Planning & Resource Allocation Committee

December 13, 2011
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo, Raemon Bergstrom-Wood, Chialin Hsieh, Mike Irvine, Peggy Isozaki, Sara McKinnon, Michele Martinis, Ken Meier, Marshall Northcott (Staff Resource), Nanda Schorske, Carol Scialli (Staff Resource), Kathleen Smyth

Absent: Tom Burke, Mike Dougan, Jon Gudmundsson, Molly Johnson, Norm Pacula, Lance Reyes

Agenda Review
• Agenda approved.

Minutes
• Minutes of November 22 meeting approved. Page 2: winter holiday is 3:00-5:00, toast at 4:00.

Enrollment Management
Ken Meier
Introduction
• The Enrollment Management discussion needs to be informed by good data. It involves more than how many units are in the bucket and how successful you are in protecting your bucket. (WASC has assured us we have excellent research, thanks to Chialin.)
• Important to think about it occurring on a continuum with considerations about matriculation, marketing, outreach, and student success. How many students are completing, degrees, certificates, and workforce training to be successful?
• Compliments to Sara for the work by the Academic Senate. The Academic Senate has done 50% of the heavy lifting in order to establish a strategic enrollment management system.

Proposal for Extra Math Units
Chialin: PowerPoint: Course Units Allocation
(Data is being presented following a discussion about Math Department’s proposal for 25 additional units for the fall 2012 semester.)
• Math has the most wait lists.
• Challenges: where are units coming from with no additional resources.
• Committee request on data:
  o Unit allocation patterns for fall 2011 and spring 2011.
  o Take a broad look.
• Data includes:
  o Revised unit allocations (10 year revised unit allocations)
  o Waitlists
  o Course retention
  o Course success
  o Cohort study
• 2009-2010 to 2010-2011: slight drop in units because of 50% summer cuts.
• Math 85: two sections have wait lists as of August 2011
• Math 101: all wait lists except for self-paced which have caps of 100 so waitlists won’t appear.
• Math 103: Intermediate Algebra, waitlists even with high enrollments.
• Spring 2012 waitlist information as of 12/12/2011:
  o ENGL 155 with two sections has waitlists.
• Review of English retention information.
• Review of Math retention information.
• Review of Cohort Studies.
• Preliminary Conclusions:
  o Revised Unit Allocations
    ▪ Within department
    ▪ Among departments
  o Waitlist: Math has highest
    ▪ 90% of students tested into below level college Math.
    ▪ English placement test: 75% tested into below college level English.
  o The following data sets in Math are very troubling:
    ▪ Course Retention
    ▪ Course Success
    ▪ Cohort Study

Comments:
• Many of our students are going elsewhere for their Math requirement.
• Need some contextualized Math courses run as pilots.
• Significant successes with accelerated Basic Skills courses.
• Is Banner enforcement of prerequisites affecting data?
• We want more Math units but need assurances that students will succeed.
• Need a contingency plan that we agree upon to add sections now while dealing with long term systemic issues.
• Propose one pilot at IVC of contextualized Math.
• Suggest Math Department does a program revitalization (two year time frame).
  o Program Review Committee would review data and send revitalization recommendation to the Academic Senate who will forward it to the discipline and to PRAC if there are financial considerations.
  o Ask Math Department to do professional development, curriculum development, redo cut scores.
  o Hold Department accountable.
  o Needs to be dialogue between COM and high school Math and English departments.
• How do we rescue students likely to fail in meantime when same instructors are using same strategies.
• Where will units requested come from?
  o Possibly redirect units from self-paced courses not succeeding. Self-paced course could be done as a DE or DE/hybrid course.
  o 16 classes are self-paced and 2 of each course. Could take some of these and do a hybrid or a contextualized class.
  o Need more fine-grained analysis of in which students sign up for the self-paced classes.
• Board is concerned about declining head count and enrollments may not be as robust this spring as fall 2011. If burgeoning wait lists in January, do we make those students wait?
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- Do we have numbers on students who got kicked back because of prerequisite enforcement? How many students waiting to resolve this issue.
- Per Raemond: pre-requisite system has issues.
  - Often doesn’t work.
  - Some students have already fulfilled prerequisite requirement by testing in to or placing into a higher level class, but somehow not reflected in Banner. Banner is only capturing the specific lower class pre-req.
- Per Marshall:
  - Some programming glitches.
- Ask OIM how Math Lab is funded and run.
- We’re looking at data and seeing patterns of evidence. We’ll have another discussion in January.
- Ken will take evidence to Math Department.
- There are times when need to move quickly to protect long term institutional integrity.

**Academic Senate Enrollment Management MOU Revision**

**A Shared Governance Approach to Enrollment Management**

*Sara McKinnon*

- MOU (distributed) represents revision of 2009 MOU and passed by Academic Senate.
- Sara will let PRAC know status when we return in January.
- Process has not been changed but added section to clarify roles and responsibilities and added student pathways.
- Added things to criteria; left out Basic Skills sequential courses by mistake.
- Procedure for allocation, cancellation attached to the MOU.
- III., Process, 3. May be controversial regarding blueprints i.e., “Deans may make recommendations ... but the final decision regarding the blueprint plan that is submitted to the VPSL and the Blueprint Task Force rests with the faculty.”

**Other Reports & Updates**

*Software Inventory Work Group*

- Have compiled a list of software across college.
- Hope to have all software needs documented by next budget cycle.

**Meeting Wrap Up/Assignments**

- Next meeting is January 24, 2012.
- Ken will follow-up with Math folks, providing data.
- Ken will share Chialin’s data with Department Chairs.
- Next Meeting: agenda item is Academic Senate MOU