Call to Order
Meeting called to order at 1:38pm.

I. Approval of Agenda

Motion to approve agenda by N. Barakat, seconded by P. Morales. Motion approved. (Action Item 1)

II. Approval of Minutes (1/27/14)

Motion to approve minutes by J. Lopez, seconded by M. Marrufo. Motion approved. (Action Item 2)

III. Public Comment
A. Thank you to everyone for your support of the Glover family;
B. A. Tomlinson requests topic for new business for next agenda, food truck, to be on campus dates/times when culinary/food service is not available;
C. J. Baez announced a successful first weekend of Rumors, tickets still available for Friday and Saturday shows;
D. Music building was broken into last weekend and J. Baez is reporting to raise general awareness on campus, appears folks had keys but regardless doors are easy to pry open, request from committee to A. Tomlinson for information on rekeying costs for Music building.

IV. Unfinished Business (Action items/Noticed items from previous CPC meetings)
1. Planning Documents Calendar (K. Blackburn): latest updates approved at the CPC retreat.

Unanimous consent of CPC Committee to approve and adhere to new dates.

V. New Business
A. Educational Master Plan 2013-2014 (J. Stanbery): discussion focused on approving the 2013-2014 College Annual Plan in order to move forward with the Educational Master Plan and 2014-2015 College Annual Plan, and included:
   1. Praise for President Herzek’s presentation and suggestion to include in the Plan;
   2. out of 3000 new incoming students, 1400-1500 fulltime students will be targeted for the Harbor Advantage, determined largely by student interest in participation;
3. Dean Villalobos is responsible for writing the text of the Plan unless committee is otherwise notified.

**Motion to approve the 13-14 College Annual Plan by E. Joiner, seconded by N. Barakat. Motion approved.**  
*(Action Item 3)*

B. Implementation of Online Program Review & SLO System (S. Atkinson-Alston): proposed system doesn’t change timelines or process, just automates it and houses information online for program review and SLO assessment for all three clusters:

1. Fee is less than $20,000 (salary chargeback) for implementation of system, but does not include Harbor staff time but just Mission consulting;
2. ACCJC wants SLOs to be embedded in Program Review, and K. Blackburn believes this system will help facilitate this process because they are housed in the same place;
3. Information is housed on a college server, IT person will work with a web-based platform, administrator in charge would be Dr. Atkinson-Alston;
4. needs college-wide approval because it is not in any unit’s plan, can be implemented by fall for program review that begins in Aug 2014, helps with evidence for 2015 Accreditation visit.

**Motion by S. Atkinson-Alston for the college to proceed with online Program Review & SLO system, seconded by P. Morales. Motion approved.**  
*(Action Item 4)*

VI. Reports
A. President:
1. District received additional $17 million, Budget and Finance looking to return 1.43% of 3% increase for raises to colleges, meaning an additional $300,000 for Harbor (money that has already been spent);
2. District is covering 1.63% growth, Harbor is 3% over which is good, some colleges’ base will drop, Harbor is growing at 6%;
3. Ongoing discussion of what to do with $17 million, idea to use it to forgive debt of four colleges with substantial debt;
4. State policy changes regarding community colleges offering 4-year degrees has pros and cons, it would help prepare students in high-demand occupational areas e.g. nursing where state schools are not producing enough degrees, would not impact the number of incoming students, district has not yet taken a political position on this;
5. Currently moving forward with nine FT faculty positions, asks committees to get together quickly to move these positions forward to get the best pool of applicants;
6. This week is covered CA week, USC is on campus to assist students with enrollment, 60% of students qualify for Medical who previously did not have healthcare; thanks to Gary and Jose for organizing information and activities, tomorrow computer lab will be available for students who might need assistance;
7. Harbor Advantage: CCC Apply will open earlier than in the past since students will need an orientation and education plan before they enroll in classes, still no district-wide priorities approval;
8. District is moving forward with Curricunet: a lot of training will be necessary to migrate Course Outline of Record and ensure accuracy in the new system, will make curriculum changes easier and will talk to new SIS system with wait list, add codes, paying fees and can generate a syllabus from the course outline;
i. Susan wants assurance that funding will be available for customization, not a cheap software with large subscription fee;
ii. Paying fees up front would open up classes that students hold on to presently because they don’t have to pay right away;
iii. Add codes will be a unique code for the student to add from a computer anywhere, given by the faculty member;
iv. Students who opt for the wait list will have to pay and then get bumped into the class automatically, will not be allowed to be on multiple wait lists at the same time for the same class.

B. ASO Report (P. Morales):
1. Free Spanish tutor, Mauro Gomez;
2. Black history month partnered with King Carter, screening The Butler; will later show 12 Years A Slave;
3. ASO was present during Welcome Week with signs, water bottles, in future wants students to be available for night students;
4. This Tuesday will be first official meeting;
5. ICC bylaws were sent out to LAHC-All and will approve at first ICC meeting;
6. ASO is posting agendas in NEA and SSA because they do not have access to website to post info online, eco-friendly and only posting the first page and full copies available upon request; Will get senators to post in other buildings;
7. Working on ‘internships’ for students who have more specific skill-sets and for transcript notation;
8. Millenial Foundation program funds approved, asked to provide more details;
9. March 11-18 ASO sending students to Washington DC with President Herzek;
10. Food trucks project on the table;
11. Looking to see how to help EOP&S and help fundraise to buy more supplies for those programs;
12. Student Trustee election approaching;
13. Gary would like to speak to classes regarding Covered CA;
14. Some members are AFT interns on campus, will attend March in March (also for any student who wants to go) to pushing for 3% growth for community colleges;
15. Thank you to students for attending Lomita Chamber of Commerce where LAHC received an award for work in community.

C. Special Committees & Task Forces
1. Web Standards: interviews are Friday, looking for senators to participate in Web-Master hiring committee;
2. Bookstore Task Force:
3. Student Success Umbrella/AtD:

D. CPC Standing Committee Reports
1. Academic Affairs Cluster Committee:
2. Student Services Cluster Committee:
3. Administrative Service Cluster Committee:
4. Budget Committee:
5. Human Resources Committee:
6. Work Environment Committee:
7. Staff Development Committee:
8. Technology Advisory Committee:
9. Student Success Evidence:
10. Committees of Academic Senate (S. McMurray): Thursday Senate chose to recommend Susan and Brad to be representatives on new presidential hiring committee, any Academic Senator who wishes to represent the Senate send email to Susan with qualifications, need to be present at all meetings, Ellen and Paul are both serving as AFT representatives, discussion of Senate procedure due to last-minute nature of the Chancellor’s request to meet and the composition of the committee, determined by the BOT. BOT makes the final decisions and hiring committee is there only as a resource.

VII. Good of the Order
A. The Rebel Alliance club will host Sean Steele, CA Republican National delegate, on March 28 in NEA 107 from 12-2pm, seminar on Future of Freedoms;
B. The Rebel Alliance club will host Liberty North Korea on April 4th in NEA 107, 12-2pm Friday, organization helps refugees escape North Korea through legal immigration system.

VIII. Adjourn 3:30pm
Los Angeles Harbor College Schedule of College Planning Documents REVISED 2/6/14

Academic Affairs Program Reviews due:
(see Program Review Manual Appendix A for complete listing)
- Vocational Program Reviews Due:
  Business; Finance; Marketing; Real Estate; International Business; Management;
  Supervision; Accounting; CAOT; Office Machines
- Finance -- Skills Certificate
- Legal Studies -- Skills Certificate
- Management and Supervision -- Skills Certificates
- Marketing -- Skills Certificate
- Retail Management -- Skills Certificate
- Journalism

Computer Information Systems
- Drafting; Engineering Tech; Engineering General; Electronics; Computer Tech
- Certified Nurse Asst./Home Health Aid
- Nursing
- Architecture
- Child Development
- Culinary Arts
- Administration of Justice; Fire Technology; E.D.A.

Vocational Program Review Timeline:
  By beginning Feb: Obtain, review, and comment from WIB
  By mid-March: Hold Advisory Committee meeting
  By end April: Submit to President & Academic Senate
  By end May: Submit to Chancellor

ACCJC REPORTS DUE MARCH 15, 2014
*SLO ANNUAL REPORT, *ANNUAL REPORT, *ANNUAL FISCAL
ACCJC MID TERM REPORT: MARCH 2015

Updated: June 13, 2013
Updated: Dec. 2, 2013
CPC Approved: Dec. 9, 2013
REVISED: CPC Retreat Feb. 6, 2014

Academic Affairs (Divisions and Cluster):
Jan. 6 (Mon.): Divisions - 6-year (2014-2020) Planned Offerings by Division
Jan. 6 (Mon.): Divisions—2014-15 Unit Plans Due from Chairs/Deans
Jan. 27 (Mon.): Academic Affairs 2014-15 Cluster Plan Completed
**April 21 (Mon.): any updates to AA units/Cluster plans completed as a result of Student Services changes (SB 1456 implementation)
Apr. 23 (Weds.): Cluster priorities due to Megan
Apr. 28 (Mon.): Present prioritizations to CPC (discussion)

Student Services (Programs and Cluster):
Mar. 24 (Mon.): Student Services Programs 2014-15 Unit Plans Due
Apr. 16 (Weds.): Student Services 2014-15 Cluster Plan Completed and presented to Academic Affairs Division Council meeting
Apr. 23 (Weds.): Cluster priorities due to Megan
Apr. 28 (Mon.): All clusters present prioritizations to CPC (discussion)

Administrative Services (Programs and Cluster):
Jan. 6 (Mon.): Admin. Services Programs 2014-15 Unit Plans Due
Jan. 27 (Mon.): Admin. Services 2014-15 Cluster Plan Completed
Apr. 23 (Weds.): Cluster priorities due to Megan (A.S. Already done)
Apr. 28 (Mon.): All clusters present prioritizations to CPC (discussion)

CPC Planning Document timelines:
Apr. 14 (Mon.): draft of Human Resources Plan 2014-15
Apr. 28 (Mon.): Technology Plan 2014-15 approval
Apr. 28 (Mon.): All clusters present prioritizations to CPC (discussion)
May 2 (Mon.): Ballots due
May 12 (Mon.): Discussion college prioritization ballot results
May 12 (Mon.): Educational Master Plan approval
May 27 (Tues.): College Annual Plan 2014-15 approval Special CPC meeting
Please join President Herzek in celebrating Obamacare Enrollment Week at Harbor College.

**Students and Community Members**, do you need help enrolling in a health care plan? You can receive assistance with Covered California enrollment by attending the following enrollment workshops:

**Tuesday February 25**
11:00a – 1:00p and 2:30p – 6:00p

**Monday, February 24 through Thursday, February 27, 2014**
2:30p – 6:00p

**Northeast Academic Hall (NEA), Room 126, Free Parking**

**Required Documents Needed for Enrollment:**
1. Current Income of all family members on the application (Tax Return, W2, recent pay stubs, etc)
2. Copy of US Citizenship and residency status
3. Legal resident card or Certificate of Naturalized Citizenship
4. Copy of Social Security Number and Date of Birth for each family member in the household
5. Applicant’s California ID or Driver’s License
6. Information about which members of your household are going to be insured. To determine if you are eligible for special programs for mothers and infants, you will be asked if anyone in your household is either pregnant or disabled.

For more information, please contact Gary Gonzales at 310-233-4651 or Jose Luna at 310-233-4652 or visit [www.lahc.edu](http://www.lahc.edu)