Members present: Keith Snow-Flamer, Pam Kessler, Tony Sartori, Jason Leppaluoto, Tracey Thomas, Steve Stratton, Roxanne Metz, Martha Davis, Tim Flanagan, Jose Ramirez, Ron Cox, Joe Hash
Others present: David Arnold

After asking the 5 Action Plan presenters to step outside for a few minutes so the CPC could have an internal process discussion, Keith Snow-Flamer brought the meeting to order at 9:05.

1. Announcements & Additions/Adjustments to Agenda: None.

2. Discussion of Rubric/Rating Sheet for Action Plans:

Members of the CPC engaged in a general discussion about the action plan rating sheet and the process for action plan presentations. One typo/error was corrected on the rating sheet, and the provisional process for the day was agreed upon.

3. Action Plan Presentations: The presenters were invited back into the room, and each presenter was given five minutes to present and five minutes for answering CPC questions about the proposed action plan.

A. STARS Action Plan: Aeron Ives joined by phone while David Gonsalves described the Students Taking Action and Responsibility for Success (STARS) action plan for workshops geared towards at-risk students. A few questions were asked about whether a course could be developed to capture FTEs through workshop participation, and some concerns were raised about recruiting workshop participants.

B. CAD Lab Software Update: Steve Brown presented the need for updated CAD lab software, explaining industry standards, student expectations, and past funding for lab software upgrades as well as the reason for limited future access to this funding. The CPC discussed the importance of regular software upgrades and also recognized the need to “fix the base” for programs with regularly recurring needs such as this.

C. Eureka Campus WiFi Service: Paul Agpawa presented the implementation proposal and plan developed by an ad hoc cross-functional team. Paul also shared results from a student survey that indicated a strong interest in WiFi service at CR. Members of the CPC asked a number of questions about implementation as well as some clarifications about staff responsibilities related to registering new users.

D. EOPS Field Trip: EOPS Counselor Lisa Liken presented her plan for providing an opportunity for disadvantaged students to consider a four-year degree. Members of the CPC asked a few questions about the expected number of student participants.

E. Student Athlete Orientation: Student Athlete Advisor April Evans presented her plan for providing a 3-day orientation for student athletes for students entering in Fall 2008. The content of the orientation was met with interest and enthusiasm, but members of the CPC raised some questions about implementation that may require further planning.
4. **Action Plan Process Discussion**

After a 10-minute break, Keith led a discussion of the action plan process. Jose reminded the CPC of his desire to discuss each plan after it is presented. Ron expressed hesitance in assigning scores for each item on the rating sheet. Tony mentioned that although it may seem arbitrary at times, the use of a rubric or rating sheet does typically lead to the same decisions that more qualitative judgments reach. There was some discussion about the difficulty in assigning a score on “sustainability” for action plans; to provide a counterbalance this item Tony suggested, and the CPC agreed to include, a sixth criteria on the rating sheet for ‘innovation’. The CPC agreed to post those action plans that have been presented to the CPC on the Strategic Planning Website. The CPC also agreed to hear 8 presentations during the March 28 meeting and the remaining 8 during the April 11 meeting, with decisions on action plans to take place at the April 25 meeting.

5. **Accreditation Response, Recommendation 5**

Roxanne distributed copies of the Recommendation 5 response drafted by John Johnston, and Keith urged CPC members to review the draft and provide any comments, feedback, or corrections to John.

The meeting was adjourned at 11:40 a.m.

**Next Meeting:**
Friday, March 28, 2008
9:00 am – 11:30am

**Location:** Lakeview Room

Submitted by: Roxanne Metz, Title III Activities Director