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

Present: Yolanda Bellisimo (Co-Chair), Ed Buckley, Tom Burke, Nick Chang (Co-Chair), Win Cottle, Ron Gaiz, Jon Gudmundsson, Mike Irvine, Peggy Isozaki, Sara McKinnon, Nanda Schorske, Carol Scialli (Staff Resource), David Snyder

Absent: Patrick Kelly, Sara Lefkowitz, Michele Martinisi, Nathaniel Parker

Welcome/Announcements
• No announcements.

Agenda Review
• Agenda approved.

Minutes
• Minutes of March 9 meeting approved.

Budget Update
Peggy Isozaki
• Right now enrollment fees $1,750,000; reduced by $100,000.
• Secured taxes down $62,000 more than before.
• Looking at revenue deficit at about $500,000.
• Estimated deficit for 09-10 is $950,000.
  o Reserve for 09-10 is 8.8%.
• Estimated deficit for 10-11 is $1.4 million.
  o Resulting in 5.6% reserve.
• Nick will ask Department Chairs (next meeting) to update materials fees.

Survey of Community College Budget Cuts
Yolanda Bellisimo
• Hold for next meeting.
• Yolanda will distribute chart showing where other community colleges are making cuts.

Program Review Update
Instructional Program Review: Sara McKinnon
• Sent program reviews to appropriate people.
• Prioritization of staffing requests: Win Cottle and Ron Gaiz volunteered to work on staffing requests contained in program reviews.

Administrative Program Review: Ed Buckley
• President’s Cabinet assigned to review and make statements about it.
• Recommendations, items, and action steps.
• Group concluded that will prioritize but have no additional resources to commit. Some can be addressed by reallocation within or across units.
• By next meeting, submit to PRAC requests that managers thinking about including many technology issues, professional development issues; huge proportion about supporting instruction and student learning.
• Will suggest things Cabinet will begin to address next year and will try to include some of the goals that different programs have established.
• Per Nanda: Should be specific consideration for programs that have generated revenue; shows initiative.
• There were many technology requests and said would defer those requests to the Technology Plan so all streamlined through the Plan.

Student Access & Success (SAS)
Greta Siegel
• Doing 4 reviews:
  o Student Affairs.
  o Tutoring & Learning Center.
  o Student Development.
  o Outreach.
• Not doing categorical programs because they were done last year for the state.
• Per Sara: IE requests would be forwarded to IEC Chair, Nick.

Court Reporting: Auto Tech Revitalization
Yolanda Bellisimo (handout distributed)
• These programs present questions to the College.
  o One needs to catch up with its field (Auto Tech).
  o Doubt re: Court Reporting. Question is where is the field going? What is horizon of this as a field? Look at field as whole to see whether or not has future.
• PRAC would recognize that take risk with certain classes; try new things; give chance to take root and work.
• Auto Tech advisory committee willing to help auto program redesign curriculum.
• Auto Tech is inside of car; Auto Collision is more of a hobby field.
• Court Reporting is high skilled development; people get high paying jobs but not necessarily in Court Reporting.
• Very few certificates awarded in Court Reporting at COM.

PRAC recommends that the Auto Tech Program and Court Reporting Program each initiate a revitalization plan. PRAC asks Dean to work with the Department and for Departments to bring back revitalization plan and timeline by May 11.

Technology Plan
Mike Irvine
• Made progress since last meeting. Went through strategic initiatives; looked for where things could be accomplished in all the strategic initiatives with minimal cost beyond reassignment of staff.
• TPC made a list of strategic initiatives which they considered top priorities. They will be providing some estimate of possible costs for these initiatives.
  o Administrative software (A&R) (Resource 25 and Degree Works are examples). (SI 9)
  o Computer Replacement Plan (instructional and non-instructional). (SI 10)
  o Instructional software, maintenance contracts, electronic licensing. Example: Pro Tools; Photo Shop. (SI 10)
  o Infrastructure for technology. (Wireless if important student concern.) (SI 11)
  o Distance Learning is important thing to accomplish. (SI 3)
  o Assisted Learning—Section 508 compliance, accessibility. (SI 6)
• PRAC suggests would not hurt to include recommendations re: staffing included in recommended priority items.
• Will bring back revised plan on April 6.
**Program Review Task Force: Instructional Specialists**

**Win Cottle**

- Discussion of feedback received from English Department.
- One-third of department responded to Program Review. Chairs and ISs wrote plan that that they want department to examine in next two years.
- Question whether part-timers are fully participating in process.
- Support plan to spend next 2 years examining:
  - Reliable and current data to inform decision making.
  - How increase and support ESL students.
- Concerns about review:
  - Issue of reading papers by ISs will continue to be addressed.
  - 3 of 8 people who replied to PR would like to see ISs used for tutoring not paper grading.
  - How get true sense of what people in department think?
  - Can we make decision about whether this resource should be reallocated, then move forward and motivate ISs in support of students?
  - Other departments may step in and say not fair and want piece of pie.
- Suggestions:
  - This committee is resource committee. Question is whether this resource is being used in best way.
  - Suggest going to customer (students) via anonymous survey like Survey Monkey. Ask students about their needs and how they are being served.
  - Specific language in Ed Code re: ISs says not to be used to replace the work of instructors
    - Consider instructor job descriptions.
    - Can have reader but instructor must assign grade.
    - ISs treated as employees and cannot take papers home.
  - Writing Center is supposed to be open to all students; maybe ISs should only be attached to particular lab.
  - Suggest college wide review of ISs and legal review of COM’s situation.
  - Win, Sara, Ed will work on creating surveys.
  - Thanks to Win for a great job.

*PRAC recommends that both an anonymous student survey and a faculty survey be conducted to examine how the resource of ISs can be utilized to best support students. Survey would be completed by end of spring 2010 semester. A report and recommendations will be completed and presented to PRAC by December 2010.*

**Committees**

**Ed Planning Committee**

- Nothing to report.

**Facilities Planning Committee**

- Nothing to report.

**Instructional Equipment Committee**

- Met once and committee reviewing requests via electronic version.
- Second meeting tomorrow.

**Technology Committee**

- See presentation above by Mike Irvine re: Technology Plan.
Supplies Ad Hoc Group
David Snyder; Peggy Isozaki
- Distributed list of disciplines with WSCH data; also shows whether designated as lecture, studio, lab.
- Main point: discrepancies in the sort.
- WSCH and Load data; WSCH is only useful data.
- Peggy will provide another view at next meeting.

Next Meeting Agenda (April 6)
- Survey of Community College Budget Cuts
- Technology Plan (final draft)
- Survey re: Instructional Specialists
- Committee Updates
- Administrative Program Review