September 28, 2010
2:00-3:30, AC 108
Minutes

Present: Nick Chang (Co-Chair), Jon Gudmundsson, Earl Hagstrom, Chialin Hsieh (Staff Resource), Mike Irvine, Sara Lefkowitz, Sara McKinnon (Co-Chair), Marshall Northcott (Staff Resource), Nanda Schorske, Carol Scialli (Staff Resource)

Absent: Yolanda Bellismo, Tom Burke, Win Cottle, Ron Gaiz, Peggy Isozaki, Patrick Kelly, Michele Martinisi, Nathaniel Parker

Welcome/Announcements
• No announcements.

Agenda Review
• Agenda approved.

Minutes
• Minutes of September 14 meeting approved.

Revised Integrated Planning Manual
Background
• We developed an integrated planning process last year. Part of process is review of process itself, how it works, and revise as needed.
• Final draft presented. If all approve, will be recommended as new Integrated Planning Manual.

Summary of Revisions
• Visually more appealing.
• Organized better explaining integrated planning.
• Starts with mission.
• Page 4: removed language ...."as well as goals developed by the Board of Trustees" — inappropriate.
• Strategic Plan process and schedule for developing.
• Major change concerns Program Review:
  o For past 3 years had annual full Program Reviews to drive resource allocations. Much work for relatively limited outcome. Other colleges don’t do them this often and see better trends over longer period.
  o New: every 3 years is full Program Review; every 2 for CTE program.
  o Mini annual Program Reviews required to justify any additional resources. (See page 12.)
• Page 13 is list of programs
  o Business (career program) needs to be added to list and moved out of Group 3 (page 14).
• Administrative Programs and Student Services should also follow 3-year timeline and programs staggered.
• Sara and Dong have created a mini-template for this year. Make sure works for Administrative Program Review too.
• November 22, 2010 is deadline for mini-Program Reviews.
• Computer technology side should be separated from IE for programs because computer related hardware is different pipeline.
These are separated in the template.

We need a budget for these items and non-instructional technology.

Need to address solutions not just a shopping list. Otherwise, problem not solved.

How decided what equipment is needed?

Right now through programs via Program Reviews.

Bigger, over arching plan driven by Technology Plan to look at college wide replacement plan and faculty computers, non-instructional requests.

Distance Education is a program, and out of that Program Review, requests are made. Example: Blackboard.

What about shared resources, like labs. Who is responsible for funding and managing? Dean has become manager by default over BC 101 and 102 labs.

Template includes question re: shared resource.

Need a structure and process for reviewing shared lab resources.

Need better utilization of current labs managed in silos. Oversight needed to provide overall view and tie requests together.

Create Program Review for shared labs?

Nursing needs computer labs a few times per semester. Whose lab? Who gets the space? System would be beneficial.

One issue is scheduling; the other is acquisition of hardware and software.

All labs should be shared; need to look at in the longer view. Control centrally? Controlled by department?

Argument for requests coming up through program is they have knowledge. Con is, if shared lab, how coordinate labs of Biology and Chemistry with different needs. Who coordinates and who oversees?

If Technology Plan is implemented, should take care of computers for existing equipment.

Who would originate request for an Internet Café? Departmental request or higher?

Nanda has big picture for IVC unofficially.

Reorganization would clearly outline responsibilities.

Software should be requested through Program Review, but hardware should be replaced every 5 years via Technology Plan.

Request software needed, and that should dictate the hardware to be purchased.

Considered leasing equipment from a financial standpoint?

Discussed in past and nixed.

IT and Business Office would need to review. Could be accounting issue; can’t pre-pay.

PRAC needs to spend more time discussing shared resources and structure and process.

New: Student Learning Outcomes (SLOs), page 16. This year begin to formulate ideas for assessment. Deadline is fall 2012 for SLOs assessment.

Final recommendations by PRAC go to President in March, page 19.


After President responds to PRAC’s recommendations, posted on website. Still needs to be more widely disseminated. Campus at large needs to know what is happening.

Example: ProQuest approved. Someone needs to be directed to order. How does this happen? Who gives direction to take action?

Someone needs to be given a directive to take action.

Projects have owners, like Technology Plan.

Subcommittee reports in PRAC could report implementation.

IEC makes recommendations; someone could be directed to let people know status.

Assessment of Planning Process is every three years.

Annual Research Agenda will produce data needed for Program Review.

Suggest an At-A-Glance view of process so less complicated.

We went from no planning at COM to very good and resource allocation process.
PRAC reached consensus to recommend the Revised Integrated Planning Manual, dated September 24, 2010 with the following changes:

- Page 12: add Administrative and Student Services cycle in Program Review section.
- Move Business & Info systems to the CTE groups, page 13.
- Add Distance Education into document, Group 1.
- Move Library to Group 1.
- Move Counseling to Student Services.
- Page 19, under January and February, add Administrative and Student Services reviews will be reviewed by Cabinet.
- SAS reviews Student Development Program Reviews.

Subcommittee Reports
(PRAC Co-chairs are in process of meeting with subcommittees needing rejuvenation.)

Technology Planning (Mike Irvine; Marshall Northcott)
- During last week’s meeting, reviewed rest of plan.
- Developing activities that go along with status of implementation.
- Received status reports from Enrollment Services concerning Resource 25, NelNet.
- Following up on content in Technology Plan.

Student Access & Success
- Have not heard back from SAS.

Educational Planning
- Nothing to report.

Facilities Planning
- Holding first meeting soon.
- Could report on bond related projects.

Instructional Equipment
- Many Science and Fine Arts requests will be addressed through Modernization.

Professional Development
- Nothing to report.

Other Reports & Updates
- Distance Education Committee approved by Academic Senate
- Student Learning Outcome Assessment Council approved by Academic Senate
- Lottery Funds and Materials Fees (Status) held for next meeting

Meeting Wrap Up/Assignments
- Invite Facilities Planning to next meeting.
- MMST, LC 150 lab updates: Nick report back

Next Meeting Agenda (October 12)
- Lottery Funds; Materials Fees
- WASC Update