February 23, 2010
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo (Co-Chair), Nick Chang (Co-Chair), Jon Gudmundsson, Mike Irvine, Peggy Isozaki, Sara McKinnon, Michele Martinisi, Nanda Schorske, Carol Scialli (Staff Resource)

Absent: Ed Buckley, Tom Burke, Win Cottle, Ron Gaiz, Patrick Kelly, Sara Lefkowitz, Nathaniel Parker, David Snyder

Welcome/Announcements
- No announcements.

Agenda Review
- Agenda approved.

Minutes
- Minutes of February 9 meeting approved.

Budget Update

Peggy Isozaki

Review of Document: College of Marin 2009/10 Revised Budget Update, dated 2/23/10
- Property taxes are the same.
- Enrollment Fees are the same.
- Local revenues = $250,000 for non-resident tuition.
- Revenue is $285,000, lower than anticipated.
- 2010-2011: $3,100 decline in revenue
- Increases in expenses of $812,000
- Increases $1,097 over
- Our 2009-2010 budget is $731,000 short.
- 9.1% reserve for this year.
- Peggy will bring back list of positions funded/unfilled, positions eliminated (administrative, staff, faculty).

Budget Tool
- Submitted Tech Stream regarding PRAC’s budget tool request.

Materials Fees
- Obtained list from Cari Torres and will provide feedback at next meeting.

Program Reviews

Instructional PRs (Sara McKinnon)
- Discussion re: PRs that are in the online template (handout distributed).
- Sara reviewed to arrive at which PRs were completed.
- Only major department that did not do anything is Behavioral Science. PRAC had recommended that Program Review Committee complete any PRs not done.
- Yellow highlighted indicates nothing completed. Some highlighted disciplines fall into another area. Example: Allied Health falls into Biology. Astronomy is generally with Physics.
- Over 90% of programs completed a Program Review.
- Remove from template: ARCH, ASTR, ATHLE, BS General, CES, EDUC, Health Center, Other Noncredit, Study Abroad, Allied Health.
• Sara will refine list further.

**PRAC recommends contacting the Behavioral Science Chair via memo to request that Behavioral Science Department complete its Program Review by March 2. If Department does not complete its Program Review, Program Review Committee will complete it.**

### Student Development PRs
- Nothing to report.

### Administrative PRs
- Nothing to report.

### Technology Plan Update

**Mike Irvine**
- Tech Plan, Phase 1, will be presented to PRAC on March 9.
  - Plan divided between instructional and infrastructure.
  - Plan inclusive of all things needed to run school.
  - Ongoing expenses not planned for by the college. Examples: computers, software; technology infrastructure needs to be part of plan. Make sure people see interrelatedness.
  - Ensure there is process re: computer replacement plan.
  - Plan provides samples of action steps and asks what action steps are missing.
- Technology Committee would like to review IE requests that come through.

### PRAC Recommendation Priorities: Process & Criteria
- What will we look at as a committee i.e., pieces of equipment or big picture items like technology infrastructure?
- Issue is we must send forward recommendations. Where do we want to make recommendations?
  - Recommendations would be brought before PRAC, then brought forward to President and Board.
- PRAC agreed to bring forward recommendations concerning following:
  - Technology Plan
  - Facilities Maintenance
  - Instructional Programs and Student Services
  - Instructional Equipment and Supplies
  - Distance Education
- In process of arriving at recommendations, PRAC will consider Program Reviews, strategic priorities, state mandates, enrollment trends.
- Comments or things to consider:
  - Some classes can be taken for transfer.
  - What classes are required for transfer?
  - Refer to Robert Kennedy’s research.
  - State is saying look at low hanging fruit first.
  - Recommendation is up to department to look at. PRAC makes recommendation.
  - How recommend as committee that Distance Ed be expanded and enhanced but in limited fashion because low success rate generally in Distance Ed courses?

### Committees

**Ed Planning Committee**
- Nothing to report.

**Facilities Planning Committee**
• PRAC will ask Facilities Committee to provide PRAC with its recommendations after committee has reviewed PRs. PRAC will ask for specific recommendations about facilities maintenance.

**Student Access and Success Committee (SAS)**
• PRAC will ask SAS (via memo) to attend March 23 PRAC meeting. After having reviewed PRs, SAS will bring its recommendations to PRAC.

**Instructional Equipment Committee**
• Need to reconvene IEC with same members.

**Meeting Wrap Up/Assignments**
• Peggy will send list of positions filled and not
• Peggy will send her budget update document
• Sara, Yolanda, Nick, Robert read PRs and Robert’s data, create rubric, and make recommendation
• Yolanda will contact Facilities Committee as noted above.
• Nick will invite Susan Andrien and DETAL to March 9 PRAC meeting.
• Nick will draft memo to BEHS Chair requesting that department completes its Program Review
• Nick will draft memo and invite SAS to March 23 PRAC meeting.
• Nick will reconvene Instructional Equipment Committee (IEC).

**Next Meeting Agenda: March 9**
• Budget Update
• Materials Fees
• Program Review Update
• Technology Plan Presentation
• Program Review Task Force: Instructional Specialists
• Work Group Reviewing Ongoing Costs & Supplies
• Keep ongoing committees on agenda