



Minutes for Administrative Planning Council

Wednesday, February 20, 2014

8:00 am – 8:55 am

Building 8, Room 119

Present: Larry Buckley, Gregory Anderson, Robin Richards, Chialin Hsieh, Vickie Nunes, Robert Hood, Joan Tanaka, and Dave Vigo

1. Membership	Larry Buckley
<p>Present Buckley suggested electing a chair since the chair, Roberta Chock, retired in December 2013. Chialin Hsieh was nominated to be the chair of the APC.</p> <p>Committee reviewed the 2012-13 membership list. Due to organization structure and personnel changes, the committee updated the membership.</p> <ul style="list-style-type: none"> • President • 5 members who directly report to the president: VPI Gregory Anderson, VPSS Robin Richards, PRIE Chialin Hsieh, CBO Vickie Nunes (classified), and PIO Robert Hood (classified) • 5 classified staff: Maggie Souza, Debbie Joy, Joan Tanaka, Brandon Price, and Dave Vigo. • A total of 4 administrators and 7 classified supervisors. 	
2. Draft Strategic Enrollment Plan	Chialin Hsieh
<p>The committee briefly went through the draft plan, especially the goal page. Discussion focused on the next step—assignment, including responsible party, work group, and timeline for accomplishing each goals. The main responsible party will be the president, VPI and VPSS. After the plan is approved by PBC, senior leaders (possibly with academic senate president) will decide the next step in terms of work groups and timeline for completion.</p>	
3. Program Review 2013-14	Chialin Hsieh
<p>The committee was reminded to complete their program review 2013-14 by March 30. As of today, only Business and Finance Office has completed the program review. VPSS suggested using the online form that was newly developed for APC to use.</p>	

4. 2012-13 Action Plans	Chialin Hsieh
The committee was reminded to update the status of the action plans in the program review from 2012-13. Due day is March 30, 2014.	
5. EMP Objective related to APC (objective 1.1, 1.3, 1.5, 3.1, 3.2)	Chialin Hsieh
There are 5 Educational Master Plan objectives related to APC. APC will discuss the role that APC plays in these 5 EMP objectives in next APC meeting.	
6. Plan future meeting (April or May)	Larry Buckley
The committee suggested meeting in April. Maggie will facilitate the scheduling of a meeting date in April.	
7. Proposed Agenda items	
<ul style="list-style-type: none"> • Evaluation of the Participatory Governance Process and College Benchmark • Who is evaluating our program review? • Follow up with Program Review resources requests 	