Planning & Resource Allocation Committee

October 12, 2010
2:00-3:30, AC 108
Minutes

Present: Tom Burke, Nick Chang (Co-Chair), Earl Hagstrom, Peggy Izozaki, Sara Lefkowitz, Sara McKinnon (Co-Chair), Marshall Northcott (Staff Resource), Carol Scialli (Staff Resource)

Absent: Yolanda Bellisimo, Win Cottle, Ron Gaiz, Jon Gudmundsson, Chialin Hsieh (Staff Resource), Mike Irvine, Patrick Kelly, Michele Martinisi, Nathaniel Parker, Nanda Schorske

Others present: Kathleen Kirkpatrick

Welcome/Announcements
- No announcements.

Agenda Review
- Agenda approved. Add: Data and Zoomerang

Minutes
- Minutes of September 28 meeting approved with one edit per Mike Irvine. On page 3, under Technology Committee, point three should read "Received status reports from Enrollment Services concerning Resource 25, NelNet."

Revised Integrated Planning Manual
Second Revision
- Approved Integrated Planning Manual at last meeting but later noticed some changes needed.
- Bringing back to PRAC for recommendation.
- Highlights of changes:
  - Page 12: changes: 2 extra paragraphs explaining two cycles; showed when starting time would be for cycle.
  - Page 13: added Business Information Systems to second group. Moved a couple others under first group.
  - Page 14: added to group 1: Distance Ed, Library/Learning Resources, and Community Education. Cycles every three years.
  - Page 16: added Student Service programs with three year cycle.
  - Page 17: Administrative Services added:
    - Chief Executive Operations
    - Student Learning
    - College Operations
  - Page 18: Added paragraph “between 2010-2012” to show all focusing on assessment of SLOs during that time.


Subcommittee Reports
Technology Planning (Marshall Northcott)
- Meeting tomorrow and will continue to add additional content into Technology Plan.
  - Technology Plan is posted online.
  - Develop project plan and spending plan.
- Resource 25 moving along on schedule.
- Upgrades to labs, replacing 3 labs, including multimedia.
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- Enhanced 911 system being funded.
- Replacement of voicemail system estimate is $50,000.
- Met with Student Senate re: campus wide wireless; building project plan for that.

**Student Access & Success**
- PRAC co-chairs have asked SAS to meet and invite PRAC co-chairs. Scheduling of meeting in progress.

**Educational Planning**
- Have not met yet.
- Were instrumental in writing 10 year Educational Master Plan.
- Need clarification regarding their mission at this point. What is their role? Maybe meet with co-chairs of that group for ideas.
- How track whether meeting 10 year plan?
  - Director of PRIE is tracking.

**Facilities Planning**
- Former Modernization Director submitted a list earlier this year.
- Working on a long term facilities plan and maintenance plan.
- Per Tom: having difficult time providing information to develop plan.
  - Once buildings modernized, they pull out.
  - What are plans for old and new buildings, systems?
  - First project was fire mitigation plan.
- Question about where proceeds from a large donation go. Can they "save" allocations in order to have enough to purchase expensive equipment (such as lawn mowers)?

**Instructional Equipment**
- Requests totaling $25,621.38 are currently being processed.

**Professional Development**
- New subcommittee that started last year.
- Reviewed Professional Development surveys done by other colleges to create own in May.
- Sending surveys out:
  - What are top 10 items identified.
  - Idea is to develop plan and activities some of which would be addressed by flex.
- At One has Moodle training, $55 per person. Moodle is going live July 1. Suggest live training during Flex.
  - Have server space available.
  - Test first and will be major project.
  - Distance Ed Committee recommended we go to Moodle, and that college use it as a single platform for all distance ed and hybrid classes.

**Response to Recommendations for PRAC Resource Recommendations for 2010-2011**

**Review of Memo from President in Response to PRAC’s Recommendations**

**Instructional Supplies**
- District agrees with recommendation to roll over instructional supply budget using previous year amount.
- If resources available, recommendation will be implemented as 2010-2011 operating budget developed.
Subscriptions
- District agrees that subscription and license renewals not be subject to one-time funding allocation process but would like to complete an inventory of college wide subscriptions and license renewals to determine annual cost.
- Once District determines approximate annual cost, it will make recommendation on how to proceed.

Instructional Equipment Addendum
- District does not agree with this recommendation and requires additional study.
  - Idea was arrive at better approach than in past.
  - Committee did not think current practice is fair.

Full-time Faculty Needs
- District will replace Carol Lacy when she retires in spring 2011 as there will be no full-time faculty in Medical Assisting.
- Administration is reviewing need for a Librarian due to opening of new library at IVC. Currently, not a funded position.
- Recommendations 3 & 4 will be reviewed on case-by-case basis. These recommendations were:
  - Full-time faculty needs for at least one of these disciplines (English, English Skills, Spanish).
  - Full-time faculty needs one from each of these disciplines (Biology, Chemistry, Credit ESL).

Other Reports & Updates

Lottery Funds
- Hold for future meeting.

Materials Fees
- Hold for future meeting.

Instructional Specialists (IS) Program Review
- PRAC appointed ad hoc group to look at IS situation. English, English Skills, Math all have ISs used in different ways. There are inconsistencies. What is best use of ISs?
- Group spearheaded by Win asked to do Program Review.
  - Draft Program Review submitted to PRAC.
  - Some English faculty members responded and disagreed with aspects of Program Review.
  - Next step in process is survey students and faculty re: what they see as best use of ISs.
  - Labs have moved, IS structure moved, so survey has not been distributed yet.
- Discussion re: process for sending out survey and who should be involved.

WASC
- Site visit team will be here the week of October 25.
- Open forums so all can meet with them.
- All invited to exit forum where team will share findings.

Other

Data Collection Problems with Zoomerang
- Evidence based decision making recommended by NLN (Nursing) accreditation visit. Need data.
  - Retain statistics re: demographics, pre-entrance testing.
  - Do surveys of courses and look at SLOs and assess.
  - Data should be public.
Problem with Zoomerang is only one person can go on at a time. Data should be public.
Connect data to demographics, instructors, fluid database that can add onto and correlate.
  - Need something that will work with Banner.
  - Survey tool in Banner allows to collect any data but not sophisticated.
  - Argos is a possibility that will track various types of data.
Next step is to have ability to cater to individual programs and their needs.
Contact Director of PRIE for ideas.

Program Revitalization
- Hold for next meeting.

Governance Digest
Kathleen Kirkpatrick
- Communicates what Governance is doing.
- Have published annual digest for 3 years; summary of what governance committees doing.
- Highlights actions by committees.
- After survey, became apparent that missing link is conveying information from PRAC out to community at large.
- PRAC made many recommendations, sent to President, received feedback; now codified in Digest so people see what committees doing; summarizes every committee.
- Suggest tickler file what PRAC is doing.
- Posted on participatory governance web page.
- Per Nick: Feedback plus accountability is what we’re working on.

Meeting Wrap Up/Assignments
- Co-chairs meet with co-chairs of Ed Planning Committee re: next steps.
- Co-chairs contact Facilities Planning
- Co-chairs meet with Student Access & Success
- Nick check with Al re: subscriptions inventory; Marshall partial list
- Nick will discuss with President to clarify IE Addendum
- Reminder to announce Moodle in President’s briefing
- Next meeting is October 26.