1. Called Meeting to Order: Present: Dan Calderwood, Cheryl Tucker, Paul Chown, Angelina Hill, Julia Peterson, Tami Matsumoto, Paul DeMark, Crislyn Parker-notes


3. Action Items

4. Discussion Items

4.1 Continue Development of 2014-15 Annual Plan
- Following discussion of the student equity plan, it was discussed and agreed that both the student equity and annual plans should have a theme that lasts three years, since fully implementing through area plans and program review action plans and then evaluating takes a longer period of time than one year.
- The committee discussed and added the following to Goal 3:
  - Student Equity action based on the required new student equity plan for 2014-15 to include a plan for narrowing the achievement gap.
  - Expand dual enrollment opportunities
  - Implement SoftDocs e-forms for business services processes
  - Implement a revised AP 4021
  - Implement strategies to increase resident and non-resident FTES
  - Develop ways to improve persistence rates (discussion to embed persistence into program review action plans and target specifically a course(s) or area in need of improvement; the theme will tie programs to students and assessment, and be a functional action plan with results to report out on.
  - Develop plans to improve persistence rates.

4.2 Discussion on Developing a new Education Master Plan
- ACCJC Follow-up team recommended CR update our education master plan. Dr. Scroggins listed several schools that have what he considers exceptional education master plans. The committee briefly looked at the Skyline Community College Education Master plan (one of the colleges named by Dr. Scroggins).
- IEC discussed that CR needs to develop a plan that will work for the college, which can easily be incorporated into the other institutional plans. A suggestion was made to stagger revisions of the education and strategic master plans, respectively, by one year to alleviate work-load impact.

4.3 Planning Session for January Flex (Thursday and Friday, January 16, 17, 2014)
- Suggestion to kick off an annual plan session with a brief review of the planning process, then review the 2014-15 draft annual plan with a focus on the importance of following through in area plans. The goal is to catalog major issues into the annual plans. Suggestion to include a flow chart showing how everything feeds into the annual plan. Also, review the annual time-line.
- A session on improving student persistence; did people follow through with their goals from the fall 2013 convocation. Include a panel of volunteers to discuss and maybe prime the session with ideas already considered prior to the session.

4.4 Student Equity Planning Committee (Tracey Thomas)
The Chancellor’s office is requiring a new student equity plan to be completed by October 2014 (due when Matriculation Report is due), following a template with specific targets to address.

Discussion how to align student equity targets with the annual plan.

Student Equity membership includes or should include some IEC members. The committee meets twice a year and once again for reporting out. The SEP must be at least three years out and should parallel other institutional plans.

5. Other/Future Agenda Items:
   - Regarding the Non-field Act, it has been discussed that community ed, nor adult ed can use those buildings. We will get this in writing from the lawyers (start with Steven Roper).
   - Angelina has been in contact with functional committee chairs, to confirm their plans being reviewed and are up to date, are being used, and to remind them to focus on identified areas, and to identify one or two major action items in their plans that might be incorporated into the annual plan.

Discussed meeting 12/11/11 at 11:00am

Adjourn