May 10, 2011  
2:00-3:30, AC 108  
Minutes

Present: Yolanda Bellisimo, Raymond Bergstrom-Wood (for Nathaniel Parker), Tom Burke, Angelina Duarte (Co-Chair), Jon Gudmundsson, Mike Irvine, Peggy Isozaki, Sara McKinnon (Co-Chair), Michele Martinisi, Marshall Northcott (Staff Resource), Carol Scialli (Staff Resource), Kathleen Smyth

Absent: Earl Hagstrom, Chialin Hsieh, Sara Lefkowitz, Nanda Schorske
Others Present: Kathleen Kirkpatrick

Agenda Review
- Agenda approved. Kathleen will present on behalf of Chialin Hsieh.

Minutes
- Minutes of May 3 meeting approved. Add Linda Beam as an attendee.
- Under Other--Budget Buildup: budget managers replaces matters.

Strategic Plan Action Steps
Kathleen Kirkpatrick
Demonstration Re: Accessing Institutional Research Reports on the website
- Go to About the College; Institutional Planning; Institutional Effectiveness; or
- Go to Faculty/Staff, PRIE, Institutional Planning & Research; Institutional Effectiveness.

> Strategic Objectives Progress Report (Kathleen Kirkpatrick for Chialin Hsieh)
- Go to website to view this progress tracking document and update goals. Update link is on right. Person responsible for particular objective should be updating goals.
- Overview of Chialin’s Progress Report, including Objectives 2.1.2, 2.1.3, 2.2.1, and 2.2.2.
  - Student Success Definition (2.1.2):
    - 90% completed.
    - Interviewed Department Chairs and Deans re: definition of “student success.”
  - Data Dashboard (2.1.3):
    - 100% completed.
    - Developed Data Dashboard providing data and statistics; pilot group is testing.
  - Identify Strategies for Student Success (2.2.1):
    - 90% completed.
    - Developed SLO tracking tool.
    - Draft Student Services SLOs Assessment Plan developed.
  - Survey Deans and Chairs re: Data Elements & Use of Student Success Report in Program Review (2.2.2)
    - Survey developed and deployed.
    - Waiting for results to be shared at 5/17 PRAC meeting.

Progress Report Distance Education (Susan Andrien)
- Create a structure and protocol for DE (1.2.1):
  - DE/AS Committee formed in fall 2010 and meets regularly.
  - Dr. Alisa Klinger has worked as faculty resource person.
  - As migrate to Moodle must address technical support issue.
  - Stable funding needed.
- Determine specific targets for DE course offerings (1.2.2):
  - Priority was given to improve rate of student success in DE courses.
  - Progress made in providing infrastructure.
  - Library position planned for spring 2012.
Planning & Resource Allocation Committee

- Flex presentation on ADA compliance was attended by 12 faculty and staff members.
- DE home page is updated.
- DE Support Center is streamlined.
- Moodle migration will provide a more stable infrastructure.
- Process needed to ensure faculty teaching new DE courses are qualified in technology and online teaching pedagogy.

- Training for faculty (1.2.3):
  - 3 in spring 2011; 23 scheduled for summer 2011.
- Determine if targets met (1.2.4):
  - See 1.2.2.

Progress Report (IT) (Marshall Northcott) 3.1.6, 3.1.7, 3.1.8, 3.1.9, 3.1.10, 3.1.11, 3.1.12

- 3.1.6, Section 508: None, unknown.
- 3.1.7, Moodle Migration: Product is installed, initial training was funded, 3-course summer pilot is on, anticipate all necessary integration tools will be available and course shells for all courses for fall, 70%.
- 3.1.8, Lab Replacement: Two labs fully replaced, 100%.
- 3.1.9, Resource 25 and DegreeWorks: Resource 25 is installed and integrated with Banner; training was funded and OIM and others are using it; some transition and offerings (e.g. website for faculty/staff inquiries) are outstanding, 90%. DegreeWorks has been tabled per the VP, 0%.
- 3.1.10, E-911 (S.428: IP-Enabled Voice Communications and Public Safety Act of 2007): no significant progress due to competing projects, currently identifying costs to expand the E-911 offering into lecture and lab spaces, 5%.
- 3.1.11, District Wireless: Currently evaluating two competing technologies with a proposal and spending plan to be completed May 2011, 10%.
- 3.1.12, Student Domain: Evaluating two competing approaches to offering this service summer 2011, 10%.

Progress Report Student Success (Angelina Duarte)

- Instructional and student services specific strategies to improve student retention and success (2.3.1):
  - Student Access and Success (SAS) group is putting things together; have to create underpinnings for this to occur. That is what matriculation revitalization is about. Will bring work plan at a later meeting. Will keep the work group separate from the SAS Governance committee.
  - Math Retreat is scheduled on May 13 to address student success in Math.
  - Conversations occurring re: how to utilize Instructional Specialists given different population and different needs.
- Identify specific strategies to promote student retention in Student Services program reviews (2.3.2):
  - Need construct first in which to have conversation so will need to revisit this item at later date.

Faculty Hiring

- FTFAC (PRAC subcommittee) comprised of Sara McKinnon, Angelina Duarte, Nanda Schorske, Michele Martinisi, and Sara Lefkowitz did initial work to identify potential positions using several data points, including Program Review, WASC recommendations, part-time/full-time ratios information, and whether or not there is any full-time faculty instructor at all in a discipline.
- Total positions requested is 16-22. Four positions are funded. A conversion strategy was utilized wherein part-time positions analyzed and converted to full-time units.
- List was distributed to Department Chairs at the May 3 meeting and there was general consensus to move forward with the listed recommendations.
• Information provided to President will indicate the recommendation, here is money available, here’s what it will cost, and this is what ultimate cost will be by department.
  o Addressed every Program Review request made except for Court Reporting and Auto.
  o Made sure enough part-time units to convert ($3,000/unit).
• Sara did further calculations to make case. Review of her Cost Analysis Draft for PT Unit Conversion to FT Positions.
  o Average cost is about $100,000 for a full-time position, including benefits.
  o Disciplines receiving a full-time faculty hire might be asked to give up 3.33 units per discipline. Alternative is ask district for $170,000.
• Question whether departments willing to lose a class in exchange for a full-timer.
  o We’re talking about 16-22 new faculty hires.
• Will we say to departments that this is a recommendation to hire or you will hire? How will PRAC make recommendation?
  o PT budget will probably be over $200,000 this year.
  o Last year units cut for about $700,000.
  o In the future, Chairs will know they have certain amount of money to spend and determine how want to spend it.
• Minimum 16 and maximum 22 positions will be committee’s recommendation.
• Faculty searches would begin in fall 2011 for midyear hires.
• Have not addressed Distance Ed position because it is new and needs to be negotiated. This is not a funded position and don’t have units. May start as a joint English/DE position (maybe 6/6).
• Memo (distributed) with list of recommended positions, plus Cost Analysis Draft will be presented to the President for consideration.

Committee recommends that the following departments fund up to the number of positions listed in column 2 for fiscal year 2011-2012. In process of conversion it will cost approximately 3 units for each full-time faculty hire.

Matriculation Work Plan
Angelina Duarte
  • Hold for future meeting.

Reducing the Deficit
Peggy Izsoaki
  • If budget development does not happen soon no money to spend.
  • Suggest this as only item for next meeting, May 17.

Subcommittee Reports
Technology Planning
  • Nothing to report.

Student Access & Success
  • Nothing to report.

Educational Planning
  • Nothing to report.

Facilities Planning (Laura McCarty)
Facility Master Plan Update (draft)
  • Facility Master Plan (draft) distributed. This effort falls in lap of Facilities Planning Committee.
  • First page is members involved: Laura, Erik, Don, Fernando have attended most meetings. Have not seen a student representative. Committee would welcome additional resources.
  • Process description: Advisory group consists of faculty and staff with knowledge of COM facilities and impact on student learning.
• Master Plan is recommendation #7 by the Accrediting Commission.
• Other reasons to update/renew master plan:
  o There wasn’t enrollment driven information.
  o Haven’t done one in a long time.
  o Need a long term maintenance plan.
• Rough timeline; milestone is have to have completed plan by October 2012. By October 2011, response is due. October due date is to show how resolving recommendations.
• Facilities Master Plan Progress:
  o 6 meetings since November 2010.
  o Discussion themes.
• Data driven planning for our facilities.
  o Some colleges do an educational/facilities master plan.
• Consultant RFQ in progress.
  o Consultant takes direction from Facilities Planning Committee.
  o Ed Master Plan, Strategic Plan, PR process, PR data are resources.
  o Project scope: Items 4, 5, 6 are difficult.
  o Don working on preventive maintenance schedule.
    ▪ Anxious to get this piece so know how much of budget to allocate.

**Instructional Equipment**
• IEC will review hardware and software tomorrow. Angelina will bring recommendation to PRAC.

**Professional Development**
• Nothing to report.

**Other Reports & Updates**

**SLOs Update**
• Nothing to report.

**Math Units Request**
• Nothing to report.

**Other**
• Staffing requests need to be addressed.

**Next Meetings (May 17), 2:00-4:00; May 24, 2:00-4:00**
• Budget Deficit & Staffing Requests (May 17)
• Final recommendations (May 24)