Planning & Resource Allocation Committee

April 5, 2011
2:00-3:30, AC 108

Minutes

Present: Yolanda Bellisimo, Angelina Duarte (Co-Chair), Jon Gudmundsson, Chialin Hsieh (Staff Resource), Mike Irvine, Sara Lefkowitz, Sara McKinnon (Co-Chair), Michele Martinisi, Nathaniel Parker, Nanda Schorske, Carol Scialli (Staff Resource), Kathleen Smyth

Absent: Tom Burke, Earl Hagstrom, Peggy Isozaki, Marshall Northcott

Others Present: Maula Allen

Agenda Review
- Agenda approved.

Minutes
- Minutes of March 29 meeting approved. Page 2, last bullet. After Math class, add: No, this is an IR&D effort and merits additional unit request.

Budget Development
Yolanda Bellisimo
- Hold for next meeting.

Assessing PRAC Procedure
Chialin Hsieh
- Last self-study indicated we only did initial assessment of planning process. WASC is looking for full blown planning process results, so we must do something before end of semester.
- Review of Chialin’s Program Review Process Assessment survey. She will distribute survey to all faculty and staff.
- Suggestions for survey questions:
  - How much time did you spend on Program Review?
  - How can process be streamlined?
  - Suggestions to improve template.
  - Add instructions.
  - Survey will be distributed to everyone.
  - Ask questions to determine if person on committee or not.
  - Add “Don’t Know.”
- Need results by May 17 PRAC meeting.
- May 3 survey will go out via e-mail with 2 attachments.
- Inform faculty members of Program Review cycle schedule.

Computer Replacement Plan
Rubrics (Marshall Northcott)
- Still pending.

Response to Academic Senate Letter re: Computer Replacement Plan (Marshall Northcott)
- Still pending.

Subcommittee Reports
Technology Planning (Mike Irvine)
- Next meeting is April 21.
- Computer Replacement Plan is tied to Marshall’s responses above.
Planning & Resource Allocation Committee

- How will immediate needs be handled? Co-chairs doing best efforts to get VP Operations to hear this message.

**Student Access & Success**
- SAS is a governance committee that has not met. A working team has met to revitalize the matriculation pipeline; trying to determine how to configure the group. Angelina asked if the current work group could become the SAS Committee and the answer was “yes.” She will bring committee makeup to next meeting.
- Matriculation advisory group at most colleges would include A&R, classified, testing, *English*, College Skills, and *Math*, financial aid, someone from instruction, research. Team would discuss tracking students as they move from outreach, to assessment, orientation, registration, early alert, etc.
- Number of representatives is variable on each committee.
- Per Sara L: *Nursing* does a lot with access and success. Retention is important. Grant will go away at end of next year. This would be something we’d like to tie into. There is a place for *Nursing*.
- Crucial from accreditation standpoint.
- Matriculation funds have been controlled by one administrator for many years. We need broader voice and bring *BSI* into picture.
- Group would develop a plan.

**Educational Planning**
- Hold.

**Facilities Planning**
- Hold.

**Instructional Equipment**
- Meeting weekly right now.
- Good news is have sent *Performing Arts* and *Math/Science (Biology)* requests to Director of Modernization to advise if items are fundable. All in *Biology* is fundable except 2 vans. All *Performing Arts* requests are fundable except for the mig welder.
- Requests are vetted by Chairs and Deans.
- IEC also received about 23 requests for computers which we hope to match against a list provided by Marshall. Some computers are MACs.
- AD asked Chairs about being involved in vetting at division level before reaching IEC. They are willing to review and prioritize at the division level. Deans will make a preliminary overall ranking and submit to the IEC.

**Professional Development**
- Kathleen Kirkpatrick sent survey re: needs assessment concerning professional development. Information gathered will be used to plan fall 2011 Flex workshop.
- It is possible budget for *Moodle* training might be supported by Staff Development.

**Other Reports & Updates**

**SLOs Update (Academic/Student Services)**
- Yolanda will send SLOs report to AD, Chialin, and President.

**Math/ECE Learning Community**
- *PRAC* wants to develop procedure for similar requests that may come to *PRAC* in future.
- Faculty should be talking to faculty. AD agreed to facilitate this; be sure faculty all talking about this particular project. Would include Peggy and Maula
Planning & Resource Allocation Committee

- PRAC endorses if faculty want to do experimental courses can come to PRAC; tied to SLOs assessment.
- Per Maula:
  - Academic freedom matter so does not need to include other faculty.
  - Making herself available if anyone wants additional information or clarification.
  - Students will take a placement test.
- Academic discussion needs to happen with the Math group to be brought together.
- Thanks for bringing forward innovative ideas and projects. Committee is enthusiastic and using as model to develop process for others that want to do similar innovative projects.

**Wrap Up/Assignments**

- PRAC review Chialin’s surveys and provide feedback to Sara, Angelina, cc: Chialin.
- April 19 meeting: add Assessing PRAC Procedure to agenda
- Reread Computer Replacement Plan by next meeting and be prepared for discussion.
- Angelina check with K. Kirkpatrick to see if Moodle training can be covered under Staff Development budget.
- AD to follow-up with Math unit request.

**Next Meetings (April 19, April 26, May 3, May 10, May 17)**

- April 19: (1) ARCC 2011 report (2) Assessing PRAC Procedure (3) Committee’s Charge
- For May 10: (1) Strategic Action Steps Update; (2) Institutional Research Report (RAG)