Planning & Resource Allocation Committee

February 11, 2014
2:00-3:30, Austin Center 177
Minutes

Present: Yolanda Bellisimo, Becky Brown, Gina Cullen, Jonathan Eldridge, Sara Frye, Gina Longo, Sara McKinnon (Co-Chair), Michele Martinisi, Nanda Schorske, Carol Scialli (Resource), Kathleen Smyth, Sheila Whitescarver, June Yokell

Absent: Jackie Barretta, Jeff Fleisher, Peggy Isozaki, Greg Nelson, Cari Torres, Ben Wilson

Agenda Review
- Agenda approved.

Minutes
- Minutes of January 28 meeting approved.

Program Review
S. McKinnon
Additional Units Requests
- ANTH 204 and ANTH 215: 6 units total
- ANTH 102: offer online version, 6 units (course outline for a Distance Ed version has not been submitted or approved by curriculum as of this Program Review writing.
- The committee would recommend 12 units total but need to check on the online course re: whether it is approved.

- BIOL 110L Coordinator: already approved and negotiated.

- DRAMA 151, Intro to Stage Costume: new, added for transfer degree, 4.49 units.
- DRAMA 152, Intro to Design: Added for transfer degree, 4.49 units.
- The committee recommends the Drama units.

- ENGL 150 (English 1A), English Comp: want to change from 3 to 4 units. Question re: affect on Nursing curriculum. This would add 34 units because there are 34 sections a year.
- Suggest this needs to be a broader conversation. Encourage English and others to engage in a college wide conversation due to ripple effects and consequences involved. Groups like Counseling, Nursing and others should be involved.

- Online Writing Center (OWC), Summer Coordination: 1.5 units. (Questions remain; hold for further discussion when C. Torres is present.)

- Modern Languages: Reinstatement of units (French, Italian, Spanish), 6 sections, for a total of 18 units for AA degree restoration. Majority of units would be for Spanish.
The committee recommends 18 units to reinstate conversational courses.

- PE 191A-10, Men’s Soccer Theory
- PE 191A-20, Women’s Soccer Theory
- PE 192A-10, Men’s Basketball Theory
- PE 192AO-20, Women’s Basketball Theory
- PE 194, Volleyball Theory

Committee recommends 5 Sections of Theory courses to accommodate fall sports, between 10-15 units.

- ECON 101, Macroeconomics: additional sections due to waitlists and reduction of class size, 2 sections for a total of 6 units. Trying to bring down the number of students (49) (class max) in a section.
- Committee is recommending 6 units for Macroeconomics.

Miscellaneous Requests

- BIOLOGY, $13,125.00, for service and maintenance of two new autoclaves. Recommended to check with Greg regarding warranty/service contract negotiations for new equipment and also to check with other departments that may be able to utilize the autoclaves as well.
- CREDIT ESL, $1,791.00, for 15 Longman’s American English Dictionaries @ $41 each and 26 Longman’s Advanced dictionaries @$42 per dictionary.
- DENTAL ASSISTING, $5,000, to replace broken and/or outdated equipment and update DVD library and cover increased cost of dental supplies. N. Schorske will check into this request.
- DRAMA, $193, for subscription to Theater Bay Area.
- NC ESL, $1,100, a set of 30 Longman Dictionaries and a book cart for classes meeting in PV Portables.

Form Committee: FTFAC

- Y. Bellisimo, M. Martinisi, S. Whitescarver, G. Cullen, S. Frye volunteered to be on this subcommittee.

Subcommittee Reports

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
- Begins meeting in spring 2014.

Professional Development
K. Combs
- K. Combs is committee co-chair with D. Traversi. Focus to date has been:
  - Catching up where K. Kirkpatrick left off. Survey was administered and will report out soon. Hope it will inform training topics going forward.
  - Opportunities for training on extra flex days.
  - Results of survey will help plan an agenda for the year. Idea is to do one or two things well so can accomplish things.
  - Trying to move an initiative forward for a committed trainer. Trainer would understand how organizations operate; how we are designing and delivering training plans.
  - Looking at a redesign of some of the scope of the position formerly occupied by K. Kirkpatrick.

Meeting Wrap Up/Assignments
- Next meeting is February 25.