Planning & Resource Allocation Committee

February 14, 2012
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo, Raemond Bergstrom-Wood, Tom Burke, Mike Dougan, Chialin Hsieh, Mike Irvine, Peggy Isozaki, Molly Johnson, Michele Martinisi, Sara McKinnon (Co-Chair), Ken Meier (Co-Chair), Marshall Northcott, Nanda Schorske, Carol Scialli (Staff Resource), Kathleen Smyth

Absent: Jon Gudmundsson, Norm Pacula, Lance Reyes
Others Present: David Wain Coon, Peggy Dodge

Agenda Review
• Agenda approved.

Minutes
• Minutes of January 24 meeting approved.

Strategic Planning Process
David Wain Coon
• Our first Strategic Plan time period was 2009-2012. Now, we need to start work on a second Strategic Plan.
• In light of this, refer to pages 11-12 of Integrated Planning Manual. President notes that on page 12, last blue area, a timeline revision/adjustment needs to be made. Discussion ensued about whether entire Manual needed to be revised as opposed to making a revision only to the timeline section.
• President also poses question regarding the appropriate body to work with consultant, Ed Buckley, to help drive the process of developing a Strategic Plan. It could be a team of PRAC or College Council but President recognizes that PRAC has a heavy workload already.
• Group decided College Council might be a better fit because the workload is not as heavy. PRAC recommends that we make a revision to the Timeline and Process for Developing Strategic Plans section in the Integrated Planning Manual for 2012-2015 and make the oversight body be the College Council.

Strategic Plan – Educational Planning Committee (EPC) Recommendations
Peggy Dodge, Co-Chair, EPC (PowerPoint Overview)
• The purpose of the EPC was to update the Educational Master Plan (EMP) recommendations to assist the development of the Strategic Plan 2012-2015.
• The committee was revitalized in fall 2011 and its charge is an annual review of progress.
• This was an overview to feed next strategic plan for consideration.
• Process: committee met eight times last semester and once this semester and invited responsible parties to present progress reports.
• EPC discussed and prioritized recommendations and are forwarding 12 recommendations for next Strategic Plan 2012-2015.
• Priorities are on page 3-13 and 4-13:
  o Student access
  o Student Learning and Success
  o College Systems
Community Responsiveness

- In growing DE EPC felt it important that growing does not have to be done by increasing offerings, not exclusively how many DE courses we have.
- Emphasis on evaluation of effectiveness of plan and SLOs, page 8, SS1, SS2, SS3.
- SS4, page 9, emphasizes curricular alignment with K12.
- College Systems: Facilities Plan is tied to accreditation.
- CS3: Tech Plan is tied to accreditation.
- CS5: SLOs and Program Review needs to be addressed here.
- Community Responsiveness: Emphasis is on insuring things are shared and understood campus wide and being incorporated and implemented. Some of this was already going on but had no strategy around communication.

Comments

- Congratulations to EPC for accomplishing a monumental task.
- In overview of matrix, make distinction between tying and combining.

By consensus PRAC accepts the Ed Planning Committee’s report on the Ed Master Plan and the recommended revisions.

Survey Results from Students, Staff and Faculty

Chialin Hsieh (All results can be found on website.)

Review of Faculty/Staff Survey

- Leadership
- Decision-making
- SLO and Program Review
- Accountability
- Instruction/Course Offering/Class Pairing/Allocation of Resources
- Faculty

Review of Student Survey

- Overall Praise for COM
- Department Services
- Faculty

MOU – COM Enrollment Management (Final Version)

Sara McKinnon

- Review of February 10, 2012 iteration of MOU reflecting changes made by President, VPSL, and Academic Senate President.
- Senate will review changes to decide if meets with its approval.
- Allocation of units will be part of PRAC’s responsibility.
- On page 5, new addition is number 5, Emergency Unit Allocation: 25-30 units in operating budget will be given to VPSL to allocate units on a temporary basis.
- GE Committee is working on adding when course outline was last updated. Will ask about status and more truth in advertising. Would feed into this process.
- Last two pages concern what happens when classes are cancelled; how to appeal to get them back; would have to be cancelled two times in a row but could appeal back.

Comments
Planning & Resource Allocation Committee

- Be careful about not confusing blueprint with master schedule. Once we do master schedule, it would have a commitment that we would stick with those courses and not cancel those courses.
- Need broad representation on EMC and wondering about structure.
- Question by Dean about role clarification: Faculty are in charge of curriculum. Not sure we have clear definition of what managers and deans are responsible for. What are expectations of managers? What is their role, responsibilities? We may need to touch on this.

Accreditation Update
Ken Meier
- We are back on warning status and must be compliant with recommendations by October.
- President has scheduled a special meeting on Wednesday with all recommendation responsible parties.
- Warning is issued for deficiencies identified in the team report and associated with Recommendations 1, 3, 5, 7, 8, and 9.
- Recommendation 1 concerns the planning process which is working, but we did not get plans done, i.e., Facilities Plan and Technology Plan.
- Work on SLOs is continuing but we are not there. We have not been asked to respond to SLOs but SLOs were highlighted in the midterm report.
- Per Yolanda: We need help in showing scenarios regarding closing the loop. We didn’t do a good job of explaining it and writing it in a way that shows what we do. (Recommendation 1)
- Academic managers met today and will support departments to develop SLOs. VP has seen faculty members working on SLOs and Student Services is working on their SLOs. A significant number of course outlines have not been revised for a long time.
- Will invite Sara and Yolanda to a Chairs meeting if interested to alert Chairs about status of SLOs and course outlines.
  - They feel it is more beneficial to approach people individually.
- Per Yolanda: Summarized a list regarding degrees and SLOs not completed.
- We need to deactivate unneeded degrees.
- Also important for Chairs to have department meetings, take notes, data re: SLOs as evidence that there is a dialogue occurring.
- Timeline is May for COM’s report back to Accrediting Commission. Assessment must be done by end of semester and be used to influence instruction in fall 2012.

Subcommittee Reports
Technology Planning Committee
- TPC had its first meeting with WTC Consulting and got off to a good start. More members have been assigned to joint committee.
- Consultant is gathering information on what we have already.

Student Access & Success
- Nothing to report.

Educational Planning
Chialin Hsieh
- See presentation above by EPC Co-Chair, Peggy Dodge.
Facilities Planning
Raemond Bergstrom-Wood
• Committee reviewed Facilities Master Plan at Saddleback looking at its elements. Committee will use plan as a model to develop COM’s plan.
• WSCH data will come from 320 report by Ron Walashek. Important to have accurate data. MIS data is not reliable.
• Facilities Planning Committee is in crisis and cannot afford to work with bad data.

Instructional Equipment
• Nothing to report.

Professional Development
• Meeting today.

Meeting Wrap Up/Assignments
• Next meeting is February 28, 2012.
• Ken will speak with President about Facilities Planning Committee issues