December 7, 2010
2:00-3:30, AC 108
Minutes

Present: Tom Burke, Nick Chang (Co-Chair), Ron Gaiz, Earl Hagstrom (via telephone), Chialin Hsieh (Staff Resource), Mike Irvine, Peggy Isozaki (Staff Resource), Sara McKinnon (Co-Chair), Marshall Northcott (Staff Resource), Nanda Schorske, Carol Scialli (Staff Resource)

Absent: Yolanda Bellisimo, Win Cottle, Jon Gudmundsson, Patrick Kelly, Michele Martinisi, Sara Lefkowitz, Nathaniel Parker

Agenda Review
- Agenda approved.

Minutes
- Minutes of November 23 meeting approved.

Welcome/Announcements
- Welcome to our new President/Superintendent, David Wain Coon.
  - Dr. Coon commented on PRAC’s good work the last couple of years.
  - Congratulations; impressive work.
- PRAC extended thanks to Nick for providing calm direction during his tenure at COM.

Student Learning Outcomes and Assessment
- SLO committee co-chairs are Yolanda Bellisimo and Anne Gearhart.
- In process of creating common rubrics for critical thinking reasoning for college outcomes.
- Once have student results can enter data and faculty can use to see student results.
- SLOs and assessment and results will become part of Program Review template. Accreditation wants us to assess SLOs, look at results, and use data for resource allocations.
- SLOs and assessment is a large institutional project with $25,000 put aside for it.
  - Small committee cannot be only ones doing all work.
  - PRAC will have to make recommendations re: how to fund next phase of SLOs and implementation.
- Draft flex calendar distributed. Go to Staff Development website for most current one.
  - Comment: Add word assessment to calendar.
- There will be discussion at Convocation about importance of SLOs.

Review of Spring 2011 Integrated Planning
- Reminder that PRAC will review work referred by committees in mid-March.
  - PRAC will make recommendations. Then goes to President.
  - Administrative Program Review is reviewed by Cabinet. Student Services will be reviewed by SAS committee.
- Next full Program Review is 2012. Current one is a mini-Program Review for requests not in regular budget. If asked for something in last round, and it was not funded, include it in mini-Program Review.

Subcommittee Reports
Technology Planning
Mike Irvine
- Wrapping up and will give report next semester and suggestions for action on Technology Plan.
Planning & Resource Allocation Committee

- One issue that keeps coming up is keeping maintenance up on all campus software; will work on as much as we can. Need snapshot of all software utilized, uniformity and not paying for separate licenses; share expense across campus; more efficient.
- In contact with Blackboard and Moodle re: cost. Collecting information; would involve training and system setup.
  - Blackboard is expensive and we have to host it requiring personnel to support.
  - Other districts happy with Moodle.
  - Hope to bring recommendation to Board in early spring 2011.
  - Migration involves faculty input. Idea is all faculty will use one program once decision is made.

Student Access & Success
- Question: What is COM’s success rate in matriculating students into 4-year universities?
  - Matriculate into CSUs and UCs.
  - Private or out-of-state: no unified reporting system.
  - Go to website and view Transfer report by Robert Kennedy that listed transfer rates.
  - Need staff capacity to track some of these outcomes. We need to demonstrate success.
- Met with co-chairs. There are three plans: Matriculation, BSI, Student Equity Plan (2005).
  - All overlap re: how to address student access and success but plans not coordinated to develop one set of action steps.
  - Accreditation team questioned us about this so need to address.
  - Committee will meet in spring 2011.
- Comment: help students get 2-years or transfer. Need to show have accomplished tasks and may even get higher caliber students.

Educational Planning
- Nothing to report.

Facilities Planning
- Working on a scheduled maintenance master plan.
- Gathering information, time consuming.
- Hope to have rough draft by spring 2011.
- Chair is Laura McCarty.

Instructional Equipment
- Committee will meet in spring 2011; usually chaired by VP.
- Even though there are no funds, there are still needs, like software.
- Right now IE requests made via Program Review. What if requests outside of Program Review? Who makes recommendations and who prioritizes those? May be immediate need.
  - What else can this committee review?
  - Should be operational but no funds.
  - How address short term need?
    - Address in Program Review. Say some short term needs not funded and need contingency funding.
- PRAC recommended that essential subscriptions should be funded annually. Inventory is needed to determine cost.
  - Software.
  - Library digital databases.
- Comment: Subcommittee look at all ongoing subscriptions and bring back to PRAC. Mike, Nanda, Marshall volunteered for this subcommittee.

Professional Development
- See above discussion under Student Learning Outcomes and Assessment.
Other Reports & Updates

Substantive Change for Moving Dental Program
- Approved by the Accreditation Commission.
- They will send report.

Strategic Plan 2010-2012 Tracking
Chialin Hsieh
- Review of handout, Strategic Plan 2010-2012 Tracking.
- Tracking system in Contribute. Stakeholder can go into Contribute to work on updates
- Make sure we have data democracy and all data at everyone's fingertips.
- New action step link once one is completed.
- Comment: IT Director has question about responsible party.
- Asking key people to update action steps in strategic plan. Update progress in January.
- Comment:
  - Some boxes don't have people assigned: add those names.

Other
- Discussion about how PRAC should approach some recommendations that will come back from site visit team?
  - Need process whereby recommendations given high priority; many have resource implications.
  - Supplement Program Reviews? Preempt Program Reviews?
  - Maybe part of strategic objectives. Example: increase night services.
  - Part of new action steps.
  - Look at in early spring meetings.

Other
Summer School (Informational item)
- To make up for $1.2 million shortfall administrative directive is to cut summer school by 50%.
  - Property taxes have not improved so cannot change scenario.
  - VP will work with Deans and Chairs re: prioritizing where to make cuts.

Meeting Wrap Up/Assignments
- Carol will forward PRIE documents to PRAC.
- Work group will inventory all essential renewable subscriptions (Mike, Nanda, Marshall).
- Next meeting is January 25, 2011.