Present:  Yolanda Bellisimo, Becky Brown, Gina Cullen, Paul Fanta, Sara Frye, Sara McKinnon (Co-Chair), Chris Myers, Nanda Schorske, Carol Scialli (Resource), Cari Torres (Co-Chair)

Others Present:  Nick Fara, Kristi Kuhn, Derek Levy, Cesar Pomajulca, Becky Reetz, Kathleen Rooney, Dayna Quick

Absent:  Patrick Ekoue-totou, Gina Longo, Jonathan Eldridge, Peggy Isozaki, Michele Martinisi, Greg Nelson, Kathleen Smyth, Sheila Whitescarver, Ben Wilson

Agenda Review
- Agenda approved.

Minutes
- Minutes of May 13 meeting approved.

Reporting Back: Departments That Received Funding 2012-2013

Kristi Kuhn, Dance:  Marleys (Vinyl Floor Coverings), $6,447.96
- The Dance department had an old mat that sorely needed replacement because it had become too slippery. New mats were needed for dancers to dance effectively.
- Dancers have to perform on a good floor and mats provide an improved surface for dancers.
- Department has just used the new mats and many compliments were received from dancers. The mats are also much more attractive.

Kathleen Rooney, Dental Assisting:  Digital Sensors to take Digital X-rays
- The Dental Assisting department did not have this equipment before. The department is thrilled with this purchase.
- More doctors refer patients to us because we now have digital x-rays. Patients receive one-third less exposure when getting x-rayed via digital x-rays.
- Now there are more intern doctors and six orthodontists.
- The equipment brings people in to view our state of the art program.
- Students are going out to offices knowing both digital and film giving them more job options.
- Radiology class runs the entire fall semester and a few weeks into spring. Also have a practicum class and students take x-rays in that class. Now taking digital instead of film and saving on chemicals that were used to develop film.
- Less radiation; fewer chemicals going into ground.

Dental Assisting:  Six Computers for Students, $6,175
- Dental department never received the computers.  (C. Torres will follow-up with IT Director.)
Nick Fara, Auto Tech: 4 computers, $4,150
• Computers are sitting in a faculty member’s office for a couple of months. Nothing has been done with them. (C. Torres will follow-up with IT Director.)

Cesar Pomajulca, Medical Assisting: eNASCO Ultramuscular Injection Model of Upper Arm Muscles, $5,527.21
• Equipment is a torso model with inside anatomy visible. Students can press the skin, do injections. If an injection is done incorrectly, a red light will appear. There is sound too.
• Useful because students have to perform injections. When doing so for first time, it’s difficult to introduce an entire needle. The torso improves confidence and it’s fun.
• Previously, a lower extremity model was purchased by the department.
• Department has only used the model for spring semester. Out of 20 students, 19 are passing the class. This proves this model is important.

Dayna Quick, Geography: Combo Wall Maps, $1,156
• Maps are one tool for teaching Geography but they are critical.
• These maps are physical and political.
• In past, there were a series of pull down and out-of-date maps.
• A map on PowerPoint is not convenient because there is only one whiteboard in classroom. The spontaneity of having the map is great.
• When learning about weather conditions, can go to map to pose questions. It is constantly being used before, during and after class.

Kristen Acredolo, Court Reporting: Lenovo ThinkPad Edge E430, $1,632; Stenograph Corp “Wave” Computerized Paperless Student Writer (2), $3,137.71
• Refer to written report submitted by K. Acredolo.
• Writers and laptops were used in Spring 2014 in all Court Reporting skill building classes and COUR 169A, a court reporting technology class.
• In Fall 2014, the writers and laptops will be used in COUR 110, the beginning class, all skill building classes; COUR 169B and C, technology classes; and during Communication Access Real-time Translation internships or practice sessions.
• The program is grateful to PRAC for funding the purchase of this equipment.

Student Success Scorecard
C. Myers
• This is a report he will present at today’s Board Meeting.
• AB 1417 required performance measurement system for California Community Colleges in 2004.
• The 2014 Student Success Scorecard was distributed. Table summarizes results for this year.
• Right column compares our results with a peer group average.
• These are students who started seven years ago and were followed.
Planning & Resource Allocation Committee

- Career technical education completion rate is 55%. This is 5% higher when compared to peer group average.
- Remedial English improvement rate is 45%. This is 7% lower than peer group average.
- Persistence rate is 65%. This is 7% lower than peer group average.
- Remedial math improvement rate is 27%. This is 10% lower than peer group average.
- Completion rate is 54%. This is 2% lower than peer group average.
- Remedial ESL improvement rate is 16%. This is 11% lower than peer group average.
- Percent of students earning 30+ units is 61%. This is 9% lower than peer group average.
- Review of Completion Rates for CTE cohort students who earned 30 units.
  - Dip from 2013 to 2014 and could be related to economy.
  - Units were cut between 2012-2013 due to economy.
- Review of Persistence Rates, Remedial English, Math, and ESL Course Completion Rates.
  - Comment: Results don’t show full breadth of program.
  - This is one measure; other indices need to be considered.
- Student Characteristics:
  - Review of 2014 Completion Rates by Preparedness and Gender
  - Review of Breakdown by Ethnicity
  - Review of Persistence Rates by Preparedness and Gender
  - Review of Who Earned 30 Units by Preparedness and Gender
- Comment requesting data concerning prepared versus unprepared students by ethnicity.

Full Program Review Summaries

Student Access & Success
- Hold for a future meeting.

Facilities Planning Committee
- Hold for a future meeting.

Curriculum Committee

S. McKinnon
- Curriculum Summary has been posted. 18 departments looked at each question and summarized what each area had done.
- They didn’t see any particular trends occurring.
- Main changes are in Auto Collision Repair and Auto Technology. All certificates are lined up with industry requirements.
- ECE is aligning curriculum with statewide curriculum.
- Electronics does solar and electric cars.
- English changed SLOs for some higher classes. They would like more computer classrooms.
- English Skills is changing due to the Student Success Act.
- Go online if want to review in more detail.
SLOs & Point of Improvement
S. McKinnon

- Suggestion from ECE that COM consider measuring GE outcomes; report student success per assignment.
  - WASC wants qualitative data, more specific, and rubrics accomplish this.
- English: Build a better process for assessment by tracking and studying student success.
- Credit ESL: Strategies to move students from Noncredit ESL to Credit ESL.
- Noncredit ESL: Found significant number of students has access to computers or smart phones now, and therefore may develop online resources for students.
- English Skills: Change composition of discipline; split into credit and noncredit sequence. Proposing COM Academy to prepare students below 9th grade reading level.
- Modern Languages: Developing a companion website with dictionaries, atlases, grammar practice sites, etc.
- Social Sciences: Identified a problem regarding note taking and have seen good results; also some work with Tutoring Center. Dropout rate with African American students is writing related and will be next year’s effort. Department does not want to do prerequisites. Umoja would help with the dropout rate noted above.
  - Talk across curriculum about issue.
  - Suggest dedicated tutor program.
- ECE: Faculty will be asked to be intentional in measuring achievement of all SLOs in courses taught.
- Administration of Justice: Biggest problem is lack of knowledge about how government works. Instructors work to resolve this.
  - P. Cheney and Y. Bellisimo will do a one hour presentation to S. Boyd’s AJ class.
- Work Experience instructors talked about training students on computer submissions of work.
- Court Reporting: Moving from a 4-day to 3-day schedule; enhanced student success on a 3-day schedule in summer. Per N. Schorske: Course gets better the more intense it is.
- Environmental Landscaping: Reassess degrees and certificates; request $12,000 for equipment and supplies, a PT tech support person.
- MMST: Upgrade curriculum.
- Auto Technology: Moving curriculum to align with ASE standards.
- Electronics: Have changed courses to alternative energies but need resources for batteries for cars they convert.
- Machine Metals: Did not indicate need for improvement.

Student Services Program Reviews
DSPS (Derek Levy)

- Collaborated on DSPS Program Review.
- Program is categorical in nature with partial match funding from state.
- Serves students at risk; provides access to other populations.
- Higher proportion of African American students using services.
Planning & Resource Allocation Committee

- Numbers are going towards more demand needed for services.
- Department administered a student satisfaction survey, Spring 2014 (handout). Some questions asked:
  - Rate satisfaction with counseling service received.
  - Office hours open works for student’s schedule.
  - Priority registration has helped student get into desired classes.
- Data point:
  - Credit students in adapted PE: majority are only taking Adapted PE.
- SLOs need to be revised.
- Budgetary reductions have had a huge impact on depth and breadth of offerings that were provided historically. Running a deficit budget.
- Department requires ongoing district backfill for fluctuating costs.
- One student is going on to Berkeley.
- Applied for additional funding from the state.
- Potential for funding through new Student Success Act and Equity Plan; possible grant funding.
- Increased hourly tutoring and hugely successful with good anecdotal data but need hard numbers.
- Biggest structural deficit is continuity. Would like a full-time person to supervise classified staff while faculty report to dean in program.
- In past, had a part-time counselor and part-time coordinator role. Currently, the coordinator is a faculty member and they cannot supervise staff. A full-time coordinator would work with staff and faculty, Dean of Student Services and VP of Student Services.
- A major challenge is the space issue, especially for Testing area. FERPA compliance is a big problem because medical issues are frequently discussed.
- Suggest a mini-Program Review in fall for Adapted PE.
- Proposals are dealing within the existing budget.

**Luna Finlayson**

- It is a small group that meets with students. It would be beneficial to have another full-time person on staff, a faculty person in coordinator position to counsel students. Manager would not be able to counsel students.
- Proposal to meet staffing needs requires further discussion and research within Student Services.

**PRAC recommends that the DSPS Program receive adequate resources necessary to meet their Supervision and Managerial responsibilities as required by the Chancellor’s Office as well as the resources necessary to meet the needs of Counseling. PRAC recommends that facilities meet FERPA regulations.**

**Transfer & Career Center (G. Cullen)**

- Andrea Mann, Technician (Classified) has started things rolling and important changes occurring.
Ideas for program improvement:
- Merge Transfer & Career Center with Job Placement and possibly include Single Stop. Missions support each other.
- Transfer & Career technician is 11 months. She has developed a list of things she wants to do; would like position to go to 12 months.
- Hire 5 Career/Transfer Ambassadors at 20 hours a week to research, assist other students, etc.
- Increase Job Placement technician from 50% to 100% to build in an internship program.

Staffing budget implications:
- 11-12 months Job Placement go to 100% is $4004 annually.
- Job Placement Technician from 50% to 100% would be no additional cost.
- 5 Career/Transfer Ambassadors at $10-$12/hour for annual cost of $38,500. Cost could be reduced by hiring work study and/or CalWORKS students.

7 student computers for $4,900
Transfer & Career Center requires an increased budget beyond $2,297 annually.

**PRAC recommends:**
- The Transfer & Career Center Technician's position be increased from 11 months to 12 months ($4,004 annually).
- The Job Placement Technician position be increased from 50% to 100% with funds being found in the Student Services budget.
- Supporting the funding of up to 5 Career/Transfer ambassadors.
- New facilities be considered for combining Job Placement and Career & Transfer Center.
- Finding funding for proposed Transfer & Career Center budget within the Student Services budget, including up to 7 computers for students.

**EOPS/CalWORKS (Becky Reetz)**
- Data was pulled out regarding graduate information.
- Recent history for programs:
  - In 2010, part time director retired after 25 years. (EOPS Director position must be full-time unless a waiver is requested from Chancellor’s Office.)
  - Full-time EOPS Specialist retired.
  - Full-time EOPS Coordinator is B. Reetz. For 3 years, she has been coordinator.
  - Department requests a properly staffed department, and, for compliance with law, want college to fund a position that has always existed and must exist by law.
  - Current structure of EOPS leadership is not sustainable with statute.
  - Director has higher level of programmatic responsibilities.
  - Budget request is $22,253 annually (approximately 20% of the salary and benefits). Request is for a Full-time EOPS and CalWORKS Director.
  - Program Reorganization is also requested.
  - Currently, EOPS Director is part of D. Levy’s position as Dean.
  - B. Reetz supervises Tutoring and CalWORKS. To take off her plate, must put the duties somewhere else.
Eligible students at IVC are not receiving services because of lack of support.

Specialist position is in hiring process.

It’s looking like COM doesn’t care. Ultimate model is a full-time director.

Summary:
- We should be doing what every college is doing.
- It’s the law.
- Have paid our dues without adequate staffing.
- Outcomes are steady; time to do what’s right.
- Impacts under represented students.

Because there has been no director in position, there is about $250,000 in salary savings in last two years.

**PRAC recommends that the college invest $22,253 annually to support a full-time EOPS/CARE and CalWORKS Director. PRAC recommends that facilities meet FERPA regulations.**

**Draft Recommendations from PRAC to the President**

- **Staffing Requests** (revised) distributed with salary added and more detail, including which side of instructional versus non-instructional side of 50% law for each position.
- **Drama** is asking for about $14,000 to $15,000 but **PRAC** is suggesting **Drama** seek these funds from current grant/donation accounts.
- **Review of Final Recommendations for Allocations from 2013-2014 Program Reviews** memo to President David Wain Coon.
  - Page 2 is IEC recommendations.
  - Page 3 is instructional software recommendations. (**Turnitin** is recommended.)
  - Page 4 is warranties and service contracts.
  - Page 5 is ongoing supplies; **College Skills** shows disparity among budgets; printing recommendations in general.
  - Page 6 is miscellaneous instructional requests and items under instructional equipment that failed IE eligibility test.
  - Page 7 is Library requests.
  - Page 8 is Facilities requests; Labs; Overtime Pay for Fine Arts Theater during RN Pinning Ceremony; Additional Units Requests for 2014-2015; Classes for 2015-2016;
- **Staffing Requests, Student Services requests, and other items as discussed.**

**PRAC recommends that disciplines with equipment requiring service contracts have an annual budget allocation included in the budget buildup.**

**Governance: Evaluation of Process**

- This item will be on the first fall agenda.

**Subcommittee Reports**

**Technology Planning**
• Report was provided by M. Irvine at May 13 meeting.

**Student Access & Success**
• Hold for a future meeting.

**Educational Planning**
• Hold for a future meeting.

**Facilities Planning**
• Hold for a future meeting.

**Instructional Equipment**
• Report was provided by D. Snyder at May 13 meeting.

**Professional Development**
• Hold for a future meeting.

**Meeting Wrap Up/Assignments**
• Next meeting is in August.