



CSM college of
southern maryland
La Plata · Leonardtown · Prince Frederick · Regional Hughesville
Planning Council Meeting Summary

Date, Time, Place:	December 9, 2021, 2:30 p.m.- 4:00 p.m., Zoom
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Attendance:					Guests:	Guests:
		Comey, William	x	Osterhouse, Melanie		
	x	Cooley, Cami	x	Person Hammond, Sidney	Destini Baldwin	
		Ebersole, Erin	x	Quattlebaum, Lesley (co-Chair)	Dr. Tracy Harris	
	x	Graham, Lisa	x	Rogers-Frere, Jacquelyn (co-Chair)	Marcy Gannon	
		Kapinos, Olivia (student member)	x	Ruble, Michelle	Rose Miller	
	x	Love, Janice	x	Yellman, Kim		
Recorder:	x	Staff, Donna				

Item/Topic	Discussion/Reports	Assignments/Actions
Call to Order	<ul style="list-style-type: none"> Jacqui called the meeting to order at 2:32 PM. 	
Review and Approve November 11, 2021 minutes	<ul style="list-style-type: none"> Michelle made a motion to approve the November 11, 2021 minutes. Melanie seconded the motion. The minutes were approved as written. 	
Co-Chair Report, Lesley Quattlebaum, <i>CPC Co-Chair</i>	<ul style="list-style-type: none"> Lesley provided an update from College-wide Council. She advised that council membership was discussed at the last meeting. Some of the councils do not have full membership due to various reasons. Sarah and Craig are working on filling the vacant positions. There was a question about when members with shorter terms will rotate off the governance councils. Lesley advised that members with shorter terms will rotate off the councils in June. The mechanics of replacing members was not discussed at CWC, but she will ask about the process. 	Lesley will ask College-wide Council about the process of replacing council members.

	<ul style="list-style-type: none"> • Lesley advised that in 2022, CWC will assign more administrative policies to the governance councils to review and provide feedback. As was done this year, the draft policies will be sent to all faculty and staff for comments and suggestions. 	
Achieving the Dream Update – <i>Dr. Tracy Harris, Vice President of Student Equity and Success</i>	<ul style="list-style-type: none"> • Dr. Tracy Harris provided an update on Achieving the Dream. • He noted that ATD work directly aligns with Goal #1 in the Strategic Plan. • CSM initially had a 3-year commitment with ATD. The college is planning to renew another year. • Dr. Harris spoke about understanding the student experience and the loss momentum framework. • He reviewed the changes implemented from the work that has come out of the three ATD workgroups (Clarify the Paths, Systemize the Supports, and Demystify the Finances). • He explained the purpose of the Data Team and how they have supported the ATD workgroups. • He explained the purpose of the Communications Team. He shared some of the work this group has done and continues to do. 	
Briefing from the Middle States Self-Evaluation Co-Chairs – <i>Marcy Gannon, Executive Director of Auxiliary Services and Rose Miller, Professor</i>	<ul style="list-style-type: none"> • Rose Miller gave a brief overview on the accreditation process, with is done every eight years. There are seven standards that the institution must address. • Marcy Gannon gave a brief update on upcoming key dates. She said they have a draft timeline, but they will create a detailed schedule once they have the accreditation site visit date. • Rose and Marcy will provide an update to this council every other month. 	
New Business	<ul style="list-style-type: none"> • Jacqui asked if anyone had new business they want to bring to CPC. There were no items to add as new business. 	
Announcements	<ul style="list-style-type: none"> • Jacqui asked if there were any announcements. There were no announcements. 	
Adjournment	<ul style="list-style-type: none"> • The meeting was adjourned at 3:14 PM. 	