May 1, 2012
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo, Raemond Bergstrom-Wood, Angelina Duarte, Chialin Hsieh (Resource), Mike Irvine, Peggy Isozaki, Molly Johnson, Sara McKinnon (Co-Chair), Michele Martinisi, Marshall Northcott (Resource), Nanda Schorske, Kathleen Smyth, Craig Wheeler

Absent: Tom Burke, Mike Dougan (Sabbatical), Jon Gudmundsson, Norm Pacula, Carol Scialli (Resource)

Agenda Review
- Agenda approved, Technology Plan Approved next week.

Minutes
- Minutes of April 24th meeting approved.

Technology Plan Approval
- Putting off approval until next week

Program Review Requests for Counseling
- Look at instructional side and student services side
- Full Time committee met last week FTFAC; additional teaching units ready for next week as well.

Counseling Requests
- Software request for Adobe Reader – Marshall will resolve
- Non Instructional Supplies;
  - Copier costs
  - Cartridge replacement for 17 individual printers
- Angelina explained that Counseling does not have a department budget and that matriculation funding was used to support their expenses. However, as these funds have been reduced, so has their support. Counseling is requesting a reliable department budget separate from Matriculation funding.
- Non Instructional Part Two:
  - Counseling Outreach $1,800: HS Counselor Luncheon, printing of materials and mileage
  - Events – separate from the outreach requests for student events; Outreach is requesting an additional $8,000
  - $5,500 for Transfer Day and Transfer Recognition Dinner
- Transfer center request $1,500 request for Eureka, which may or may not be duplicate with Counseling.
- Software registration fees $1,450 additional SARS, Eureka

Transfer Center
- Transfer Center has $3,240 annual budget; requesting additional funds for duplication ($2,000)

Faculty Additional Units Requests – Counseling Requests
- Faculty requests and unit requests. Additional unit requests total $300,000
- Monies may be coming from the state – we need more counselors to support student success and basic skills courses, etc.
- 25 units for Orientation Counseling 115 and 26 for PT counselors $80-$150,000 for Counselors alone
• 800 new students per year, we will need to assess, orient and develop educational plans for these students, and follow up from the time they begin until the time they complete their program.
• Point was made that adding staffing without paying attention to the efficiency of existing staff is unwise.
• Angelina spoke about DegreeWorks as a means to increase counselor-efficiency. This will allow computers to do what they do best (store massive and changing information related to programs and degree, articulation agreements and transfer requirement) and Counselors to do what they do best: counsel and support students as they make decisions and navigate complex processes Marshall reported that there is a Project team at COM to work on this. A consultant will input catalog and related information into DegreeWorks for one year. Tom Hudgens (OIM) will be trained on this and will build past and future catalog years to maintain the system. Counselors will be primary users and will be trained as well. At some point, students will be able to access this degree audit tool.
• **Counseling Support Staff Requests:** 3 student-hourly @ 25 hours per week. Two in counseling and one in Transfer Center as permanent request in budget. $28,875.
• **New Classified position:** FT liaison position to assist director of Financial Aid in providing outreach and on-campus support to students on Financial aid, including Financial Aid Workshops, Satisfactory Academic Progress Sessions, Loan & Loan Default Workshops and other support for students at risk of losing Financial Aid. This request is the same as the Financial Aid Student Services request for a new staff member.
• Request to change Transfer Center staff member from 11 – 12 months.

**Student Services Program Review** continue review of requests

**Tutoring Center Requests**
• Tutoring request $30,500 (ongoing)
  • Full Time student tutor salaries $20,000
  • Part-time student tutor salaries $10,000
  • online services $1,500
• Additional Classified Staff being requested permanent $80,709.70
  • Does this require a master’s degree?
• 8 computers for students and tutors for $9,600 (replacement)

**Veterans Center Requests**
• VETS office setup; furniture, phones, copier/printer $10,000
• VETS for half-time classified staff $25,000 need clarification
• VETS for work study student $5,000
• VETS printing needs and office supplies $5,000
• Total request $45,000

**Subcommittee Reports**

**Technology Planning Committee**
• Hold for future meeting.

**Student Access & Success**
• Hold for future meeting.
Educational Planning Committee
- Hold for future meeting.

Facilities Planning Committee
- Hold for future meeting.

Instructional Equipment
- Review of Career Ed requests.

Professional Development
- Hold for future meeting.

Other Reports & Updates
- Instructional Equipment Committee did not want to keep software in with equipment requests this year. Software was removed from the list. Chairs received the updated list of equipment and hardware today.
- An Ad hoc committee made up of Lab techs and faculty with most specialty software needs was suggested by Sara to deal with the managing of software licenses and new software requests.
- Recommendation starting in Fall to put together ad hoc committee of lab tech and instructional reps and look at software licensing issues and come up with plan. Ad Hoc committee through PRAC to review software request and make recommendations to PRAC. Defer requests until Fall 2012.
- Prop 20 monies need to be looked at.
- Program Review Update

Other
- Approve revised assessment plan – for agenda next week

Meeting Wrap Up/Assignments
- Next Meeting is May 8th.
- Find out if Eureka requests same in Counseling and Transfer Center
- Sara will summarize and Rank requests - Sara and Angelina
- Tech plan and assessment plan will be approved
- Keep handout on additional teaching unit requests