Planning & Resource Allocation Committee

October 26, 2010
2:00-3:30, AC 108
Minutes

Present: Nick Chang (Co-Chair), Ron Gaiz, Jon Gudmundsson, Chialin Hsieh (Staff Resource), Mike Irvine, Peggy Isozaki (Staff Resource), Sara Lefkowitz, Sara McKinnon (Co-Chair), Michele Martinisi, Marshall Northcott (Staff Resource), Nanda Schorske, Carol Scialli (Staff Resource)

Absent: Yolanda Bellisimo, Tom Burke, Win Cottle, Earl Hagstrom, Patrick Kelly, Nathaniel Parker

Others present: (3) WASC team members

Welcome/Announcements
  • No announcements.

Agenda Review
  • Agenda approved.

Minutes
  • Minutes of October 12 meeting approved.

Program Faculty Needs Recommendation
Information Item
  • PRAC made resource allocation recommendations in a memo to President, dated August 30, 2010.
  • President responded with a memo, dated October 12, 2010, but there were complications with his memo and sent revised memo, dated October 20, 2010.
    o Issue presented in Academic Senate that PRAC’s recommendations could be construed as direct dealing.
    o In response, Senate passed a resolution at October 21 meeting (memo distributed):
      ◦ Academic Senate supports the Program Review full-time faculty hiring needs assessment data.
      ◦ Needs assessment data would be forwarded to UPM in addition to PRAC for consideration of full-time hires.
  • Reference made to gray areas in Article 16 of UPM contract about full-time hiring process.
  • UPM says Article 16 is still place. Does contract or Ed Code supersede?

Program Revitalization Procedure (AP 4021)
Sara McKinnon (Handout distributed) Information Item
  • PRAC (then IPC) approved at March 18, 2009 meeting a program Revitalization and Discontinuance procedure.
    ◦ A proposal was presented at meeting to revitalize the Computer Science program.
  • A few programs recommended for revitalization since that time.
    ◦ Auto Tech, Court Reporting, Film/Journalism.
  • When faculty reviewed discontinuance procedures it was thought of as heavy handed, so it was revised to make more consistent with Program Review process now in place.
  • If discipline feels at risk and wants to revamp, have right to request revitalization and would present report or proposal to Academic Senate for approval. Once Senate has checked with rest of discipline faculty in area and approved, discipline will have one year to assess program and prepare report.
    ◦ Computer Science revitalization: Chairs of department rewrote program to make articulate properly; scheduled classes differently. Now over 60 people in program.
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- Asking disciplines for input was big; idea was faculty driven process.
- Questions about process:
  - Where is administrative support of the process? Example: Program faculty will prepare revitalization report.
  - Report should also be supported by administration.
  - Suggestion: Some disciplines have a one faculty member program.
    - Is the onus on one person? If so, could kill a program.
    - Is there room for administrative inclusion?
    - ELND and MMST revitalization were collaborative processes.
    - Build in administrative inclusion from beginning better than administrator coming in at end.
    - Suggest advisory committee is crucial.
    - Keep as faculty driven process but advisory committee and Dean have input at later stage.
    - PRAC would ask about input of advisory committee if program came to it.
- Nursing evaluates courses every year and assesses program. After NLN accreditation visit:
  - Started to look at evidence.
  - Teaching pedagogy.

**Subcommittee Reports**

**Technology Planning**
- Working on follow-up on items in Tech Plan (found on PRIE website).
- Some items can be funded from Bond fund.
- Trying to come up with possible action steps in each area.
- First year of plan; items are being funded. Some of these are:
  - Three labs.
  - 911 emergency re: identifying phone location.
  - Resource 25.
  - WiFi requested by students.

**Student Access & Success**
- PRAC co-chairs met with SAS, first meeting of new academic year.
- Reviewed charge and asked them to draft Student Equity Plan.
  - All students should have access to classes, programs, success.
  - Nov 3, AC 108, 2:00-4:00, Apple will give demo on what they are doing re: access.
- Directed group to resources to accomplish goals.
- Tasking SAS group to review Student Services Program Reviews.
- How does SAS relate to our strategic plan so not working in silos?
  - Further discussion required (Chialin and Nick).
- Nursing program is being tracked. Can track course sections and cohorts for success and retention information and can do more once Dashboard available.
  - Problem for Nursing program in way statistics kept. Need useful data that would look at students in program.
  - Can track course sections and cohorts for success and retention information.

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

- Trying to bring them back to PRAC and will review charges and responsibilities of group.
- Subcommittee members are Laura McCarty, Bob Thompson, Don Flowers, Erik Dunmire,
- Former Director of Modernization visited May 11, 2010 PRAC meeting, provided report and two documents:
  - List of maintenance projects.
    - Information provided idea of needs but doesn’t provide a plan -- no priorities, no scheduled action steps. We need a plan not just a process.
    - PRAC will ask group to develop five-year plan for institution to help drive resource allocation for facilities and maintenance. We do not meet this standard.
    - Don and Bob started process working on deferred maintenance plan, collecting information, identify needs.
      - Start with newer facilities first.
      - They can provide status report.
- Green savings leveraged to help support program?
  - Created restricted fund with funds set aside for that purpose (rebates). Still need to determine amount of savings.
- Suggest subcommittee read Program Reviews to assist in drafting a plan. Relevant information from Program Review was submitted to Facilities subcommittee.

Recommendation to add a bullet to Facilities Planning Committee charge to develop a 5-year plan.

Instructional Equipment

- Purchases in process.

Professional Development

- Compliance training needed; trying to identify those issues as priority. Based on survey group did last year, ranked what want to do for staff development (divided up between faculty and staff).
  - Common theme is student success.
- Work on flex classes that will involve SLOs training.
- Disaster Plan: ask Police type of plan/training needed.
- Try to develop process for staff development plan to support mission and SLOs.

Other Reports & Updates

Lottery Funds

- Group met and did research re: allowable uses for lottery funds; researched history.
- Suggest meet one hour before PRAC and will provide to PRAC.
- Process piece to ensure funds allocated in way makes sense moving forward.

Materials Fees

- Faculty updating curriculum and fees will be integrated.

Instructional Specialists (IS) Program Review

- Best way of utilizing; functions; allocation of hours.
- Review process died and need to get new group assembled.
- Student survey fell apart because labs moved over summer.
- Meeting scheduled with some constituents and will address status and future steps.
WASC

Team Member Comments

- PRAC seems to assess planning processes.
- Reviewed minutes indicating assessment going on but somehow didn’t get communicated out in broader manner.

Meeting Wrap Up/Assignments

- Nanda and Mike follow-up re: Lottery funds
- Meet with Facilities and request status report
- Advise GRC want to add a responsibility to Facilities Planning charge
- Marshall will update re: Technology