Planning & Resource Allocation Committee
March 22, 2011
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo, Angelina Duarte (Co-Chair), Jon Gudmundsson, Earl Hagstrom (via conference call), Chialin Hsieh (Staff Resource), Mike Irvine, Peggy Isozaki, Sara McKinnon (Co-Chair), Michele Martinisi, Nanda Schorske, Carol Scialli (Staff Resource), Kathleen Smyth

Absent: Tom Burke, Sara Lefkowitz, Marshall Northcott, Nathaniel Parker
Others Present: Ramond Bergstrom-Wood

Agenda Review
- Agenda approved.

Minutes
- Minutes of March 8 meeting approved.

Announcement
- Welcome to Ramond Bergstrom-Wood sitting in for Nathaniel Parker. Ramond is Director of Student Services for the Associated Students. He also serves on the Technology Committee.

Planning Cycle
Chialin Hsieh
- Distributed revised Planning Cycle Including Academic Planning, Budget Planning, and PRAC Planning (the arrow document).
- Review of Annual Timeline and Process for Program Review and Resource Allocation (distributed). Comments:
  - Committee’s charge does not include budget related planning. Suggest adding language to charge that PRAC will meet as necessary.
  - PRAC won’t project but will work with projected revenue and expenses for the following fiscal year.
  - August, second bullet: Working with current year’s budget, PRAC will work with projected revenue and expenses for the following fiscal year. Fiscal will work with available data to update the salary and benefit information for the following fiscal year.
  - September: PRAC will recommend unit allocations for fall, spring, and summer semesters for the following academic year.
  - November: Fiscal updates the current year budget for the upcoming fiscal year with any budget assumptions to date. This updated budget will provide the most current information to allow for planning and resource allocation. PRAC reviews the updated budget for the upcoming fiscal year in preparation for completion of Program Reviews that will require resource allocation. (This process should be updated as new budget assumptions become available throughout the year to provide PRAC with the most current estimate of the upcoming fiscal year’s budget and financial position.)
  - December: Program Reviews completed by December 1. Requests on time so Chairs have enough time to review and prioritize, so requests are vetted by the time it goes to IEC.
  - January-February: Change to January-March. Discussion re: Chairs reviewing and ranking IE requests because they know what is important. IEC does not have knowledge required to prioritize lists of requests. AD is suggesting more collaboration among Department Chairs and will bring up at next Department Chairs’ meeting.
    - First bullet: Sections of the completed Program Reviews are distributed to Department Chairs and appropriate committees.
- Second bullet: Program Reviews are evaluated by Deans and Department Chairs for completeness and initial assessment; interviews are conducted if further information or clarification is needed.
- Third bullet: Department Chairs make assessments and rank the instructional equipment, hardware, and software requests.
  - Change March to April (Budget Planning): Add bullet re: President should respond to PRAC recommendations.
  - May-June box: Change to May. Superintendent/President provides initial response to PRAC recommendations.
  - June: Superintendent/President submits tentative budget.
  - August: The Board of Trustees approves the adoption budget.
  - September: Superintendent/President submits formal response to PRAC recommendations with action to be taken, timeline for completion, and responsible party.

**Budget Development**  
Yolanda Bellisimo

**Review of Areas or Issues Requiring PRAC Recommendations (distributed)**

**PRAC needs to recommend:**
- Percent or dollar amount to support Computer Replacement Plan.
- Percent or dollar amount for facilities planning and long term maintenance.
- Unit allocations by program/discipline.
- Non-instructional budgets through Program Review. In past, we cut 10% across board. Need to review.
- Full-time faculty hiring priorities; need subcommittee.
- Classified hiring priorities.
- Recommendations for funding IE that will come to PRAC.
- Funding items like databases, software, licenses. (Part of this is addressed through Program Review.)
- Recommendations from subcommittees.
- Budget for Distance Ed resources.

Note: President would like to share budget information with PRAC but was not ready for that conversation today. AD suggested he be available for his message on March 29.

**Computer Replacement Plan**

**Rubrics (Marshall Northcott)**
- Hold for future meeting.

**Response to Academic Senate Letter re: Computer Replacement Plan (Marshall Northcott)**
- Hold for future meeting.

**Subcommittee Reports**

**Technology Planning (Mike Irvine)**
- VP Operations will attend Technology Committee meeting on Thursday re: address WASC recommendations re: Technology Plan.

**Student Access & Success**
- Hold for future meeting.

**Educational Planning**
- Hold for future meeting.

**Facilities Planning**
- Hold for future meeting.
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**Instructional Equipment (Angelina Duarte)**
**AD’s Instructional Equipment Summary Report re: IEC work**
- Deans asked to share request lists with Department Chairs to have Chairs prioritize requests from their departments.
- Performing Arts and Math & Science requests will be reviewed for possible Modernization funding.
- Will prioritize remaining lists to best of our ability.
- After IEC arrives at its priorities, President will go to Foundation for all unfunded IE requests. AD gave him the big lists; hoping big chunk paid for by Bond.
- IEC discussed issue of computers that break down now; also requests that have been made in past.
  - We have list of repurposed computers from IT for purpose of matching up with needs.
  - Hold back a few computers for emergencies.
  - PRAC suggests IEC deal with this issue.

**Professional Development**
- Hold for future meeting.

**Other Reports & Updates**
**SLOs Update (Academic/Student Services)**
- Hold for future meeting.

**SLOs Results/Unit Request Math 95A (Yolanda Bellisimo)**
- Arrived at plan re: if Math 95 is paired with ECE class.
- Request has been made by full-time instructors Peggy Dodge, ECE Coordinator, and Maula Allen, Math, for PRAC to recommend funding for one section of Math 95A for Fall 2011, and one section of Math 95B for Spring 2012.
  - Combined research project by Math and ECE arrived at plan that if pair Math 95 with ECE class success rates are much higher.
  - This would demonstrate to WASC that we are using data to influence budget decisions.
  - WASC wants to see that we’re using SLOs to make budget allocations.
  - Learning community for only ECE students.

Comments:
- Crucial to ECE are first 24 units that affect earning power of students. What percentage of those students are taking Math classes?
- Why doesn’t Math department offer this course?
  - Don’t want to use units. Math not convinced it works.
- If making decision for Math department, how will they feel about PRAC advising them?
  - Idea is to try something experimental without penalizing Math department. Show PRAC is allocating resources in connection with SLOs. Using student data to show has promise, an institutional endorsement to say let’s proceed on experimental basis.

**Committee recommends in concept to move forward on request for funding one section of Math 95A for fall 2011 and one section of Math 95B for spring 2012 in concept and review it as opportunity to pilot to support a request for resource allocation based on SLO success. Yolanda will draft a memo to the President from PRAC.**

**President’s Response to Memo Re: Decision-Making for 50% Summer School 2011 Cuts**
- President’s March 15 response was forwarded to PRAC via e-mail.
- Response was to PRAC’s February 14 memo.
Wrap Up/Assignments

- Yolanda will e-mail to Chialin PRAC’s memo to President re: summer 2011 cuts.
- Chialin will revise Annual Timeline.
- Angelina will check with Department Chairs re: new configuration of review of IE requests.
- Yolanda forward request re: Math 95 to President.

Next Meeting Agenda

- Budget Planning on April PRAC agenda
- Carol will invite President to March 29 PRAC meeting re: budget.
- Committee members bring calendars to March 29 meeting.