Planning & Resource Allocation Committee

February 28, 2012
2:00-3:30, AC 108
Minutes

Present: Raemond Bergstrom-Wood, Mike Dougan, Chialin Hsieh, Mike Irvine, Molly Johnson, Michele Martinisi, Ken Meier (Co-Chair), Marshall Northcott, Carol Scialli (Staff Resource), Kathleen Smyth

Absent: Yolanda Bellisimo, Tom Burke, Jon Gudmundsson, Peggy Isozaki, Sara McKinnon, Norm Pacula, Lance Reyes, Nanda Schorske

Agenda Review
- Agenda approved.

Minutes
- Minutes of February 14 meeting approved with following edits:
  - Under Technology Planning Committee, page 3: Change “joint” to “join”
  - Under Strategic Plan – Educational Planning Committee (EPC) Recommendations, page 1: Delete “Strategic Plan”

Accreditation Update
Ken Meier
- The President explained the context of our Warning status to the Board at its last meeting and he is confident we will meet WASC’s expectations. He is chairing a weekly meeting, the Accreditation Response Team to develop strategies for addressing WASC’s recommendations. Plans are being established for completion.

Update Re: Recommendations
- Recommendation #1: The primary issue is lack of a Facilities Plan and a Technology Plan.
- Recommendation #2: SLOs.
  - Yolanda, Sara, Anne Gearhart are meeting individually with Chairs and doing a great job of training people.
  - VP just held a team meeting with Deans about SLOs.
  - This recommendation is forcing a penetrating review of the curriculum, degrees and certificates that are in place. There are courses that haven’t been reviewed, degrees and certificates that we don’t give out any longer. So, we’ll have a leaner, more streamlined curriculum.
  - The Curriculum Committee and Academic Senate are making stands.
  - A General Education Task Force is also working on urging faculty to update GE course outlines.
  - A district wide sharing and dialogue about SLOs during Convocation week would demonstrate to WASC that we are serious.
- Recommendation #3: Distance Ed.
  - We are moving forward and already have an excellent Distance Ed Committee (DEC).
  - WASC is looking for a plan not just having an infrastructure in place. We need an institution wide strategy regarding technology mediated instruction.
  - What is our long term goal with Distance Ed? A faculty survey will be administered to help us determine how to move forward with Distance Ed.
  - VP is assuming personal leadership over the Distance Ed effort.
Recommendation #5: Lack of services at IVC.
- Need to remedy the lack of library services, learning resources, and student support services for evening, IVC, and online students.
- A new Librarian, John Erdmann, has been hired who is working two days a week at IVC.
- We are working to address the other aspects of this recommendation.

Recommendation #7: Facilities Master Plan.
- VBN Consultants have been hired to develop a plan. This is in progress.

Recommendation #8: Technology Plan.
- A Consultant, Ann-Marie Lancaster, from WTC, has been hired to write a Technology Plan. The Technology Planning Committee is currently working with the Consultant to identify groups she will meet with to gather information. She is scheduled to attend PRAC on March 27.

PRAC Task Schedule Related to Accreditation
Chalin Hsieh
(PRAC Accreditation Tasks distributed) Discussion about how we can accomplish everything we have to achieve within a short timeline? The tasks are:
- Resource Allocation (Program Review & SLO, Rec #1)
- Integrated Planning Manual (Rec #1)
- Strategic Plan 2009-2012 Progress Report (Rec #1)
- Strategic Plan 2012-2015 (Rec #1)
- SLO Assessment Plan (Rec #2)
- Distance Education Plan (Rec #3)
- Facilities Master Plan (Rec #7)
- Technology Master Plan (Rec #8)

Comments
- Technology Planning Committee hopes to have a Technology Plan completed by April 30.
- Facilities Planning Committee hopes to have its plan by April 30.
- PRAC needs to hold additional meetings April, May, June in order to meet deadlines.
- Committees need to let us know when they will have their plans done for review by PRAC by May 1.
- The Plans that must be submitted to PRAC by May 1 are:
  - Technology Plan
  - Facilities Plan
  - Distance Ed Plan
  - SLO Assessment Plan

Committee Websites
Kathleen Kirkpatrick
(Presentation re: Accessing Governance Committee Websites)
- A recommendation was made by PRAC to establish websites for all Governance committees to post agendas, minutes, and documents. This is now in implementation stage.
- A committee staff resource person will probably do the postings for each committee.
- PRIE has begun to create templates for these websites.
- Need a link for Governance under About the College.
- To find site for Governance Committee postings, go to COM website, then:
  - Faculty & Staff
Planning & Resource Allocation Committee

- **Planning & Research**
- **Participatory Governance**
- **PGS Standing Committees**
  
  - Marshall, Mike, and Sara should have access to *Contribute* for *Technology Planning Committee* web page.
  - Maridel Barr is the staff resource for the *Facilities Planning Committee* web page.
  - Ken, Carol, and Ali should have access to the *Distance Ed* web page.

*Professional Development Committee*

*Kathleen Kirkpatrick*

- In partnership with the Office of Student Learning, Staff Development is providing a series of orientations for full-time faculty, the *New Faculty Academy*. Two sessions were held already and each session includes some logistical topics as well as some related to teaching and learning.
- New faculty members do a 10 minute teaching presentation to share with colleagues about their teaching or discipline.
- There are five sessions, one per month, Friday mornings.
- Idea is to build a cohort of new faculty for mutual support. All but one were previously part-timers at COM.
- Website will be created for *New Faculty Academy*.

*Subcommittee Reports*

*Technology Planning Committee*

- Committee has looked at Diablo Valley’s Tech Plan. Consultant, Ann-Marie Lancaster (WTC), is working on putting elements together from previous plans. Committee will meet this week.
- Dr. Lancaster plans to get together with various constituent groups and will attend the March 6 Department Chairs’ Meeting.
- She asked about innovative methods of teaching and learning and related technology.
- Contact Mike or Marshall to advise of individuals or groups she should meet with.
- Think about what goals in last plan were completed and what is still needed.

*Student Access & Success*

- Nothing to report.

*Educational Planning*

*Chialin Hsieh*

- Nothing to report.

*Facilities Planning*

- Laura’s documents were e-mailed to PRAC.
- Facilities Consultant firm, VPN, is sharp and understands. Accurate data is needed because DSA treats as gospel.

*Instructional Equipment*

- IEC will begin meeting in March.
Professional Development
• See discussion about New Faculty Academy above.

Meeting Wrap Up/Assignments
• Carol will contact committees advising of due date for their plans.