February 8, 2011
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo, Angelina Duarte (Co-Chair), Jon Gudmundsson, Earl Hagstrom (via telephone), Mike Irvine, Peggy Isozaki, Sara McKinnon (Co-Chair), Marshall Northcott (Staff Resource), Nanda Schorske, Carol Scialli (Staff Resource), Kathleen Smyth

Absent: Tom Burke, Ron Gaiz, Chialin Hsieh, Sara Lefkowitz, Michele Martinisi

Agenda Review
- Agenda approved.

Minutes
- Minutes of January 25 meeting approved with edits. Under first item, 4th bullet: Change to President responds to PRAC. Transcript Evaluator position is in process. Under 9th bullet: Change to Transcript Evaluator position is in process.

Welcome
- Welcome to Kathleen Smyth, new faculty representative and Distance Ed Committee member.

Summer School 2011 Cuts
Angelina - Background
- Summer school units cuts should have gone through PRAC.
- Synchronization of budget development with PRAC meetings was not aligned so PRAC was left out of process.
- Nanda provided rationale behind cutting NE 90.
- Former VP asked to cut 50% across board.
  - Should have been done mindfully.
  - VP (AD) is working with Deans re: how are these decisions are made in future and how to collaborate with Department Chairs.
  - Marketing: Principle is be sure we can deliver what we promise. If we lack space, we need to be honest with students.
- Distance Ed was not budget decision but technical limitation; have since learned that we need a small number of courses as we make transition into Moodle. We are working with appropriate faculty and will offer training to faculty.

Proposal to Send Letter to President (Yolanda and Sara)
- Yolanda and Sara have drafted memo to President regarding Decision-Making Process for 50% Summer School Cuts.
  - This was transgression of PRAC’s process so letter and response are important.
  - Special meeting with committee could have been called. Maybe add language to Governance manual and Integrated Planning Manual to avoid future transgressions.
  - We do not want WASC to think that our planning process is not integrated into what we do.

Committee reached consensus to forward the memo, as amended, to the President.

Subcommittee Reports
Technology Planning (Mike)
Strategic Initiatives with Action Steps distributed from Tech Plan
- This is report for last semester.
- Meetings scheduled to address various issues involved in plan.
• Trying to get people involved in conversation so that can develop action steps.
• Please review document; will keep committee updated with progress re: monitoring of plan.
• Comment: Status of 1.4, *Provide effective online resources.*
  Per Marshall:
  o Need lab technicians to provide software we are running.
  o IT has inventoried large labs to determine software running in those labs.

**Computer Replacement Plan**
• Plan was approved but not funded ($266,000 per year).
• Can we have policy if no funds to replace?
  o Must be recognition that equipment needs to be repaired and replaced at some point.
• *Academic Senate* is looking at issue this week. Faculty have aging machines.
• Computers retired from one lab, go back to central storage facility. Decision by IT if equipment can be used somewhere else. This part has not been prioritized. Process is lacking.
• Surplus and redeployment of equipment is not being addressed.
  o Per Marshall: Requesting hourly to specifically address issue of redeployment of computers; evaluate what is in stock.
• Needs to be recognition and commitment by Fiscal re: ongoing costs.
• Is IT making all of the decisions about who gets computers? Develop criteria and bring to PRAC.
• Must also consider what *Program Review* says. Situation where high level machines retired. Who needs these machines? Who decides?
  o Unwise for PRAC to get into operational level.
  o Objective is good rubric, good criteria.
• *Program Review* is not necessary if just asking for recycled equipment.

**Migration from Blackboard to Moodle**

Angelina
• *Distance Ed* resource person needed to coordinate migration.
• Need pilot courses with units for migration and was not addressed.
• Instructors who will teach summer pilots will be trained.
• Per Marshall: February 25 or sooner should be deadline by which funds needed for *Moodle* contract.
• *At One* classes are full. Instructors would go on wait list for now. As soon DE resource person is identified that person will address *At One* classes wait list.

**Student Access & Success**
• Nothing to report.

**Educational Planning**
• Nothing to report.

**Facilities Planning**
• Educational and Facilities Master Planning needed where Educational Plan drives Facilities Plan. Should not be separated.
• We received list last year from *Facilities Planning* but with no priorities.
• *Ed Planning* and *Facilities Planning* folks need to work together. May need new charge.

**Instructional Equipment**
• Nothing to report. No state funds allocated.

**Professional Development**
• Nothing to report.
Other Reports & Updates

Accreditation (Sara M.)
- Team Commendations for the College of Marin distributed.
  - Follow-up Report must be submitted by October 15 and must “demonstrate the institution’s resolution of the recommendations.”
  - Review of recommendations 1, 3, 4, 5, 7, 8 as they relate to PRAC.

Program Review Update
- Nothing to report.

SLOs Update
- Nothing to report.

Meeting Wrap Up/Assignments
- Marshall will bring back criteria for disseminating replacement computers.

Next Meeting Agenda
- Status of last year’s recommendations from PRAC
- IT Rubrics for Computer Replacement
- Integrated Planning Schedule Chronological Timeline