Planning & Resource Allocation Committee

April 3, 2012
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo, Raemond Bergstrom-Wood, Jon Gudmundsson, Mike Irvine, Peggy Isozaki, Molly Johnson, Sara McKinnon, Michele Martinisi, Marshall Northcott (Resource), Nanda Schorske, Carol Scialli (Staff Resource), Kathleen Smyth, Craig Wheeler

Absent: Tom Burke, Mike Dougan, Chialin Hsieh, Norm Pacula

Agenda Review
- Agenda approved.

Minutes
- Minutes of March 27 meeting approved.

Approve Final Feedback Loop Procedure and Form and Memo to President
S. McKinnon
- Follow-up discussion about a feedback procedure to report how allocated funds were spent.
  - PRAC helps prioritize instructional needs; not our responsibility to track expenses.
  - Our role is to recommend priorities and present to President.
- When applying for a one-year grant, it’s not unusual to be asked to report back for two years following grant.
- Suggest that Fiscal handle the follow-up piece and report back to PRAC.

Committee recommends that disciplines or departments receiving allocations should expect a memo with language about spending limitations and verification via the following year’s program review.

Classified Staffing Flowchart
S. McKinnon
- S. McKinnon created a chart and will bring to next meeting after having an opportunity to share with Dean of HR.

SLO Assessment Plan
S. McKinnon
- Thanks to Y. Bellisimo for writing the Plan.

Committee approved SLO Assessment Plan

Tech Plan (Draft)
M. Irvine; R. Bergstrom-Wood
Overview of Draft Plan
- Technology Definition:
  - Applications
  - Equipment
Services
- Tech Plan Development Process (history)
- College Technology Priorities (from Strategic Plan)
- Completed Technology Initiatives
- Summary of Completed Initiatives
- 2012-2017 College Technology Initiatives
- Administrative Computing and Communications
  - Suggestion: Remove planning language to doing language.
  - Suggestion: start dates and completion dates, not projections
- Instructional Technology
- Ongoing Planning, Implementation and Evaluation

Comments
- Plan does not commit funding to what needs to be done.
- Funding for computers must be annual.
- Reminder that WASC wants us to commit funds. Is there a commitment to fund plan? Without this, we’ll get dinged for same thing as before. This IS the plan. Why does it say “Develop an ongoing plan?” We cannot plan to plan. Action steps are in plan but remove vague language.
- Plan is further along than we expected but work on language.
- How communicate PRAC’s serious concern about lack of commitment to fund plan when our understanding is that WASC is requesting this?

Requests from Program Review

IE Supplies Review (Increasing Costs are noted and discussed, but not yet approved.)
- Cross out CHEM, Chemicals.
- BIOL, Laboratory Supplies, $1,600.
- CHEM, Chemicals, $2,250.
- Cross out Dance entry, Physical Therapy Equipment, asked for under IE.
- English/Humanities, Printer Toner for Computer in Writing Center and BC 101, (amount?)
  - M. Northcott and S. Andrien are reviewing the issue about Writing Center.
- MUSIC, Media for Audio and Video Recording, $780.
- MUSIC, Sheet music, pre-recorded CDs, $2,972.
- MACH, $750 total
- ACRT, $2,500 total

Career Ed Items: Increasing Costs
- Hold for next meeting when N. Schorske can address.

IE Miscellaneous
- SOCIAL SCIENCES is offering POLS 210, UCB Model United Nations, set up with specific outcomes that can be tested and satisfy WASC. Annual cost is $1,100 per year.
  - Committee approves this.

Non-Instructional Supplies & Equipment
- Several are faculty computers.
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- **COUNSELING** has no supplies budget at all; need budget so can buy toner, etc.
- **MODERN LANG**, Faculty Computer, $1,350
- **MODERN LANG**, Office (faculty) Computer, HC 115, $1,500 (used by 17 part-time faculty)
- **MODERN LANG**, Office Computer, Department Assistant, M. Namvar, $1,350
- **MUSIC**, I-Pad, $540
- **SPEECH**, Monitor, $141
- **DENT**, Computer & Printer (IVC), new faculty, $2,800
- **MEDA**, Computers (2), Keyboard, Mouse (IVC), $1,290 (full-timer and part-timer)
- **ARTS & HUM**, Department Assistant Computer, $1,200
- **CREDIT ESL**, Computer, Full-time faculty, $1,200
- **ESL Noncredit**, 2 new faculty members, $2,500
- **ESL Noncredit**, B&W printer, $500
- **LIB**, upgrade 5 oldest computers, public access, $5,000

**Other Non-Instructional**
- Hold for next meeting.

**Subcommittee Reports**

**Technology Planning Committee**
- See above review of draft Technology Plan.

**Student Access & Success**
- Hold for future meeting.

**Educational Planning Committee**
- Hold for future meeting.

**Facilities Planning Committee**
- Hold for future meeting.

**Instructional Equipment**
- Committee has met three times and has begun its review of requests. Deans went back to their departments for a discussion about ranking items on their list. Review of the ranked items began at yesterday’s IEC meeting.

**Professional Development**
- Hold for future meeting.

**Meeting Wrap Up/Assignments**
- Next Meeting is April 17.
- Sara will pull computer requests and give to M. Northcott who can evaluate where requests might fit into trickle down plan.
- Marshall will get back to PRAC about status of student printing system in Writing Center.