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

Present: Nick Chang (Co-Chair), Jon Gudmundsson, Earl Hagstrom (via telephone), Chialin Hsieh (Staff Resource), Mike Irvine, Peggy Isozaki (Staff Resource), Sara McKinnon (Co-Chair), Marshall Northcott (Staff Resource), Carol Scialli (Staff Resource)

Absent: Yolanda Bellisimo, Tom Burke, Win Cottle, Ron Gaiz, Patrick Kelly, Michele Martinisi, Sara Lefkowitz, Nathaniel Parker, Nanda Schorske

Welcome/Announcements
- No announcements.

Agenda Review
- Agenda approved.

Minutes
- Minutes of October 26 meeting approved.

Subcommittee Reports
Technology Planning
Mike Irvine
- Committee is continuing to review strategic initiatives in Technology Plan. Hope by next meeting to bring an official list to PRAC to show what committee has been doing this semester.
- 8.1, Refine role of technology: trying to be more proactive and productive as committee.
- 8.2, Provide annual reports: committee is preparing report.
- 8.3, Develop an administrative procedure for the acquisition and implementation of technology:
  - 8.3.1, Thinking about where to get information that determines what to do in Technology Plan.
  - Program Review is cited as main source but does not give whole picture; must look at other ways of gathering information. Example: do not have accurate inventory of existing equipment.
- 8.4, Determine and publish minimum standards: Want to develop standards re: minimum requirements for various types of technology: How deal with procurement of:
  - Computer hardware and software?
  - Software licensing and electronic subscriptions?
- Update computer replacement plan.
- Invite individuals from across campus to talk about the technology they use and analyze how it’s working.
- 11, Support of college’s technological infrastructure:
  - Talk to constituent groups.
  - Invite Director of PRIE into discussion.
  - Broaden the discussion to get people interested and let them know discussion is related to Technology Plan.
- Inventory and fund ongoing databases and subscriptions. (PRAC made recommendation to President.) TRAC-IT would be part of that.
- Eventually need funds to support these initiatives. Could we have a grant writer? How do other schools deal with this?
  - Title 3 grant is possibility but we do not have an in-house grant writer.
Technology Planning: Operational Update  
Marshall Northcott

- Window 7 training next week for 3 primary lab techs; will be able to manage multiple labs from a server.
- Working on pricing for Blackboard and Moodle for comparative review. Hope to have Moodle by summer.
- Next phase of Portal: Learning Resources Tab so students and faculty have access to various resources, including Library’s digital database; any common service. Will make Portal more useful.
- Talking about what can do for employees at large re: access to Portal.
  - Suggest common features like general announcements, Learning Resources Tab, A&R dates, anything publicly announced on home page.
- Modernization projects moving forward. Computer lab replacements are occurring. Fine Arts lab in new building in January.
- Strategic Initiatives that came out of Technology Plan like Resource 25 ongoing. Can be ready for public availability in March or April 2011.
- Comment: encourage using Monday President’s Briefing for technology related updates so disseminate information widely.
- Comment: one place, like website, where tech updates are regularly posted and updated.

Student Access & Success

- Subcommittee has met once but no updates.
- They have been asked to develop a new Student Equity Plan.
- Matriculation Plan, BSI, Student Equity Plan all address SAS but they don’t talk to each other, not coordinated and need to develop activities to address.
- Another charge of this committee is to review and vet the Student Services Program Reviews.

Educational Planning

- Has not met yet but worked hard to draft the Ed Master Plan. What is next role of subcommittee?
  - Sorting out next three years.

Facilities Planning

- Met with this committee and encouraged them to work on Facilities Plan.
- Issue that it combine deferred maintenance (scheduled maintenance) and capital projects; all need to be incorporated. They are working on this.
- Committee may have thought were asked to develop a process to develop Facilities Plan. College needs a plan not a process.
- Charge has been changed for them to develop a Facilities Plan that would relate to Ed Master Plan; need a Facilities Plan and Scheduled Maintenance Plan.
- Strongly suggested that committee get feedback from students that is global in nature.

Instructional Equipment

- Committee will meet again in the spring after mini-Program Review is completed.
- If have requests must substantiate via Program Review.
- There is currently no funding for instructional equipment.

Professional Development

- One suggestion for Flex activities is Sara’s SLOs presentation at the statewide Academic Senate Northern California SLO Conference. Sara summarized well the entire history and future. Suggest presentation at Convocation so widely disseminated.
Other Reports & Updates

Lottery Funds
- Comment: instructional supplies purchased with these funds are funds that should be in their budget each year.
- Don’t know how these funds are distributed.
  - There may have been a committee.
- Need to look for old documentation to learn more about how funds were allocated.
- Maybe revisit as if no history exists on lottery funds.

Materials Fees
- Nothing to report at this time.

Instructional Specialists (IS) Program Review
Sara McKinnon
- Last time we asked this to happen was before labs merged and before ENGL 98 went to College Skills. Circumstances have changed; two labs have merged.
- Now, rather than have lone person doing Program Review, plan is to get Chairs that have ISs talking and thinking through various issues.
  - Best use of IS hours?
  - Think about online writing center and how it works.
  - Think about Distance Learning and how supported by ISs.
  - Think about general access to that level of tutoring for students in different disciplines.
  - Issues of scheduling English Lab and College Skills Lab because need instructor of record for all hours.
  - Look at resources and how being used and how best serve students.
- Turn over to three chairs and let them develop best practices: John Sutherland, Barbara Bonander, Laurie Ordin
- This item will no longer fall under PRAC’s purview.

WASC
- Nothing further to report.

Other

Priorities in Class Scheduling (distributed)
- Directive from Chancellor’s Office about scheduling priorities now reflected in legislative language so must take seriously if have to reduce units which would affect resource allocations.
  - Recommended reductions would be in areas other than Basic Skills, Workforce, and Transfer.
- COM has received directive from President to reduce 2011 summer school units by 50% to help balance $1.2 million deficit.

Meeting Wrap Up/Assignments
- Next agenda: Other Reports & Updates with no bullets
- Last PRAC meeting is December 7 rather than December 14. Carol will send notice