Planning & Resource Allocation Committee

July 31, 2013
3:00-4:00, Austin Center 177

Minutes

Present: Jonathan Eldridge, Jon Gudmundsson, Mike Irvine, Sara McKinnon (Co-Chair), Carol Scialli (Resource), Cari Torres (Co-Chair)

Absent: Yolanda Bellisimo, Gina Cullen, Peggy Isozaki, Molly Johnson, Dawn McIntosh, Nanda Schorske, Kathleen Smyth, Craig Wheeler

Others Present: Jackie Barretta, Interim Director of Information Technology

Agenda Review

- Agenda approved. Add: Computer Replacement and Software Update.

Minutes

- Hold review of July 9 minutes for next meeting when additional members are present.

Schedule Restoration

Recommendations for 2013-2014 Schedule Restoration distributed: C. Torres

- In President’s July 10 Summary of 2012-2013 PRAC Recommendations for Funding document $150,000 is allocated for schedule restoration. Draft Handout represents those courses that will be restored.
  - Total for 2013-2014: 54.35 units recommended at this time
  - Deans were consulted.
  - IGETC courses were considered.
- College Skills is missing from list.
- It’s late to find instructors for fall courses so may not see much in terms of restoration; hope to add back ENGL 98.
- We are deficient in area 3A, Arts. Need full complement of IGETC in summer.
- Summer session: high demand courses that students need.
- If we add Noncredit and College Skills we should meet the $150,000 that was approved to be restored.
- C. Torres will revise Recommendations document and send out.
- As we increase efficiencies, we hope to restore more units in the future.

Comments

- Summer 2014: Must consider how Student Services bridge classes would be funded.
- Film was cut because it did not do program revitalization. Dean would work with VP to suggest restoring Film. Once program revitalization is completed, it goes to Academic Senate, then PRAC.
  - Question would be does plan make sense to the institution and should we fund it?
Some schools merge multimedia and film. Could also combine film with journalism. 
Check back on status of film revitalization; interdisciplinary approach was suggested if that is not currently in progress.

Other Reports & Updates

Software: J. Eldridge

- PRAC recommended funding for a number of pieces of software. Software Procurement, Installation & Tracking Procedure document distributed; 2012-2013 recommendations attached.
- The Software Advisory Committee recommends software.
- Review of proposed procedure.
- Track expenditure of funds and status of software.
- Must determine correct staff members to contact regarding software; verify software to be ordered.
- Send e-mail to Department Chair and ask for name of appropriate contact person.

Comments

- Department point person should be part of the conversation and coordination meeting.
- Lab Techs are appropriate people to contact.
- New process can start immediately. Adobe Master Suite, Creative Cloud Version would be good to have for start of semester.

Computer Replacement Plan

J. Eldridge; J. Barretta

- Looking at computer replacement options and have had several meetings with HP and Lenovo.
- Majority of campus desktops for faculty and staff are way too old.
- HP Program as a ballpark idea:
  - 4 year lease, good deal. We could replace 550 machines (all campus computers), 800 series, latest generation, $129,000 a year. President says we can do this. At end of 4 years, we receive new computers. Impediments?
    - Fiscal
    - Servers
    - Software upgrades
    - Hire someone to install the machines in a timely manner. How that would be phased.
    - How specialized machines fit into picture
    - Two computers to be delivered for review; one to S. McKinnon; one at front desk of A&R.
  - If we upgrade to next edition of Luminus Portal and Portal could be single sign on, then we can create via Portal different interfaces with different programs.
o Getting estimates from HP and Lenovo looking at several alternatives as backup sites for servers. They will provide multiple alternatives.

Comments
- There are a couple of all Mac departments. What would that replacement program be?
- Conversation about buying versus leasing and cost effectiveness.
- Need to consider labs and the NAC.
- Offices, classrooms and labs are the three areas of consideration.
- Must consider smart classrooms and what they should include.
- Labs should be pretty good right now because E-Unisol computers are in there except for LC 150 and SC 115.
- Make sure computers are 64 bit.

Meeting Wrap Up/Follow-up
- Next meeting is August 27, Austin Center 177.
- Hold July 9 minutes for next meeting.