Planning & Resource Allocation Committee

November 25, 2014
2:00-3:30
Minutes

Present: Yolanda Bellisimo, Becky Brown, Gina Cullen, Jason Dunn, Patrick Ekoue-totou (Resource), Jonathan Eldridge, Sarah Frye, Michael Irvine (Resource), Christina Leimer, Sara McKinnon (Co-Chair), Cari Torres

Absent: Peggy Isozaki, Gina Longo, Greg Nelson, Carol Perez, Patsy Puertas, Nanda Schorske, Kathleen Smyth, Michael Trump, Sheila Whitescarver

Agenda Review
- Agenda approved.

Minutes
- Minutes of October 28 meeting approved.

Equity Plan
D. Levy
- Draft Current Activities/Initiatives Related to Student Equity distributed. Addressing access, course, completion, ESL and Basic Skills completion, transfer, degree and certificate attainment.
- Some of the 26 activities/initiatives are:
  o Summer Bridge
  o Puente
  o Develop plan to address computer and information literacy
  o Umoja Program
  o Further research
  o Collaborate with BSI on developing a Basic Skills Master Plan
  o Establish MESA
  o Jumpstart
  o COMPASS
- Spreadsheet: Success Rates and Disproportionate Impact by Gender and Ethnicity Fall 2010-Fall 2013 reviewed. There are challenges getting all the data we need.

Technology Plan
P. Ekouetotou; M. Irvine
- Last time at PRAC said would come back with initiative priorities update. Have not finished and need more information. Another meeting on December 11. Need more discussions. Some concerns by members:
- Projected lists need completion times and costs. Next rendition of Tech Plan is next year so will need a new update of the Plan. Trying to understand how initiative are or are not meeting the dictates or our Tech Plan or need to make changes. Hope to bring update at first meeting in spring.
- Second, had discussion about rubric committee had developed to address computer needs. Have a copy of rubric and have some questions about it. Might meet with members of IEC to discuss concerns about rubric. Maybe a rubric that works better.
- Concerned what all sides have to say about computer replacement; computers in lab will be taken care of. There are phases in Tech Plan and need to make sure phases are occurring.
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Professional Development

K. Combs

- Chair of PD Committee. Co-chair with D. Traversi; Cheo, Dayna Quick, B. Patel, D. Kinka, D. Faw. Robust discussions and trying to develop a structure that will support employees of COM as we move forward over the years. Improve upon programs and activities.
- Meet twice a month. Tuesdays, 3:00-4:00. If have ideas for agenda items, please forward to K. Combs. Lately trying to determine funds available (about $20,000) for professional development activities. Need to define criteria for use of funds.
- Plan to redesign the website so that it is more user friendly. List upcoming programs, accomplishments, links to other resources. Need someone to serve on committee in Devon’s absence as she will be on maternity leave.
- Committee will send out an annual survey.
- Flex week is coming up in January. B. Patel will send out a list of all workshops for Flex Week. Committee is offering skill based workshops, fun workshops. Examples: hands on metal casting, Moodle Basics, Medicare workshops, Microsoft Office; campus security update. CAL STRS will provide 3 workshops. Safe space training; trainings for serving on screening committees; long term care workshop; income streams for retirees.

Comments

- IT would like to get in touch with people working on Microsoft presentation. Need proper training for Office 2013. Also focus in Outlook training. P. Tesler will contact P. Ekouetotou to follow-up.
- Suggestion re: working with Brain Injury folks.

Mission Statement

C. Leimer

- Survey on Mission Statement was sent to Board for their input.
- More than half of respondents submitted comments. Most are editorial in nature.

COMPASS

J. Eldridge

- COM Promoting and Supporting Success. Aligned with the Student Success Act. First recommendation of Task Force was better collaboration with K-12. For last year, have monthly meeting of advisory group with districts supported by County Superintendent. A. Pilloton, G. Cullen, and others. Get college ready in high school so get more engaged at the high school level. Implementing some things geared toward senior year. This summer had a great Summer Bridge program but need to be engaged as soon as possible; maybe ninth graders. Could have at least one unit of COM study. Think about what college level course student might want to take in college.
- Let’s also focus the program. Get engaged in ninth grade year as an inevitably; focus on underserved students.
- Drafted concept that says student in ninth grade, parent/guardian, principal, and COM all have responsibilities. Will be college ready with college unit to my name by time graduate from high school.
- Get students engaged about where they can take a course of interest. CTE is one area of interest, ASL, Chinese, Japanese, Psychology, Biology. How do this in a more coherent fashion.
- Could have 250 students that by time graduate high school will be college ready.
- High schools are on board. Great conversations with Novato School District.
• Start looking at things we haven’t done yet like offering a class at the high school. Design orientation and other support mechanisms.
• President and J. Eldridge met with Marica Quijones Marin Community Foundation excited to help us shepherd this through.
• On same wavelength with high schools and they are willing to try some different things.
• It’s possible we can shave off some of the costs of remediation that we spend if we are successful.
• Connect faculty with high schools to align program.
• More conversations planned for January.
• A. Pilloton provided a demonstration to Board. Go to website for PowerPoint presentation. Jon will send documentation to PRAC via e-mail.

Other
Patrick Ekouetotou
• Service deployment items: working on voicemail system. Will send a communication. Doing similar work with e-mail system. Moving technology to the Cloud.

Meeting Wrap Up/Assignments
• Next meeting is December 9. Update on Ed Planning; Facilities Planning