Planning & Resource Allocation Committee

January 24, 2012
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo, Raemond Bergstrom-Wood, 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)

Absent: Tom Burke, Jon Gudmundsson, Norm Pacula, Lance Reyes, Kathleen Smyth
Others Present: Becky Brown, Patrick Kelly, Laura McCarty

Agenda Review
- Agenda approved.

Minutes
- Minutes of December 13 meeting approved.

Student Success Task Force Update
Ken Meier; Sara McKinnon
Re: Task Force Recommendations
- Public comment closed in December and Board of Governors (BOG) approved the recommendations on January 9.
- Per Raemond: There are not enough students on task force. Task force has a limited idea of student success and he voiced same to BOG. He also went to a Consultation Council re: implementation process.
- BOG will send recommendations to legislature where there might be an opportunity for public comment.
- Recommendations represent a huge shift in the mission.
- President’s Office drafted a summary of the larger report. Urge Chairs to alert faculty of these new regulations because major modifications in Title 5.
- The attempt is to create centralization with community colleges and give Chancellor’s Office more authority.
- Comment that Angelina Duarte’s presentation re: Student Success is tailored to our needs specifically as opposed to having regulations imposed at the state level.
- City College is concerned about equity issues for students.

Academic Senate Enrollment Management MOU Revision Final Version
Sara McKinnon
- Academic Senate passed a version of MOU at end of last semester. MOU was forwarded to the President and Vice President for review and edits.
- MOU is with President’s office who is merging all three versions.
Enrollment Management Subcommittee of PRAC: Proposal to Send to GRC

Sara McKinnon

- Discussion re: establishing a subcommittee of PRAC called Enrollment Management Committee (EMC) to cover many areas of college. (This is for unit allocation.) It’s too huge a project for PRAC and PRAC does not have wide enough representation.
- Hope to bring final MOU to next meeting.
- Review of draft EMC Charge; goes next to GRC who would determine whether or not we do this.
- Large committee but could be separated into smaller groups to complete tasks.
- Composition:
  - 6 managers
  - 12 faculty and counselors
  - 4 classified staff
  - 4 students
  - 2 resources

Comments

- Chairs’ role is to advocate for and represent their departments. It seems this would be part of their workload.
  - The EMC would give Chairs an opportunity to participate and respond.
- MOU states PRAC makes recommendations on enrollment management but final decision goes from PRAC to President.

PRAC reached consensus to forward EMC charge to GRC.

Timeline for PRAC’s Involvement in Unit Allocations in 2013-2014

Sara McKinnon

- Blueprint, Student Pathways and College-wide Master Schedule Timeline distributed and reviewed for discussion.
- Sciences have their stuff sorted out.
- ESL’s courses are sequenced.
- Math and Science are moving to a new building so need to reorganize schedule based on new building.
- Need business plan for IVC i.e., the types of programs that should be located there and need to think about how the two campuses fit together.
  - Must be strategic about it, offer support services and create a program for students.
- Another issue that could affect scheduling: UPM is demanding that the compressed calendar be implemented. A compressed calendar would impact facilities and scheduling.
- Has student pathways piece been launched?
  - Angelina was thinking Counselors would work on but work groups include discipline faculty.
- Suggest working through October 2012 rather than May 2012 on this to go into effect fall 2013.
- Add EMC at top of document.
- Committee will be responsible for creating a work plan. Timeline can always be adjusted.
**Current Semester Enrollment**

*Chialin Hsieh*

- Today’s current enrollment for spring 2012 distributed with comparison to spring 2011.
- We have a 6.7% decline as of January 24, 2012.
- Average student load is 7.7 units so higher than last semester. Fewer students but more units per student.
- Current enrollment analysis handed out with more detail also distributed showing:
  - Continuing
  - New first time student
  - New transfer
  - CCP
  - Readmitted
  - Uncollected
  - Total decline is 436 head count.
- Performance class registration will add to count; plus CTE concurrently enrolled.
- Variables affecting enrollment:
  - Financial Aid (about 300 dropped for no progress)
  - Prerequisite Enforcement
  - Blocked registration for fees owed (over $600,000)
  - We had 5% shortfall head count in fall so not surprising still shortfall this spring
- Testing Office notes higher number of students testing.

**Instructional Equipment Requests through Bond Funding**

*Patrick Kelly, Chair*

- Clarification requested regarding equipment needs in *Physical Sciences*.
  - FF&E funds set aside and wondering about request process, turnaround time; do all requests need to be in PR?
  - Planned for new building before set PR and before there was a PRAC. Now, how does the process fit the new building?
- Last year *Physical Sciences* received no funds; did not submit a mini-review because assumed requests from year before would carry over. Now, he does a mini-Program Review each year.
- Distiller in Chemistry is over 30 years old. All agree if it gets touched it will fall apart. Talked about getting a new one.
  - His department didn’t ask for a new distiller and distiller will be going into new building before next Program Review.
  - Ice machine (didn’t ask for one.)
  - Things that show up that we can’t foresee as *Math & Sciences* move into new building. Yet they can’t survive without some of these items.

*Laura McCarty*

- She was given a list of IE that should be funded by Bond and folded into requests. FF&E could accommodate.
- Now, *Modernization* is at a phase where it will bring users in again and prioritize.
- She will try to put additional requests in the budget. The distiller has already been added to the list.
- Bond fundable items (Program Review) have been given to Laura’s office but will also be seen by IEC.
• Generate a list for each Science area so they can see it and determine if anything extra is needed.

Comments
• Need to have a summary sheet for each program that shows requests made (totals) and what is requested from Bond funds so can be clear about whether to make requests in Program Review or if request is part of Modernization.

Becky Brown
• Since vendors’ prices go up is it permissible to purchase items before building is completed? Becky estimates thousands of dollars might be involved.
• Per Laura: Have done some purchases on case-by-case basis. Risk is if items are purchased ahead and don’t find their way to new building. Plus, we’re only 8 months away from fitting out new building so not that far in future.
• Comment: May not have coverage for warranty period if buy ahead of time and sits in warehouse. Dean of Workforce ran into problems with their building.
• We don’t have proactive procurement system; could be better negotiating for pricing. Cabinet may need strategic discussion on this topic.
• Becky forwarded list of items to VP who will bring to Cabinet.

Subcommittee Reports
Technology Planning Committee
• Meeting with consulting firm in two weeks and prepare next week.
• TPC meetings are Thursdays, 2:00-3:30.

Student Access & Success
• Nothing further to report.

Educational Planning
Chialin Hsieh
• Almost done with review of Ed Master Plan. Need feedback from all members on final recommendations.
• Will submit final recommendations to PRAC at next meeting. Hope to have before the meeting. If so, will forward to Carol to send out to PRAC.

Facilities Planning
• Nothing to report yet.

Instructional Equipment
• Has not met yet.

Professional Development
• Will do professional development with new faculty.
Other Reports & Updates

SLOs Update (handout distributed)
- Review of:
  o Evidence needed by March 2012.
  o Work in process and must be institutionalized by December 2012
  o ACCJC Proficiency bullets show what all schools must meet by the end of 2012
- WASC expectation is that we will have reached proficiency level by end of 2012.
- We have an SLO Master Plan and made revisions.
- Schedule for assessing degree and certificates: some departments have done this but many have not.
- From CTE groups need to know outside agency testing information. How are degrees and certificates assessed?
- Degree level SLOS: need to know what they are and examples of assessment.

Comments
- Deans have goal to reach proficiency by 2012.
- Yolanda would like to meet with Deans and Directors as soon as possible and find mechanism to communicate to individuals who have not completed their processes, then try to reinforce at next Chairs’ meeting.

Program Review Update
- Mini Program Review is done and Program Review facilitator is making pdfs. Finishing others in next two weeks.

Meeting Wrap Up/Assignments
- Next meeting is February 14, 2012.
- Ken will send out Student Success Task Force summary.
- Ken will follow-up with Deans about degrees and certificates.