Planning & Resource Allocation Committee

January 25, 2011
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo, Angelina Duarte (Co-Chair), Ron Gaiz, Jon Gudmundsson, Earl Hagstrom, Chialin Hsieh (Staff Resource), Mike Irvine, Peggy Isozaki, Sara Lefkowitz, Sara McKinnon (Co-Chair), Michele Martinisi, Marshall Northcott (Staff Resource), Nanda Schorske, Carol Scialli (Staff Resource)

Others Present: Susan Andrien; Greta Siegel
Absent: Tom Burke, Win Cottle, Patrick Kelly, Nathaniel Parker

Agenda Review
- Agenda approved.

Minutes
- Minutes of December 7 meeting approved.

What are Resources PRAC is Allocating?
- WASC expectation is PRAC will look at everything including units.
- Separate committees look at different planning processes that lead to allocations.
- This committee has staffing subcommittees.
- All separate committees come back to PRAC in March. PRAC then forwards recommendations to President via memo. President respond to PRAC.
- Resources are units, staffing, equipment, supplies, technology.
- If want changes in unit allocations, i.e. revitalization, must ask for additional units.
- Allocation of units falls under purview of Vice President. Committee makes recommendations to VP.
- No recommendations made through Tech Plan for resource allocations have been enacted.
- PRAC has made classified staffing position recommendations but most have not been acted upon.
  o Transcript Evaluator position is in process.
- Need reporting mechanism as committee goes through its process.
- Anything related to budget would come through PRAC before goes to Board; but by time developed budget, it’s May and PRAC is gone. Cabinet would go through, make decisions, present to Board. Ideally, we need to shift calendar so PRAC is kept in loop.
- PRAC is new as of a year ago, November 2009.

Action Steps Reporting
Chialin Hsieh (Strategic Plan 2010-2011 Tracking (document distributed)
- To locate link on COM website, go to:
  o About the College
  o Institutional Planning
  o Institutional Planning (ACCJC Standard I: Institutional Mission and Effectiveness
  o Strategic Plan 2010-2012
  o Progress Tracking System
- Administrators responsible for implementing Strategic Plan Action Steps presented their Strategic Plan Progress Reports.

Susan Andrien’s update re: Distance Education (DE).
- Some steps in infrastructure are less than 100% complete.
- Moodle is in process.
• Call has been distributed to all faculty for Distance Ed Resource person.
• Increased retention rate significantly.
• DE Resource Coordinator provided training to Student Services personnel, Counseling, Library; ADA compliance training; updated DE home page; streamlined and updated student support and assessment procedures in DESC; one-on-one and group training for 7 faculty members.
• Need to identify educational priorities, student success priorities, targeting criteria for courses that should be offered in DE.
• Create link between faculty assignments and DE goals.

Nanda Schorske’s Update Re: Career Programs
• Have had advisory board meetings for most career programs; worked with Marin Economic Commission to develop a report assessing some job profiles and data for occupations for which they are training.
• Advisory board can request information and provide direction but how direction is implemented is the challenge in changing programs.
• Hope to have report by end of this year with data. Will talk about upcoming program (2011-2012) at March advisory meeting.
• Currently, cannot complete Health Sciences new action step as do not have structure set up to do so.

Chialin Hsieh’s Update
• Interviewed Deans and Directors about student success. Much of same thinking flows through interview answers.
• Pathways were defined in Ed Master Plan. Identified whether courses are on respective pathways.
• Comment: What percentage of COM’s students transfer to a 4-year university?
  o This is part of what these strategic objectives are trying to achieve.
• Developed Dashboard; research advisory group will test it. Fall 2011 all staff and faculty will have access to it.

Peggy Isozaki’s Update
• Fiscal is on target.

Marshall Northcott’s Update
• Task force created in fall 2010 and developed list of priorities.
• Received quotes and timeline for turnkey Moodle implementation.
• The equipment for the two recommended labs has been purchased and installed.
• Resource 25 for room management currently in process; hope to have completed by April.
• Degree Works on hold until successful implementation of Resource 25.

Note: The Strategic Plan 2009-2012 consists of 3 college priorities, 7 strategic objectives, and 22 action steps. In July 2010, a Progress Report was provided to the Board of Trustees.

Summer and Distance Ed
• Communication went out to Chairs and Deans that, since Moodle would not be up and running by summer, there would be no DE courses for summer.
  o This was not a summer cut decision but a technical limitation that led to decision.
• Now, updated information from a content expert indicated, in order to do the migration from Blackboard to Moodle, a course or two will have to be offered in summer.
  o AD will attend DE committee meeting for clearer picture on this issue.
Integrated Planning Timeline Chronological Schedule
Chialin Hsieh
- Hold for next meeting.

College Budget
Angelina Duarte
Summer Budget Cuts
- Comment: Summer cuts should have gone through PRAC.
- NE 90 (Nursing): Usually 80-90 students register for summer but course was cut. In terms of planning, impacting that number of students does not make sense. (NE 90 is offered 3 times a year.)
- How were cuts determined?
  o Former VP was told to cut summer school by 50%. Deans and Department Chairs made decision together.
  o There was little dialog to prepare Chairs for cuts.
  o We invite students to come (marketing) then we don't have classes to offer.
- Comment: PRAC needs to go on record as stating that it was inappropriate to make a decision to cut summer school by 50% without any sense of prioritizing.

Update on State Budget
- VP of Operations provided budget update at Convocation.

Next Agenda
- Summer School Cuts 2011