies and Procedures, as well as the following: AC1, RM7 and TR1.

Policy & Procedure Review

Budget Forum on 5/25/05 at 10:00 in R-400. Dean Satele distributed the 05/06 Tentative Budget Review presentation and the Cuyamaca College Tentative Budget FY 2005/2006. She reviewed the presentation with regard to the college's budget deficit. IPC discussed marketing strategies.

Tentative Budget Update

Angela Nesta reminded IPC to attend Dr. Chou's retirement on 5/26/05.

Announcements

Adjournment at 4:15 pm.

Adjournment



**INNOVATION AND PLANNING COUNCIL  
 MINUTES**

August 23, 2005

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday August 23, 2005 at 3:00 p.m. in the F106.

**Members Present:** Geraldine Perri, Beth Appenzeller, Ezequiel Cardenas, Cristina Chiriboga, Mark Cossano, David Detwiler, Jan Ford, Susan Haber, Diane Kew, Kathy McWilliams, Vangie Meneses, Angela Nesta, Arleen Satele, and Kristin Zink

**Members Absent:** Maggie Gonzales

- A. Facilities – Dean Satele distributed the Cuyamaca College Administrative Services facilities update.
- B. Budget – Dean Satele indicated that the budget had some significant changes recently. Institutional-wide reductions have been avoided. Final budget should be completed by 8/24/05. As a result of the latest budget developments, vacant positions will most likely remain frozen.

Summer Update

Dr. Perri announced that the college has to grow by 3.1% (173 FTES) above last year’s final FTES. Dr. Perri commended all areas for their efforts during the calling campaign. Vice President Chiriboga explained the concept of borrowing FTES (39) from summer.

Enrollment Goals  
 '05-'06

Dr. Perri distributed the “Getting to know Cuyamaca College” document which addresses commonly asked questions about Cuyamaca College.

Getting to Know  
 Cuyamaca College

Vice President Chiriboga distributed accreditation timelines outlining accreditation activities in preparation for the WASC 2007 site visit. She explained the process to advance the college to a draft self-study review stage.

Accreditation  
 Update

- A. Annual Implementation Plan '05-'06 – Dr. Perri distributed the Strategic Plan 2004-2010 grid which indicates which year (over the next six years) each planned activity is slated to be completed.
- B. IS-8 - Ms. Cole to request and send original version of IS8 to IPC
- C. PE-20 - Currently under review

Next Meeting

D. PM1 - Approved

Dr. Cardenas provided a brief explanation of the work to contract issue from a U/F perspective. Dr. Perri thanked him for his comments.

Work to Contract  
UF

Adjournment at 3:48 pm.

Adjournment



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**INNOVATION AND PLANNING COUNCIL  
MINUTES**

September 13, 2005

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday September 13, 2005 at 3:00 p.m. in the F106.

**Members Present:** Geraldine Perri, Beth Appenzeller, Ezequiel Cardenas, Cristina Chiriboga, David Detwiler, Jan Ford, Maggie Gonzales, Susan Haber, Rosalyn Johnson, Diane Kew, Kathy McWilliams, Vangie Meneses, Angela Nesta, Arleen Satele, and Kristin Zink

**Members Absent:** Mark Cossano

Vice President Meneses distributed copies of the California Community Colleges “Impacts of Student Fee Increase and Budget Changes on Enrollment and Financial Aid in the California Community Colleges” document of April 2005. She provided an Executive Summary of the full document.

Impact of Student Fees & Budget Changes on Enrollment

Vice President Chiriboga distributed the Accreditation Progress Report to the ACCJC which is due on 10/15/05. The recommendation was being addressed for the college to develop a master plan for Student Services. Vice President Chiriboga reviewed the document.

Accreditation Mid-Term Report

Deferred

Annual Implementation Plan 04/05 and 05/06

Dr. Perri distributed several positive articles about Cuyamaca College that have been featured in various periodicals throughout San Diego.

Cuyamaca College News Items

Dean Satele distributed the Adoption Budget presentation prepared for the Governing Board Budget Workshop on 9/13/05. She reviewed the information. Innovation and Planning Council was invited to provide comments.

Budget Update

Kathy McWilliams solicited Cuyamaca news articles for the upcoming college newsletter in the spring. She reminded IPC to attend the Groundbreaking for Communication Arts Building on Thursday 9/15 at 3:00.

Announcement

Dr. Perri distributed copies of PE 20 for review and discussion. Consensus to recommend approval of PE 20.

PE 20

Adjournment at 3:48 pm.

Adjournment





**INNOVATION AND PLANNING COUNCIL  
MINUTES**

September 27, 2005

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday, September 27, 2005, at 3:00 p.m. in the F106.

**Members Present:** Geraldine Perri, Beth Appenzeller, Ezequiel Cardenas, Cristina Chiriboga, David Detwiler, Jan Ford, Susan Haber, Rosalyn Johnson, Diane Kew, Kathy McWilliams, Vangie Meneses, Angela Nesta, Arleen Satele, and Kristin Zink

**Members Absent:** Mark Cossano and Maggie Gonzales

Dr. Perri distributed the Final Report of the 2004-05 Annual Implementation Plan. Council was asked to review the report and be prepared to provide input, comments, or revisions at the next IPC meeting.

Final Report of Annual Implementation Plan 04/05

Dr. Perri distributed draft AIP and the grid for the Strategic Plan 2004-2010 and noted that the 05/06 draft Annual Implementation Plan is based on the items checked for the corresponding year.

Draft AIP '05-06

Dean Satele provided the updated Prop R Proposal (addendum). She indicated that the College Facilities Master Plan Council met to determine how to mitigate the additional 13% increase in construction costs. A copy of the funding reallocation for Communication Arts building was distributed. Funds to offset construction increases will be redistributed from the LRC Phase II expansion.

Prop R Reallocation – Communication Arts

Dr. Perri distributed the District Policy Updates packet. She described the process that generates action to change or revise district policies. Dr. Perri suggested that IPC review the packets with their constituent groups. As well, Council received AP2410 document on Administrative Procedures.

District Policy Update

IPC received the 2005-06 list of IPC agenda items.

IPC Agenda

Acting Vice President Meneses distributed the Student Development and Services Program Review and Student Learning Outcomes document. She indicated that the best way to infuse SLO's is through the Program Review process. The Student Services program review mirrors the Instructional program review process to facilitate integration.

Student Services Program Review

Adjournment at 3:55 pm.

Adjournment



**INNOVATION AND PLANNING COUNCIL  
MEETING NOTES**

October 11, 2005

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday October 11, 2005, at 3:00 p.m. in the 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, Angela Nesta, Arleen Satele, and Kristin Zink

**Members Absent:** Diane Kew and Vangie Meneses

Academic Senate will review the '04-05 and '05-06 Annual Implementation Plans prior to the next IPC meeting on 10/25/05.

Annual  
Implementation  
Plan 04/05 Final  
Report and AIP -  
05/06

Dr. Perri referred to the State Budget 06/07 Overview; and described the process by which the budget is developed. Under the section, "Provide Equitable Student Access," plans are under way to lobby for some of the proposed \$210,000 to be shifted to equalization. Dr. Perri will continue to keep IPC abreast of budget developments.

State Budget  
06/07

Dr. Perri reviewed the GCCCD FTES Comparison Enrollment Report (version D) data. She informed IPC that enrollment strategies are being developed on a continual basis to increase FTES.

FTES Comparison

Dr. Chiriboga provided an update from the Accreditation Steering Committee meeting on 10/7. Standard teams are in the process of drafting the narratives for the standards. In addition, the following progress was reported:

Accreditation

- Accreditation website is up and running – website information was distributed.
- Drafts of the accreditation report will be posted to the website to facilitate document review.
- Accreditation Self-Study 2007, survey timelines have been established – IPC was provided a copy of the timelines.
- Kudos to the LRC staff for the electronic archive reserve system.

For informational purposes, IPC received a packet of flow charts describing the process of how institutional planning is integrated and institutionalized utilizing the Strategic Plan, Student Development & Services Master Plan, and Academic Master Plan.

Institutional  
Planning Process

Dean Satele highlighted the items contained in the Emergency Preparedness Packet that was distributed to staff and faculty last week. She reviewed the evacuation plan posters and stated that the evacuation plan will be displayed in all classrooms next to the phones.

Emergency Preparedness Committee (EPC)

Mr. Detwiler suggested conducting an EPC workshop during spring 2006 staff development week.

The Budget Update was covered in the State Budget 06/07 discussion.

Budget Update

Dean Satele highlighted the new Logo Usage Manual and stated that an executive summary will be made available. Questions regarding logo standards should be addressed to Jim Ney and Dave Frances in the Graphics Department. Additionally, the manual will be posted on the website.

Logo Manual

Adjournment at 4:10 pm.

Adjournment



**INNOVATION AND PLANNING COUNCIL  
MEETING NOTES**

October 25, 2005

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday, October 25, 2005, at 3:00 p.m. in the F106.

**Members Present:** Geraldine Perri, Beth Appenzeller, Cristina Chiriboga, Mark Cossano David Detwiler, Jan Ford, Rosalyn Johnson, Diane Kew, Kathy McWilliams, Vangie Meneses, Angela Nesta, Arleen Satele, and Kristin Zink

**Members Absent:** Ezequiel Cardenas, Maggie Gonzales, and Susan Haber

President Perri asked for any comments or revisions to the document. Ms. Ford stated that Academic Senate will review the document at its next meeting. Dr. Perri will consider the documents as accepted, pending comments from the Academic Senate.

AIP 04/05 Final Report

No comments or revisions noted.

AIP 05/06

Vice President Chiriboga distributed copies of the AMP Faculty Staffing Recommendations for 2006-07. She explained the process by which faculty hiring recommendations are made. Positions were listed in rank order. She entertained questions. The document will be reviewed for a second read at the next Academic Senate meeting. President Perri thanked the AMP Committee.

Faculty Hiring Recommendations

- National Disabilities Awareness Week October 24<sup>th</sup> – 28<sup>th</sup>. Wheelchair basketball game is scheduled on 10/26/05; and on 10/27/05, the High Tech Center will host an open house.
- The Schedule Debut is scheduled on 11/8/05. Class schedules will be arriving next week. Internet hot spots around the college will be identified to assist students.
- Datatel
  - Colleague implementation project is well into implementation.
  - Several staff from the different departments have been attending training sessions. A live simulation is scheduled for mid-November.
  - A degree audit system is being researched to meet the college's needs.
  - Conversion to Datatel is anticipated within one year. January 2007 is the deadline for no longer using SSN's as student identification.
  - Vice President Chiriboga described schedule management and other program benefits of the new Datatel system.

Student Services Update

Adjournment at 3:50 pm.

Adjournment



CUYAMACA  
 COLLEGE  
 LEARNING FOR  
 THE FUTURE

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

November 22, 2005

The regular meeting of the Cuyamaca College Innovation and Planning Council was held on Tuesday, November 22, 2005, 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

**Members Absent:** Cristina Chiriboga, Maggie Gonzales, Susan Haber, Diane Kew and Kristin Zink

President Perri distributed the November 2005 issue of the IPC Update.

November IPC  
 Newsletter

President Perri referred to the A, B and C versions of the GCCCD FTES Comparisons and discussed the data and the process by which the FTES Task Force established that the most prudent projected FTES estimate for the district would be version C. Council members were asked to participate in upcoming enrollment activities to achieve the FTES goal of 5595.

FTES Goal 2005-  
 06

IPC was encouraged to review the report and pay special attention to the data regarding age demographics. An electronic copy of the report will be forwarded to IPC.

“Who Are Our  
 Students” Report

President Perri reviewed the charts contained in the CCC Report to Legislature on Allocation of Equalization Funds.

California  
 Community  
 Colleges Report to  
 Legislature on  
 Equalization Funds

President Perri indicated that SB361 was introduced last year and carried over to next year. The model recommends a base allocation for each college and funds FTES above the base allocation.

Scott SB361  
 Community  
 College Funding  
 Formula

President Perri distributed copies of the revised flow charts which now include the mission statement.

Institutional  
 Planning Flow  
 Charts

President Perri distributed the faculty staffing 2006-2007. Ms Ford asked if there was any discussion regarding the recommendations. She indicated that Academic Senate approved the staffing recommendations as presented.

Faculty Staffing  
 2006-2007

Acting Vice President Meneses provided the following Student Development & Services Update:

- Budget Change Proposal (BCP) – restoration of matriculation funds at \$36 million is proposed
- Health Services – Change the BOG students waiver for Health Services after January 1<sup>st</sup>
- Assessment process is being evaluated
- High school exit exam program is being evaluated – self assessments are better than the current instrument being used
- State Chancellor’s Office is investigating whether to roll back tuition fees for community colleges
- AB1088 – the bill requires the inclusion of sexual violence prevention in all student orientations

Meeting adjourned at 4:10 pm.

Student Services Update

Adjournment