Planning & Resource Allocation Committee

January 28, 2014
2:00-3:00, Austin Center 177
Minutes

Present: Yolanda Bellisimo, Becky Brown, Gina Cullen, Jonathan Eldridge, Sara Frye, Peggy Isozaki, Sara McKinnon (Co-Chair), Nanda Schorske, Carol Scialli (Resource), Kathleen Smyth, Cari Torres (Co-Chair), Sheila Whitescarver

Absent: Jackie Barretta, Jeff Fleisher, Gina Longo, Michele Martinisi, Greg Nelson, Ben Wilson, June Yokell

Agenda Review
- Agenda approved.

Minutes
- Minutes of December 10 meeting approved.

Hiring Update
C. Torres
- Review of full-time faculty recruitments as of the week of January 27, 2014:
  o Biology
  o Chemistry (replacement for instructor who resigned)
  o Child Study Center (replacement for instructor who resigned)
  o English Skills
  o Music
  o Sculpture
  o Spanish
- Hiring of a part-time Soccer Coach has been posted.
- Hiring for an Art History temp pool is anticipated.

Units for Spring 2014 and Summer 2014 Update
C. Torres
- We haven’t hit census yet. Right now, we’re up about 40 units from Spring 2013 and 70 units from Fall 2013. For Summer, we’re at Spring 2014.
- Summer initial allocation is 197.64 units. Last summer, we were at 100 units.
- First census date is February 3.
- The President would like to convert more part-time units to full-time positions.
- Noncredit will have a program this summer.
Mission Statement

C. Torres

- President will take Mission Statement to Board at March meeting then bring back to PRAC. Getting Board to understand their role in process. We may see something by April. A subcommittee of PRAC will work on Mission Statement and set up a process by which we will obtain input from entire college.
- Mission Statement is supposed to be reviewed every five years but it is no necessary to change it.
- Chancellor’s Office has narrowed our mission to some extent.
- There is a difference between a Mission Statement and where we want the college to be five years from now (vision).

Program Review Update

S. McKinnon

- Program Review will be on next meeting agenda. Mini-Program Reviews are almost done but not full Program Reviews.
- Academic Mini-Reviews: made PDFs of all that were done.
- Media Services is in process of working on its Program Review. They cover classrooms across the college. (A larger discussion is needed regarding this department to get sense of longer range plan for technology.)
- Need mechanism to get software needs on radar. How will we plan instead of react to emergencies (warranties etc.)?
  - It is possible to negotiate contracts correctly to eliminate need to maintain equipment. Instructional Team and VP of College Operations will discuss issue on February 11.
- Full scale Program Reviews are coming from Student Services side.
- Draft Calendar of Events distributed; dates and timelines reviewed.
  - February 11 or 25: full-time hires
  - We will try to provide President with a list of full-time faculty recommendations earlier in the semester.
  - March 25: may want to move back to February (other full-time faculty and additional units requests).
- Administration did Program Reviews last year. The VP of Student Learning will work on a Program Review for Articulation and submit by March 1.

Spring 2014 PRAC Meeting Schedule

- Schedule is every other week until May.

Subcommittee Reports

Technology Planning

- Looking at review of Tech Plan and recommendations out of Technology Consultant report (WTC Report) from a couple of years ago.
Student Access & Success

- SAS had a great conversation at last week’s meeting.
- A number of things are moving forward:
  - Data moved forward from student survey, Community College Survey of Student Engagement.
- Developmental Math Task Force is in progress. Task force is willing and open at any time to all interested faculty.
- Issues of transportation: have charter that would address this; some things we would need to do.

Educational Planning

- Meeting next week.

Facilities Planning

- Austin Center will be torn down; parking lot will stay. Some temporary buildings will go too. M&O buildings will be consolidated.
- NAC and portables will replace classrooms that are lost.
- We’re up to 53 classrooms available. We still have rooms available during peak times. With no changes to schedule we still have room even if we grow.

Instructional Equipment

- Begins meeting in spring 2014.

Professional Development

- Nothing to report.

Other

- Question whether an online form exists for Reprographics requests.

Meeting Wrap Up/Assignments

- Next meeting is February 11.