Planning & Resource Allocation Committee

May 21, 2013
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo, Gina Cullen, Jonathan Eldridge, Jon Gudmundsson, Chialin Hsieh, Mike Irvine, Peggy Isozaki, Sara McKinnon (Co-Chair), Michele Martinisi, Carol Scialli (Resource), Cari Torres (Co-Chair)

Absent: Molly Johnson, Dawn McIntosh, Michele Martinisi, Marshall Northcott, Nanda Schorske, Kathleen Smyth, Craig Wheeler
Others Present: Paul Cheney, John Erdmann, Matt Markovich, Laurie Ordin, Ron Palmer, Becky Reetz

Agenda Review
- Agenda approved.

Minutes
- Minutes of May 14 meeting approved.

Feedback re: SLO's and Resource Allocation: Reports
Initiatives Funded Beginning with the 2012-2013 Fiscal Year

John Erdmann: Library
- The Library received $75,000.
- Need for Increased Funding dates back to spring 2012. Adopted budget was $42,762 and fell short.
- Library was in perennial crisis mode as funds unavailable to meet obligations.
  - COM developed a reputation for not paying bills on time.
  - Cost the school its partnership with Dominican University (shared cost of library management system). This increased cost of maintaining catalog by about $19,000 per year.
- Other results of poor funding:
  - Deterioration of print collection.
  - WASC placed COM on warning. One concern was the lack of an updated collection at IVC library.
- Library has used its financial resources to improve its program as follows:
  - Books: Built book collections at KTD and IVC.
  - Periodicals: Added 19 titles to KTD collection and 9 titles to IVC collection.
  - Electronic Databases: Invoices now paid in a timely fashion. Overhaul of database collection is in progress.
  - Supplies: Display materials ordered for IVC; order for display materials in progress for KTD.
- Results of Resource Allocation to Library:
SLOs were developed for students to “demonstrate strategies to locate, evaluate and apply information from a variety of sources.”

WASC reported the college met deficiencies re: library and took us off warning (fall 2012).

MARINet: District has joined consortium as of March 7, 2013.

Two new Librarians are being hired.

**Paul Cheney: Model UN**

- Funding was $1,000 for the Model UN, for COM’s participation in the UC Berkeley Model UN Conference, February 28 to March 3, 2013.
- POLS 210 course he teaches each spring, *War, Peace and United Nations*, includes component of student participation in Model UN.
  - Students (12-15) are sent to a conference that simulates UN negotiations. Sent 11 students this year and hope for 15-20 next spring.
  - COM students have been attending this or similar conference for past 20 years.
  - Students gain experience researching in detail a particular topic and have opportunity to learn how to negotiate with other students from other colleges.
  - Role playing is involved representing politicians from other countries.
  - Students gave presentations and wrote reports.
- Impact on student performance:
  - Renewed enthusiasm for research, public speaking, organizing, understanding politics.
  - Students now have own club at COM.
  - Connection with other colleges.
  - One student received a *Fullbright*; may have resulted from confidence built via this project.
- Now students want to open up a Model UN to high school students. This could prove a valuable connection for us.
- Suggest SLOs: Any relation between course and this experience? This is an important piece of evidence.

**Matt Markovich: Assistant Coach Stipends**

- Funding increased the assistant coach’s stipends by $11,250, doubling amount previously allocated. Each of our 9 intercollegiate sports received an assistant coach’s stipend of $2,500. (Most schools receive $5,000 per team).
- How resources were used:
  - Employed another assistant coach.
  - More time for recruiting effort.
  - Assistant coach is around more to support athletes.
  - Assisted with travel costs for assistants brought in from other areas.
- How resources improved student performance:
  - One assistant spent time tutoring student athletes.
  - More coaches we have yields better practices and can recruit more student athletes.
Increased intercollegiate team experience.
Brought in a professional women’s player adding to practice environment.
Can monitor students more closely.
Improved softball record; improved swim and dive record.

- Evidence supporting impact on student performance:
  - Women’s Basketball is having a better recruiting year.
  - Volleyball transfers increased.
  - Women’s Soccer improved as a result of having a female assistant coach.
  - Men’s Basketball is doing better overall.
  - Softball won more games due to increased manpower.
  - Swim and Dive increased in performance due to increase in commitment by assistant coaches.
  - Baseball experienced a BVC championship after bringing in another coach.

- Each program or class has SLOs. The individual programs used the additional funds to increase involvement by assistant coaches. This involvement has enhanced the athletic programs.

Becky Reertz (Tutoring and Learning Center)
- Funding was $3,500 for Tutors.
- A pilot of online tutoring was offered for 3-7 weeks during fall 2012 semester based on students’ requests and availability. This was widely advertised. Also offered Math and Spanish tutoring at IVC
- Included some equipment (whiteboards).
- Offered 64 hours of tutoring and only 26 attended. Outcome is students don’t care for online tutoring. They prefer face-to-face tutoring.
- IVC tutoring sessions were not well attended.
- Redirected resources to more in person tutoring but online tutoring available upon request. Better tools might yield better results in online tutoring. Some larger colleges with more staff have yielded better results with online tutoring; but it’s still a struggle.
- Comments:
  - There are other resources that students may be utilizing.
  - Tutor at IVC was scheduled on a day when Math classes were not held. More research re: IVC needs before doing anything else there.
- Next request will be for an increase in peer tutor pay.

Laurie Ordin (Math Lab Tutoring)
- Funding granted was $3,500 for Math Lab tutoring.
- Public opinion survey was administered and spring 2013 results distributed. Between 45-50 participants took survey comprised of 25 questions. Most participants were from Kentfield lab, only a few from IVC lab. Some results:
  - 46% are drop-in students from a lecture class.
  - 94% find tutors helpful.
  - 98% feel they earn higher grades as a result.
67% of students are 26-55.

- Some outcomes:
  - Survey was helpful to instructor.
  - Students who use tutoring and go to office hours are succeeding.

- What do students need?
  - More tutors and open lab hours.
  - Evening and weekend hours.

**Auto Program Revitalization for Automotive Technology**

*Ron Palmer*

- **Background:**
  - Second year of program was losing enrollment, below 20. Pass rate below 10.
  - Met with advisory committee for guidance.
  - Auto technicians are in demand—outlook is good; competition is doing okay, so what do we need to do.
  - Roadblocks:
    - 2,000 hour work requirement to graduate.
    - Required students to purchase $5,000 in tools.

- Talking to dealerships about how their technicians operate. It’s a new era.
- Interface by computers and technicians have to be more computer savvy. Getting work stations online is a goal this year.
- Revised curriculum and created new degrees and certificates.
- Eliminated barriers in curriculum and teaching methodology: 2,000 hours of work experience and $6,000 tool requirement.
- Increased enrollment in classes.
- Recommendations for improvement, including:
  - Curriculum changes
  - Scheduling changes
  - Degree or certificate updates
  - Professional development for faculty
  - Changes in delivery method
  - Additional or new classroom resources or technology
  - Identify budget requirements in order to achieve improvement in goals.

**Full Program Review Summaries**

**Student Access and Success (SAS) Issues**

- One responsibility of committee is to review and analyze SAS sections of Program Review.
- This report is attempt to inform PRAC what committee found so PRAC can be informed:
- 4 Themes:
  - Student Preparation—General
  - Student Preparation—Math
  - Schedule Coordination/Adequate Sections
Other Issues

- How do we help students?
- Look at transportation issues to improve solutions for commuting; form a task force.

SLO: Curriculum; Facilities; Point of Improvement

Summary of Curriculum Sections of Full Program Review

- There are 11 questions.
- This is for Curriculum Committee to have a heads up on various areas. Make people think about where they are with their curriculum.

Program Review SLO and Point of Improvement Sections

- Most point of improvement items are things that can be done without resources. They are changes in how to teach.
- Math did a good job with this.
- GEOG and GEOL have new instructors so no data from before.
- Puente program had a huge amount of data.

Facilities

- Work order related items are on list distributed.

Assessment of the Planning Process

- Strategic Objective 10.1 of the Strategic Plan: Establish criteria, determine process and conduct evaluation of the effectiveness of the link between SLO assessment and program review to resource allocation.

PRAC accepts the report on progress relating to objective 10.1 of the Strategic Plan which is assessment of the planning process.

Miscellaneous Other Request

- Request was made for an equivalent of 1 unit for the year to conduct outreach for the Natural History Certificate program. The Natural History Certificate is helpful for people who are docents, K-12 teachers, etc.

PRAC recommends that there be appropriate support for outreach for the Natural History Certificate Program.

Staffing Requests

C. Torres

- More time is needed to address these requests (list of 2012-2013 Program Review Requests to President). President asks that PRAC proceed with its recommendations from Program Review. President will come back to PRAC in June with his response to requests.
- PRAC will meet again this summer to continue discussions when President is ready.
List of 2012-2013 Program Review Staffing Requests to President.

M & O Plan
• Hold for future meeting.

Subcommittee Reports
Technology Planning Committee (TPC)
• Hold for future meeting.

Student Access & Success
• Hold for future meeting.

Educational Planning
• Strategic Plan Progress Report.
• Progress summary distributed.
• Progress Report will be presented at July Board Meeting.

Facilities Planning
• Hold for future meeting.

Instructional Equipment
• See above discussion.

Professional Development
• Hold for future meeting.

Meeting Wrap Up/Follow-up
• PRAC will meet again this summer; dates to be determined.