Planning & Resource Allocation Committee

August 23, 2011
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo, Chialin Hsieh, Mike Irvine, Peggy Isozaki, Sara McKinnon (Co-Chair), Michele Martinisi, Ken Meier (Co-Chair), Marshall Northcott (Staff Resource), Carol Scialli (Staff Resource), Kathleen Smyth

Absent: Tom Burke, Jon Gudmundsson, Nanda Schorske
Others Present: Angelina Duarte

Agenda Review
- Agenda approved.

Minutes
- Minutes of July 6 meeting approved.

Budget Update
Peggy Isozaki

Review of Status of Requests and Recommendations
- Instructional Equipment funded for a total of $55,210, includes equipment, hardware, and software requests. (Funds will come from Hopper Trust.)
- Student Success Initiative: request was $88,304 and $84,500 funded.
  o ASCOM may fund Student Ambassadors and Student Handbooks for $25,000.
  o Transfer Center extension of hours is not currently moving forward.
- Funding of 21 full-time faculty to be hired. $50,000 also allocated for Distance Ed instructor for Fall 2011.
- Equity Study (classified staff): cost to fully fund would be $700,000. Cabinet is still determining what it could fund.
- Distance Ed annual infrastructure cost funded for $32,184.
- Library server funded for $12,000.
- DE, Library, Other Requests funded for a total of $58,022.
- Computer Replacement Plan 2011-2012: Only funded as needed.
- $247,732 out of $407,125 in requests approved.
- Some funds will be in Adoption Budget to be loaded by Friday, August 26. Some items will require budget transfers.

Review of Strategies for Savings or Reallocations
- Charge concurrently enrolled high school students, $50,000.
- Total savings of $275,000 out of $955,000 identified by PRAC, great suggestions.
- Cabinet did more tweaking and got down to a 0 deficit. Then, P for E funds cut in half, over $500,000 this year, over $1 million loss ongoing.
- Some COM highlights this year:
  o Settled two contracts, UPM and SEIU.
  o Restoring full-time faculty positions.
  o Focusing on student success.
- College will continue to look at additional funding sources.
- $550,000 deficit is going to Board at tonight’s meeting. Expectation is deficit will be covered by reserves.

Program Review Template Revision
Sara McKinnon

Annual Mini-Program Review for Budget Requests Revisions, Fall 2011 (distributed)
- All of this intertwined with Program Review and SLOs assessment.
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- Updates on Program Review templates by Program Review Committee; two separate databases, one for budget requests and one for analyzing the program.
- Review of Instructional Equipment template changes.
- Suggestion: Add language have you checked with IT or your Lab Tech that this software will run on existing hardware and without additional cost?
- Suggestion: Under Directors and Deans Comments, page 12, provide numerical options, description of ranking, prioritizing, rating.
- Template is ready for use with suggested edits.

Program Review Revisions for Fall 2011 (distributed)
- Review of template.
- Added to Facilities Section: Please indicate if space is new, existing, temporary and clearly indicate …
- Student Access and Success section:
  - Think about numerical and qualitative data.
  - Asking faculty to check off support services students used and level of satisfaction.
- Review of Curriculum Section, SLOs Section, Point of Improvement.
- Focusing on SLOs before disciplines do their next full Program Review.

SLO Assessment Plan (Update)
Yolanda Bellisimo
- Combined SLOs from all different areas, college wide plus non-instructional SLOs by timeline.
- Focus now is on college wide/GE SLOs; degree, certificate for fall and spring.
- Looking for more practical list of what our degrees are. Chialin will provide list to Yolanda to assist with presenting information to Chairs.
- Suggestion: if drop degrees, capture that as evidence of progress with SLOs.
- Assessment Plan is brought to PRAC as information.

Units
Angelina
- PRAC wants to be able to start looking at units as a resource and be part of planning allocation process that goes with that.
- This is a culture shift, thinking beyond units in silos. Idea is not just re-distributing within own disciplines but looking at overall student needs and patterns; maybe redeploying units, reducing units. This is enrollment management. VP was given directive by President to move institution in that direction.
- Discussion about units cannot be done in vacuum. Chairs need to be integral part of process and not there yet.
- Redeployment must be with Chairs’ engagement.
- Suggestion: Slow down time frame (see Integrated Planning Manual). We could say this year won’t meet this timeline because Chairs not ready.
- Make sure units are allocated as efficiently as possible. Look at FTEs as well, including services. Need to see more students are completers and achievers.
- Comment concerning repeatability and commitment needed by Board.
- PRAC is requesting that enrollment management be integrated with our budgeting process and college wide goals.

Research Advisory Group (RAG)
Chialin Hsieh
- Reviewed role. President asked group to add 4 additional tasks to long-term goals:
  - Monitoring community engagement.
  - Monitoring incoming high school students (focus group).
  - Monitoring assessments for junior and senior high school students.
  - Monitoring transfer students who attended 4-year colleges (focus group).
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- Accessing Dashboard can be found on website.
- ACCJC Rubric for Evaluating Institutional Effectiveness memo (July 2011) distributed regarding evaluating institutional effectiveness. Discussion about expectations and timelines.
- SLOs: We are at development level.
- Planning process survey results distributed based on ACCJC rubrics: Please review to see where we can make improvements.

ECE and Education Courses Move
- Hold until Nanda Schorske is present.

Subcommittee Reports
Hold until Next meeting; review governance report from KK

Technology Planning
- Hold for future meeting.

Student Access & Success
- Hold for future meeting.

Educational Planning
- Hold for future meeting.

Facilities Planning
- Hold for future meeting.

Instructional Equipment
- Hold for future meeting.

Professional Development
- Hold for future meeting.

Other
- Academic Calendar (distributed) includes information on SLOs.

Meeting Wrap Up/Assignments
- Integrated Planning Manual on next agenda
- Share Governance Report from K. Kirkpatrick with PRAC.
- Invite subcommittee chairs to next meeting (September 13).
- PRAC review Accreditation Report
- Chialin: talk to Arnulfo re: involving students in review of Accreditation Report.