March 13, 2012
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo, Raemond Bergstrom-Wood, Jon Gudmundsson, Chialin Hsieh, Mike Irvine, Peggy Isozaki, Sara McKinnon, Michele Martinisi, Marshall Northcott, Nanda Schorske, Carol Scialli (Staff Resource), Kathleen Smyth

Absent: Tom Burke, Mike Dougan, Norm Pacula, Lance Reyes

Agenda Review
- Agenda approved.

Announcement
- An e-mail was disseminated announcing that Ken Meier, Vice President, and PRAC Co-Chair, has retired. Nanda Schorske will replace Ken as PRAC Co-Chair.

Minutes
- Minutes of February 28 meeting approved.

Closing the Feedback Loop re: Previous Year’s Recommendations
Peggy Isozaki
- We need a mechanism by which departments who have received funds via PRAC recommendations report back to PRAC re: how funds were spent. (Departments inquired as to whether they can use funds that are left over. Fiscal advised “no.”) It would allow us to track expenditures and let us know if amount allocated was really needed.
- Suggestion: Award memo could include language about submitting a report at end of year. PRAC could provide a report template.
- Peggy will work offline with Sara for a plan and bring back to PRAC.

PRAC Accreditation Tasks/PRAC Extra Meeting Dates
Chialin Hsieh
- Review of Timeline for the Follow-up Report and Review Process and PRAC Accreditation Tasks distributed indicating tasks for each month from March to October 2012. Follow-up Report is due to ACCJC on October 25, 2012.
- Accreditation Tasks listed with deadline dates for plans and reports.
  - Resource Allocation (Program Review & SLO, Rec #1):
  - Integrated Planning Manual (Rec #1): June 1, 2012
  - Strategic Plan 2012-2015 (Rec #1): June 1, 2012
  - SLO Assessment Plan (Rec #2): March 27, 2012
  - Distance Education Plan (Rec #3): May 1, 2012
  - Facilities Master Plan (Rec #7): May 1, 2012
  - Technology Master Plan (Rec #8): May 1, 2012
- Cabinet will be working on Mini-Program Reviews and Administrative Program Reviews. Example:
Office of the President has 3 units reporting to it i.e., PRIE, HR, Communications = one Program Review.

- VP of Operations has IT, M&O, Modernization = one Program Review.

- Other considerations to be built into accreditation tasks timeline include:
  - Full-time faculty requests; additional teaching units requests
  - Staffing requests
  - Instructional supplies requests
  - Miscellaneous instructional requests
  - Non-instructional requests
  - Student Services requests
  - Library requests
  - IE requests
  - Reduction plan – list of criteria of how we would make reductions if necessary

- Future meetings are needed to accomplish PRAC’s tasks:
  - March 27 (other requests through PR, first four listed above)
  - April 3 (Student Services PR requests; Draft of Tech Plan)
  - April 17
  - April 24 (Library PR requests)
  - May 1 (Tech Plan)
  - May 8 (Distance Ed Plan)
  - May 15 (Facilities Plan)
  - May 22 (Strategic Plan 2009-2012 Progress Report) finalize budget requests for resource allocation
  - May 29 Finalize budget requests for resource allocation; Integrated Planning Manual
  - June 5 (Strategic Plan 2012-2015)

Reconvening FTFAC (Full-time Faculty Allocation Committee)

**Sara McKinnon**

- Committee composed of:
  - 3 faculty members who sit on PRAC (Sara, Michael, Molly)
  - VP of Student Learning
  - Area Dean sitting on PRAC (Nanda)
- Peggy Isozaki volunteered to sit on committee

Staffing Requests from Program Review

**Sara McKinnon**

- Review of list of requests distributed. Note that Science folks are all making the same request (Museum lab tech and full-time administrative assistant.)
- Art requests (3) Instructional Specialists (Ceramics, Photography, Sculpture)
- English Skills IS: already have hours but want to spread out
- Counseling: Student hourly; Clerical grade 5 upgrade; Financial Aid Liaison; Transfer Center to 12-month
- Credit ESL: IS for ESL Lab
- English/Humanities: Computer Tech
- Distance Ed: Computer Tech
• IVC: One full-time Admin Assistant was approved already. Taking what Joan Rinaldi doing and move to IVC.
• Comment: What is status of review of Instructional Specialists that was recommended by PRAC?
  o Issue is being worked out.
• Revised staffing list will be brought back to PRAC.
• Suggestion: Invite HR Dean to be involved in staffing related requests.
• ECHO Times letter re: replacement of 4 computers with IMacs and appropriate software.
  o Marshall will follow up. Per Raemond: ASCOM has funds that they might contribute.

Subcommittee Reports
Technology Planning Committee
• Ann-Marie Lancaster, WTC Consultant, will attend March 27 meeting. Suggest all are clear about her objective. Give her 15 minutes on agenda.
• Consultant’s Tech Plan Development Tasks and Time Line distributed and reviewed.
• Right now working on user surveys. Once accomplished, Chialin will put into survey format for distribution to campus. Suggest direct surveys i.e., separate faculty survey, separate staff survey, etc.
• This week committee will look at pieces of the plan and develop action steps.

Student Access & Success
• Question about Student Success Initiative. Angelina is working on the Counselors side of Initiative and had a meeting with high school counselors a week ago.
• Comment: Shouldn’t SAS be combined with Student Success Initiative?
• Maybe it should be Student Success Committee.
• An initiative should come out of a committee.
• Need to rename committee and revise the charge and bring to March 27 meeting.
• SAS meets again the first week in April.

Educational Planning Committee
Chialin Hsieh
• Working on Strategic Plan Progress Report with 5 action steps; not completely accomplished.
• Those people will come to EPC to discuss progress.
• Marshall will provide an update to PRAC in May.

Facilities Planning Committee
Nanda Schorske
• Reviewed draft TOC for plan. What to include as citations, hard documents, etc.
• Spirited discussion re: how much reliance upon WSCH and implications around that. Decision is to use data but it should not be the driving force.
• Consultant is helping with process.

Instructional Equipment
• First meeting is on March 19 when committee will review hardware requests from Program Review.

Professional Development
• Meeting today.
• New faculty academy is on Friday.

Other

Distance Ed Funds
• Issue about getting back Distance Ed $3,000 training funds. Advise Kathleen to check with David Snyder.

SLOS
• Yolanda and Sara are working on this.

Meeting Wrap Up/Assignments
• Peggy and Sara will work on a form re: feedback loop.
• Carol will send Outlook meeting requests to all.
• Carol will follow-up advising people of deadlines for plans.
• Sara will revise staffing requests list.
• Carol will invite Linda Beam to March 27 meeting.
• Kathleen, Chialin, Peggy, Jon, Raemond will go into Program Reviews to read staffing requests for additional review by March 27.
• Sara will send letter to Echo Times to follow-up and speak with M. Dougan about process.
• Sara will review and edit Student Access & Success charge.