

**Palo Verde Community College District**  
**Ad Hoc Comprehensive Educational Plan Task Force**  
**2024-2025**

Palo Verde Community College District is developing its next Comprehensive Educational Plan (2025-2033).

Ad Hoc CEP Task Force Role

The ad hoc CEP Task Force will serve as a working group to guide the development of the Palo Verde Community College District Comprehensive Educational Plan (CEP). The CEP Task Force will:

- work in collaboration with the Higher Education Consulting team,
- actively engage in data analysis and discussions throughout the process,
- ensure representation of all areas of the College in developing the CEP,
- serve as a communication body to the college community, and
- keep student success, equity, and community needs at the center of discussions.

Ad hoc CEP Task Force Responsibilities by Month

- The task force will meet one -two times per month, as needed, to support the project. The project is scheduled to be completed by March 31, 2025.
- In August, the Task Force will meet for a project kick-off meeting.
- During August – September, the Task Force will hold one to two additional meetings to review the College Mission Statement as part of the integrated planning process.
- During the regular August – January meetings, the Task Force will hear data presentations that summarize both qualitative and quantitative data and will participate in discussions tying data analysis to the college mission, state initiatives, regional economic conditions, needs of the local community, college growth, student success, and equity goals.
- In February, the Task Force and President’s Cabinet will participate in an interactive session to develop recommended collegewide strategic goals and objectives to guide the College over the next eight years.
- In March, the Task Force will review the draft CEP document before it is finalized and sent as a recommendation to the College Superintendent/President. This will complete the Task Force’s responsibilities.

Executive Liaison to the Consulting Team

Clint Cowden, Assistant Superintendent/Vice President of Instruction & Student Services

CEP Task Force Recorder and Support Service

Diana Navarro, Administrative Assistant to the VP of Instruction and Student Services, will serve as the recorder and provide support to the Consulting Team and CEP Task Force.

### CEP Task Force Membership

- The ad hoc CEP Task Force will include approximately 20 members, including faculty, classified professionals, administrators, students, and community members.
- Clint Cowden, Asst Supt/VP, and Sarah Frid, Business Management Instructor and Academic Senate President, will co-chair the meetings.
- Membership will include representatives from all three areas of the College: administrative services, academic affairs, and student services. Membership also includes representation for the Needles Center and the community.
- Non-member resource staff may be called upon to support the team's work.

### Meeting Schedule

The task force will meet approximately once per month for two hours, or as needed to support the project. Meetings will be held on designated days/time.

#### 2024-25 CEP Task Force Meeting Schedule:

August 29, 2024 – Kick-off meeting & Internal Data Presentation Part I

September 26, 2024 – Internal Data Presentation Part II

October 17, 2024 – External Data Presentation Part I

November 21, 2024 – External Data Presentation Part II

*December 2024 – no meeting*

January 16, 2025 – Focus Group Key Themes (Zoom session)

February 6-7, 2025 – Challenges and Opportunities, Trends and Planning Assumptions, and Goal Setting Session

March 5, 2025 – Review CEP Draft (Zoom session)

Note: Additional dates in Aug/Sept will be added to review the College Mission Statement.

### Communication

- Task Force members will share information with colleagues between meetings.
- Designated members will provide CEP project updates to College Council and the Academic Senate.
- A designated webpage will be established for transparency and communication with college employees and the community.
- The CEP Project outline, CEP Task Force Role outline, and monthly updates will be posted to the College's CEP web page.

### Comprehensive Educational Plan Recommendations

The Task Force makes a recommendation to the College Superintendent/President.