December 8, 2009
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo (Co-Chair), Ed Buckley (Staff Resource), Tom Burke, Nick Chang (Co-Chair), Win Cottle, Mike Irvine, Sara McKinnon, Michele Martinisi, Fernando Miñon, Carol Scialli (Staff Resource), David Snyder

Absent: Ron Gaiz, Jon Gudmundsson, Peggy Isozaki, Patrick Kelly, Sara Lefkowitz, Nathaniel Parker, Nanda Schorske

Others Present: Fran White

Welcome/Announcements
- Welcome to Fernando Miñon standing in for Nathaniel Parker who is ill.
- Discussion about changing meeting time next semester; decision is keep same time.
- No meeting on December 22; next meeting is January 26.

Agenda Review
- Agenda approved. Add Budget Survey.

Minutes
- Minutes of November 24 IPC meeting approved.

Establish Subcommittee to Review Ongoing Departmental Costs
Contracts, Supplies, Etc.
Nick Chang
- Discussion about need for subcommittee to review and inventory ongoing costs and needs that are not globally taken into consideration by committees such as the former IPC or Budget Committee. Idea is to move toward goal of allocating ongoing costs with ongoing funds.
- Examples of ongoing costs and needs:
  o Licenses, subscriptions, software, consumable supplies, contracts, Chemistry and Physics lab needs.
- Subcommittee would arrive at recommendations re: how to pay for ongoing costs noted above.
- Subcommittee would be composed of: Patrick Kelly, David Snyder, Mike Irvine, Peggy Isozaki, Sara Lefkowitz. Mike will organize group, schedule a meeting, and report back.

Review Other Duties of PRAC
Yolanda Bellisimo
- What are imperatives in Integrated Planning Manual? Per Ed:
  o Important that committee asks people what they are doing to keep planning process going; constant self-assessment.
  o Timelines trigger questions.
  o At end of year should be overall assessment of how PRAC works; how did committee do its job?

Integrated Planning Timelines
Review of Timeline for Resource Allocation Part of Planning (distributed)
Nick Chang & Yolanda Bellisimo
- Planning for next year: we are off cycle so made adjustments in third column.
- Next year should be more in line with timeline.
- Per Fran: Adjust Budget dates:
Planning & Resource Allocation Committee

- Tentative Budget completed May 14, 2010; May 15, 2011.
- Deans’ Review of Program Reviews is new. Deans can make comments in template.
- Suggestion::
  - Start reading Program Reviews early (before January 21).
- There are 4 other timelines in Integrated Planning Manual to review beyond resource allocation timelines.

Program Review Update
Sara McKinnon
- Will meet with Dong Nguyen to work on report format.
- Budget for IE. How want set up?
  - Include spreadsheet.
- Needs to be someone looking at big picture on technology, instruction.
- Funds have not been available for non-instructional equipment, like administrative computers. How address?
  - Per Nick: Last year IEC looked at PR requests; looked at needs, justification, worth but did not recommend to BC to decide where funds would come from.
  - Need long term plan for technology since not addressed via Program Review.
- Technology Committee is developing master grid of college wide equipment.
- Suggest advising faculty that this Friday is deadline if want assistance with Program Review from Sara McKinnon.

Program Review Task Force: Instructional Specialists
Win Cottle
- Presented Program Review document to PRAC.
- Document has been distributed to English Department and College Skills Department.
- PRAC is requesting feedback and supporting data be submitted to the committee by February 9, 2010.

Committees
Ed Planning Committee
- Has not met.

Facilities Planning Committee
- Nothing to report at this time.

Instructional Equipment Committee
- Nothing to report at this time.

Technology Committee: Mike Irvine
- Moving along; had good meeting last time.
- Relating goals to activities and figuring out what else is needed in Technology Plan.
- Needs to be more research in certain areas.

Budget Survey
David Snyder
Possible Questions to Ask of Other Colleges
- Overview re: questions and considerations when thinking about asking other, similar, colleges about budget after conferring with Peggy Isozaki.
- We need to be specific on how we word questions.
- What are Prop 20 Monies used for?
What areas do you use instructional supplies for?
Percent of budget used for IT staff is problematic.
Non-instructional equipment would include all kinds of replacement equipment so could be hard to sort.
Purchase of new technology is a vague question that most colleges couldn’t answer.
Percent of budget for facilities maintenance:
  o We inventory annually for depreciation.
  o Other colleges would each calculate differently.
  o We get less money from state because of our student to building ratio.
Tentative and Adoption budgets are posted online; problem is no way to break down.
Need to know student enrollment and budget.
Comparison schools are: Cabrillo, Mira Costa, Monterey, Napa, San Luis Obispo, Santa Barbara, Solano, Sonoma, Skyline, San Mateo, Tamalpais School District. List of schools were those used in Equity Study.
What are we getting at?
  o Frame of reference: for instance, what do we spend per student on instruction.

Meeting Wrap Up/Assignments
- Ed will send Integrated Planning Manual to all and highlight parts committee should look at.
- Yolanda will revise Integrated Planning Timeline and distribute to all.
- Win will send draft Program Review to Carol for distribution to all.
- PRAC co-chairs will send memo to English department formalizing February 9 deadline for feedback re: Instructional Specialists Program Review.
- Mike will report back (January 26 meeting) re: when subcommittee on ongoing costs will meet.
- David will type questions deemed appropriate re: budget survey for January 26 meeting.
- Mike will present draft Technology Plan to committee on February 9.

Next Meeting Agenda: January 26
- Subcommittee re: Ongoing Costs (Mike Irvine)
- Budget Survey (David Snyder)
- Program Review Update

Meeting Agenda: February 9
- Program Review Task Force (Win Cottle)