

August 23, 2011
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo, Chialin Hsieh, Mike Irvine, Peggy Isozaki, Sara McKinnon (Co-Chair), Michele Martinisi, Ken Meier (Co-Chair), Marshall Northcott (Staff Resource), Carol Scialli (Staff Resource), Kathleen Smyth

Absent: Tom Burke, Jon Gudmundsson, Nanda Schorske

Others Present: Angelina Duarte

Agenda Review

- Agenda approved.

Minutes

- Minutes of July 6 meeting approved.

Budget Update

Peggy Isozaki

Review of Status of Requests and Recommendations

- *Instructional Equipment* funded for a total of \$55,210, includes equipment, hardware, and software requests. (Funds will come from *Hopper Trust*.)
- *Student Success Initiative*: request was \$88,304 and \$84,500 funded.
 - ASCOM may fund Student Ambassadors and Student Handbooks for \$25,000.
 - Transfer Center extension of hours is not currently moving forward.
- Funding of 21 full-time faculty to be hired. \$50,000 also allocated for *Distance Ed* instructor for Fall 2011.
- *Equity Study* (classified staff): cost to fully fund would be \$700,000. Cabinet is still determining what it could fund.
- *Distance Ed* annual infrastructure cost funded for \$32,184.
- *Library server* funded for \$12,000.
- *DE, Library, Other Requests* funded for a total of \$58,022.
- *Computer Replacement Plan 2011-2012*: Only funded as needed.
- \$247,732 out of \$407,125 in requests approved.
- Some funds will be in Adoption Budget to be loaded by Friday, August 26. Some items will require budget transfers.

Review of Strategies for Savings or Reallocations

- Charge concurrently enrolled high school students, \$50,000.
- Total savings of \$275,000 out of \$955,000 identified by PRAC, great suggestions.
- Cabinet did more tweaking and got down to a 0 deficit. Then, P for E funds cut in half, over \$500,000 this year, over \$1 million loss ongoing.
- Some COM highlights this year:
 - Settled two contracts, UPM and SEIU.
 - Restoring full-time faculty positions.
 - Focusing on student success.
- College will continue to look at additional funding sources.
- \$550,000 deficit is going to Board at tonight's meeting. Expectation is deficit will be covered by reserves.

Program Review Template Revision

Sara McKinnon

Annual Mini-Program Review for Budget Requests Revisions, Fall 2011 (distributed)

- All of this intertwined with *Program Review* and *SLOs* assessment.

- Updates on *Program Review* templates by *Program Review Committee*; two separate databases, one for budget requests and one for analyzing the program.
- Review of *Instructional Equipment* template changes.
- Suggestion: Add language *have you checked with IT or your Lab Tech that this software will run on existing hardware and without additional cost?*
- Suggestion: Under Directors and Deans Comments, page 12, provide numerical options, description of ranking, prioritizing, rating.
- Template is ready for use with suggested edits.

Program Review Revisions for Fall 2011 (distributed)

- Review of template.
- Added to *Facilities Section*: Please *indicate if space is new, existing, temporary and clearly indicate ...*
- *Student Access and Success* section:
 - Think about numerical and qualitative data.
 - Asking faculty to check off support services students used and level of satisfaction.
- Review of *Curriculum Section, SLOs Section, Point of Improvement*.
- Focusing on SLOs before disciplines do their next full *Program Review*.

SLO Assessment Plan (Update)

Yolanda Bellisimo

- Combined SLOs from all different areas, college wide plus non-instructional SLOs by timeline.
- Focus now is on college wide/GE SLOs; degree, certificate for fall and spring.
- Looking for more practical list of what our degrees are. Chialin will provide list to Yolanda to assist with presenting information to Chairs.
- Suggestion: if drop degrees, capture that as evidence of progress with SLOs.
- *Assessment Plan* is brought to PRAC as information.

Units

Angelina

- PRAC wants to be able to start looking at units as a resource and be part of planning allocation process that goes with that.
- This is a culture shift, thinking beyond units in silos. Idea is not just re-distributing within own disciplines but looking at overall student needs and patterns; maybe redeploying units, reducing units. This is enrollment management. VP was given directive by President to move institution in that direction.
- Discussion about units cannot be done in vacuum. Chairs need to be integral part of process and not there yet.
- Redeployment must be with Chairs' engagement.
- Suggestion: Slow down time frame (see *Integrated Planning Manual*). We could say this year won't meet this timeline because Chairs not ready.
- Make sure units are allocated as efficiently as possible. Look at FTEs as well, including services. Need to see more students are completers and achievers.
- Comment concerning repeatability and commitment needed by Board.
- PRAC is requesting that enrollment management be integrated with our budgeting process and college wide goals.

Research Advisory Group (RAG)

Chialin Hsieh

- Reviewed role. President asked group to add 4 additional tasks to long-term goals:
 - Monitoring community engagement.
 - Monitoring incoming high school students (focus group).
 - Monitoring assessments for junior and senior high school students.
 - Monitoring transfer students who attended 4-year colleges (focus group).

- Accessing *Dashboard* can be found on website.
- *ACCJC Rubric for Evaluating Institutional Effectiveness* memo (July 2011) distributed regarding evaluating institutional effectiveness. Discussion about expectations and timelines.
- SLOs: We are at development level.
- Planning process survey results distributed based on ACCJC rubrics: Please review to see where we can make improvements.

ECE and Education Courses Move

- Hold until Nanda Schorske is present.

Subcommittee Reports

Hold until Next meeting; review governance report from KK

Technology Planning

- Hold for future meeting.

Student Access & Success

- Hold for future meeting.

Educational Planning

- Hold for future meeting.

Facilities Planning

- Hold for future meeting.

Instructional Equipment

- Hold for future meeting.

Professional Development

- Hold for future meeting.

Other

- Academic Calendar (distributed) includes information on SLOs.

Meeting Wrap Up/Assignments

- *Integrated Planning Manual* on next agenda
- Share *Governance Report* from K. Kirkpatrick with PRAC.
- Invite subcommittee chairs to next meeting (September 13).
- PRAC review *Accreditation Report*
- Chialin: talk to Arnulfo re: involving students in review of *Accreditation Report*.