September 14, 2010
2:00-3:30, AC 108
Minutes

Present: Tom Burke, Nick Chang (Co-Chair), Jon Gudmundsson, Earl Hagstrom, Chialin Hsieh (Staff Resource), Mike Irvine, Peggy Isozaki, Sara Lefkowitz, Sara McKinnon (Co-Chair), Michele Martinisi, Marshall Northcott (Staff Resource), Nathaniel Parker, Nanda Schorske, Carol Scialli (Staff Resource)

Absent: Yolanda Bellisimo, Ron Gaiz, Patrick Kelly

Welcome/Announcements
• Welcome to new PRAC member, Earl Hagstrom.
  o Currently teaching Environmental Planning & Policy; former geologist.
  o Practicing environmental litigation in San Francisco.
• Introductions all around.

Agenda Review
• Agenda approved.

Minutes
• Minutes of August 24 meeting approved with one edit:

Lottery Funds
• Lottery funds are designated as restricted accounts.
• In past, lottery funds were rolled over. This time around, Peggy put funds in accounts in time for summer ordering.
• Does PRAC want to roll over the rest of the lottery funds into respective accounts? ($50,000 of the $70,000 has already been allocated.)

Discussion
• Continue what we’ve been doing but put people on notice that may be changes next year so all can plan ahead.
• Lecture areas that get lottery funds, put all together and use as overall fund?
• Lottery funds are restricted. Wise to keep separate and have different criteria around it.
• Long term goal of lottery funds is use to augment supplies budget.
• In Program Review, include specificity around how lottery funds will be used.
• If lottery funds dry up, Sciences, Arts, count on this money to teach classes. These areas have requested that money come out of general funds in future.
• In general, concept of allocating lottery funds differently in future.
• Bring back list of who gets what to PRAC. Look at language re: lottery funds to ensure matches what state intends.
• Lottery money may or may not need to go through Program Review.
• Program Review itself could be clearer—more direction about how to complete document.
• Chemistry uses lottery funds for beakers, etc. Music uses for instrument strings, etc.
• If part of regular supplies money, should not have to go through Program Review each year.
• Operating costs that shouldn’t have to be justified every year.
  o Need to review, decide what each discipline should get.
  o Do same thing for lottery side.
• Question re: materials fees. Department Chairs have been asked to review and revise these amounts; could offset supplies needs.
Subcommittee comprised of Nanda Schorske, Sara McKinnon, Peggy Isozaki (staff resource) formed. Subcommittee charge: (1) review how lottery money has been spent in the past years; (2) review language to ensure using properly; (3) recommend how to allocate lottery funds and how departments request it.

Committee reached consensus that Peggy Isozaki, Interim VP of College Operations, will complete transfer of remaining lottery funds to respective accounts based on amount received last year.

Emergency Program Change Process
- Have good process for making program changes like putting ESL under College Skills and forming new department.
- What about changing name of program or discipline, Education.
  - In past, trained people in education field; got aligned to Social Sciences, not part of certificate or degree.
  - Suggest maybe the two classes should be part of CTE.
  - If number of units were large enough could have impact on Dean’s workload but could make more sense. This instructor is split between two divisions and not logical.
  - If all in agreement, have to wait a year to make this change?
  - Program Review would not determine where something belongs in the organization.
  - Makes recommendations.
  - Asking PRAC to arrive at process for making such a change.
- Per Nanda: Multimedia did program revitalization and felt better to move back to CTE. This was after Chairs met with Deans and VPSL. It was discussed in a Program Review but change was not result of Program Review. It was result of revitalization.
- Would Curriculum Committee analyze first?
  - Historically, our CC has not reviewed big picture issues.
- Going through Program Review in such instances:
  - Time consuming.
  - Supposed to make decisions via Program Review?
- Does every decision we make have to go through Program Review? Do we grow Program Review process so encompasses everything?
  - No, people don’t have time to write these. Change moves at glacial pace.
  - Perhaps as long as it went through shared governance, it would be deemed okay by WASC.
- Suggest fast track and inform campus community; include rationale, get comments from community, bring to PRAC and make decision. Involve stakeholders (Department Chair and Dean).
- Identify opportunities to simplify within context of supporting shared governance.
- More complicated request would have to go through Program Review.

Consensus reached: For program or department changes in which all affected parties agree, and with 0 budget impact, parties may submit a fast track proposal, signed by all parties, to PRAC with clear justifications for the request.

Progress Reports and Subcommittee Reports

Strategic Plan Progress (Chialin Hsieh)
- In process of inviting input to create more action steps. If interested, speak with your supervisor, Chair, Dean to submit new action steps.
  - Steps require approval from supervisor.
  - This has been communicated to Department Chairs and Deans.
  - Student Access, Student Success, Technology are three main priorities.
- Re: TracDat:
  - $19,000 to maintain TracDat to track our strategic plan.
  - Not worth retaining it so have discontinued. Plan to terminate services.
Instead, tracking via Word. There is template on PRIE website. Later, there will be strategic plan link on website so all can see.

**Technology Plan**

*Mike Irvine; Marshall Northcott*

- Technology Committee discussing moving on from things in Tech Plan that can be accomplished with little or no cost. Example: develop protocols.
- Follow implications of the Plan; monitor where it’s going.
- Implementations have been started.
- Plans to divide workload so can follow-up.
- How Technology Committee can work more closely with other committees. For instance, our idea of hybrid classes.
- Instructional technology would be moved over to instructional technology group.
- Per Sara McKinnon: proposal going to Academic Senate to form a Distance Education committee.
  - Huge charge to look at all DE issues from instructional standpoint.
  - Would be subcommittee of Academic Senate.
  - Includes developing long term strategies for development of DE; recommendations to IT; guidelines and training for use of new platform; develop protocols and procedures among other things.
  - Would be chaired by DE resource instructor.
  - Hope to have approved by next week.
- Signed up user training fro Resource 25.
- Accessibility issue: Nick will chair meeting on Friday to kickoff.
- Enhanced 911: person receiving call will know what room you are in. Every campus phone will be programmed.
- Lab replacement proposal identifying labs.
- Funding for an IT person approved.
- Per Nathaniel: students would like campus wide Wi-Fi at least in buildings.
  - Advised that maintenance is a problem.
  - This was identified as student priority two years ago.
  - Specific areas of priority: LRC, SS, Science, Harlan Center, IVC.
  - No Wi-Fi in LC 120 (English and English Skills lab) where had been.

**Student Access & Success**

- Have not heard from in awhile.

**Ed Master Plan**

- Need to look at charge.

**Integrated Planning**

- Nothing further to report.

**Facilities**

- Beginning to address deferred maintenance issue.

**Staff Development**

- Meeting and looking at goals and charge.
- Committee comprised of Linda Beam, Arnulfo Cedillo, Yolanda Bellisimo, Anne Gearhart, Devon Kinka, Paul Fanta. Chialin Hsieh and Kathleen Kirkpatrick are staff resources.
Wrap Up/Assignments

- Lottery subcommittee will meet before next PRAC meeting
- Materials fees. Sara will follow-up re: status.
- Nick, Marshall, Mike, Peggy will attend student senate meeting re: technology.
- Marshall will follow-up re: LC 120 Wi-Fi.
- Nick will inform Dean, Math & Sciences re: program change (Education).