Planning & Resource Allocation Committee

April 19, 2011
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo, Tom Burke, Angelina Duarte (Co-Chair), Jon Gudmundsson, Earl Hagstrom, Chialin Hsieh (Staff Resource), Mike Irvine, Peggy Isozaki, Sara Lefkowitz, Sara McKinnon (Co-Chair), Michele Martinisi, Marshall Northcott, Nathaniel Parker, Nanda Schorske, Carol Scialli (Staff Resource)

Absent: Kathleen Smyth

Agenda Review
• Agenda approved.

Minutes
• Minutes of April 5 meeting approved.

Integrated Planning Process
Chialin Hsieh
Review of Integrated Planning Diagram, updated 4/19/11
• RAG had discussion about strengthening planning process.
  • Program Review has 2 parts:
    o Review of program for resource allocations; and
    o Finding ways to improve programs.
  • This year mini Program Reviews were submitted for resource allocations. This was separate from the broader Program Reviews.
  • Add bubble for resource allocation or program improvement.
  • Outcome: change Outcome to Outcome/Feedback Loop (assessing process).
    o Regulatory agencies like word Outcome.
    o Outcomes may be separate from feedback.
  • Add bubble for feedback loop after outcome; both point to Mission.
  • Replace Program Quality with Program Review Committee.
  • Add Campus Wide to Outcome circle.

Process Evaluation
Sara McKinnon
Review of Survey Questions
• Survey is divided into three parts: Planning Process, Program Review, and Student Learning Outcomes.
• Planning: define longitudinal
• Student Learning Outcomes:
  o How will results be used to steer us in particular direction?
    • This is feedback loop that PRAC has to do to check its process. If negative, will have to assess what can do differently.
    • As these activities become college wide and more people understand it, negative comments should decrease.
    • Remove word authentic (WASC) word.
• Chialin will revise survey questions.
• Suggest sending 3 small surveys, 3 separate e-mails, separated by color.
• Deadline: surveys close by May 10; share results at May 17 PRAC meeting.
Planning & Resource Allocation Committee

ARCC Report
Chialin Hsieh

- President’s Briefing Submission distributed for review. (Each month the PRIE will disseminate a brief data report or “data Nugget” to address WASC recommendation #4 concerning strengthening the role of research.)
  - April’s data nugget is The Accountability Reporting for Community Colleges (ARCC) 2011 Report.
- This report will be presented at tonight’s Board meeting as well as other college wide forums.

Faculty Hiring
Sara McKinnon

- Process of hiring is changing and will require agreement between Academic Senate and district.
- Academic Senate will look at process they developed and voted on 4 years ago. Recommendations will eventually come to PRAC.
- The Full-time Faculty Allocation Committee will be formed to look at requests from Program Review. Committee will be composed of the VPSL and the Dean and 3 faculty members who sit on PRAC. This year’s committee will include Angelina Duarte, Nanda Schorske, Sara McKinnon, Sara Lefkowitz, and Michele Martinisi.
- Tuesday is possible meeting time.
- Committee will identify priorities for hiring. Recommendations would come from Full-time Faculty, Allocation Committee, Department Chairs, and PRAC.
- These would be spring 2012 hires.

Budget Development
Yolanda Bellisimo

Background

- We don’t have a process to recommend what to cut so can reallocate, redistribute funds.
- What process do we use to say how we get to a balanced budget?
  - President wants to encourage current process without limits. Then, look at budget realities.
- We lost 39 faculty positions in last several years; at least 12 have never been defunded.
  - What constitutes the deficit? Let’s talk about these first.
- Units: if we continue to cut units, need to look at courses based on some criteria.
  - Tool is being developed (deliberate planning) to assist Chairs to focus on courses with goal of helping students get through.
  - Without academic discussion, PRAC can’t make these decisions.
  - Modern Languages is already working on this type of planning and are no longer offering conversational language courses because not transferable.
  - Need to think more globally about unit allocations and not responsibility of this committee; needs to come from Chairs. Needs to come from Chairs.
- Recommend that budget be the only item on next PRAC agenda.

PRAC’s Charge

- PRAC will recommend adding language to its Charge Re: Budget Assumption Recommendations and Scheduling Special Meetings. Suggested added language:

> **PRAC shall meet on an as-needed basis during summer or intersessions. Meetings shall be called by the co-chairs. PRAC shall participate in developing budget assumptions and making budget recommendations.**
Computer Replacement Plan
Marshall Northcott; Mike Irvine

- Marshall submitted a list of older equipment to Jon Gudmundsson with goal of matching existing equipment to needs. He has made commitment to have these installed in next 2 weeks. Per AD: List will be finalized at Instructional Equipment Committee meeting tomorrow.
- Per Marshall: sees little benefit in replacing computers with only slightly newer equipment.
- Machines with additional memory could be placed in the inventory list to replace oldest equipment.
- Currently building inventory of all technologies on campus, desktop and laptop; trying to arrive at total cost to replace for server technology, phone technology, etc. Some replacement figures:
  - Desktop software, $400,000
  - Network equipment, $600,000
  - Desktop equipment, $1.6 M
  - Server, $200,000 range
  - Banner, $250,000 to $300,000 per year
- President wants back the bond related technology work spent by individual budgets.
- Offering 3 Moodle classes this summer; 25 faculty for basic training; technical admin starts tomorrow; website is a shell.

Response to Academic Senate Letter
- VP of Operations response will be forthcoming.

Subcommittee Reports
Technology Planning (Mike Irvine)
- Technology Committee will come up with staffing, emergency needs, and other items that need to be addressed before Technology Plan is finalized.

Student Access & Success
Angelina Duarte
- Group that has been defined to work on the various aspects of access and success, much of it defined by Matriculation.
- Review of committee composition: 5 faculty, 4 classified staff, 2 students, 6 administrators. Co-chairs elected from the group, one from Instruction, one from Student Services.
- Charge of Student Access/Success Committee from website distributed with tracked changes. Those changes reviewed.
- Add institutional and state data
- Change to 6 faculty.
- Add Health Science or Nursing faculty representative.
- Changes need to go to GRC, Academic Senate, Student Senate, Classified Senate, then back to PRAC.
- Angelina will follow-up with Kathleen Kirkpatrick (GRC).

Educational Planning
- Hold for future meeting.

Facilities Planning
- Hold for future meeting.

Instructional Equipment
- Computer needs requests will be finalized tomorrow.
Lists have gone back and forth to Chairs and Deans for rubric ratings; requires academic assessment; tomorrow IEC will review.
President is going to take requests not sent forward for college funding to the Foundation.

Professional Development
Hold for future meeting.

Other Reports & Updates
SLOs Update (Academic/Student Services)
Yolanda Bellisimo
- Worked on SLOs for Student Services programs to develop 3-4 common SLOs across programs; each program can develop its own SLO too.

Math Units Request
Angelina Duarte
- Still in process of discussion; have met with Math Department; memo to Sara; met with Maula; faculty meeting will occur soon; then AD will come back to report on whole thing.
- Units approved in concept; no decision made yet about allocation of units.

Wrap Up/Assignments
- Next meeting will be focused on Budget, 2:00-4:00
- Send charge to Kathleen Kirkpatrick for GRC.
- Next meetings are: April 26, May 3, May 10, May 17.