Planning & Resource Allocation Committee

May 7, 2013
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo, Gina Cullen, Jonathan Eldridge, Jon Gudmundsson, Chialin Hsieh, Mike Irvine, Molly Johnson, Sara McKinnon (Co-Chair), Michele Martinisi, Marshall Northcott, Carol Scialli (Resource), Kathleen Smyth, Cari Torres (Co-Chair)

Absent: Peggy Isozaki, Dawn McIntosh, Nanda Schorske, Craig Wheeler
Others Present: Laurie Ordin

Agenda Review
• Agenda approved.

Minutes
• Minutes of April 30 meeting approved.

Feedback Related to SLOs and Resource Allocation
L. Ordin (Math Tutors)
• We have funding for Math Tutors on a budget line now. Before that, since 06-7, we had no budget for tutors.
• Math Lab provides self-paced and drop in tutoring. Tutors serve both from all levels and up.
• Received BSI funding with a dedicated tutor program for lower level Math classes for Math 85 and Math 95. Do not have those results yet but can report back in fall.
• Comment: What is the SLO and how is tutoring achieving this SLO? Anything that is funded should show that the intervention has a positive effect on SLOs. Take one SLO and say “here is how we can meet this outcome utilizing funding.” Show that you expect outcomes will improve as a result of having tutors.
• Suggest employing a Zoomerang survey to students in Math Lab.
• L. Ordin will see that students are surveyed relative to funding sources.

Instructional Equipment/Hardware Requests from IEC
• IEC recommendations spreadsheet distributed along with memo from committee chair. The IEC is recommending funding requests 1-11 on spreadsheet. If there are additional funds, next tier would be requests 12-22.
• Comment: Research item 2, MEDA, eNASCO Muscular Injection Model of Upper Arm Muscles, $5,527.21: Question the cost listed for this item. Is this the cost for one only?
• Questions about CHEM request: Suggest funding 8-10 document cameras rather than 14.
• SOC SCI: Laptop was not deemed an “A” item because this could be provided by Media Services department.
• Committee should ask questions, if necessary, about requested items.
  o It is the committee’s purview.
Point is asking discipline more about its requests.

- Requests 1-11 total approximately $43,000. (In some instances, could fund partial requests.)
- Software recommendations will be presented at next meeting.
- Suggest PRAC might review its process and ongoing problems and possibly take a different approach.
- Recommend smart classroom equipment in PE building that is not being used be moved to a building that can use it.

**Administrative Program Review**

*C. Hsieh*

- Posted all *Administrative Services Program Reviews* on website for viewing.
- *Cabinet* is making suggestions that will later be discussed in *Workforce Task Force*.
- This will be documentation for Recommendation 1.

**Student Achievement Report**

*C. Hsieh*

- In preparation for our *Midterm Report* due October 2013, *Student Achievement Report Spring 2013* was drafted.
- The USDE issued new regulations related to student achievement, and the ACCJC is now evaluating and examining colleges based upon the new regulations. To satisfy this we created the *Student Achievement Report*. Bullets page 3 on bottom. The college provided the following information:
  - Student Characteristics
  - Student Success Scorecard 2013
  - Course Retention
  - Course Success
  - Cohort Study
  - Degree Awarded
  - Transfer Information and Licensure Pass Data
  - Program Review Information
  - Time to Degree
  - Basic Skills and First Time Students
  - ACCJC Annual Report 2013
- Discussion about analyzing why students take so long to take first *Math* class which can inform our future. There are interesting pieces that question whether *Remedial Math* in community colleges is the way to go. It’s complicated but fascinating.
  - Look at how we are doing assessment placement, a recognition that we need to try something different.
  - Students who take *Math* in senior year of high school do much better in college. Pilot some things differently and see where it goes.
  - What kind of *Math* are we teaching and is it necessary? It’s not contextualized.
• **Objective 7** has to do with K-12 partnerships. Meeting with high school administrators and others to develop a plan that would start in ninth grade and maybe a different *Math* version. Form a control group and a cohort and see if there is an impact.

**Assessment of the Planning Process – Timeline & Process for Program Review & Resource Allocation**

*Y. Bellisimo; C. Hsieh*

- Hold for next meeting.

**Strategic Plan Action Step 10: Survey**

*S. McKinnon*

- *Faculty and Staff Survey Regarding New Buildings* (document distributed).
- Under number (6)(e), add “How has student retention been affected?”
- Will send to Chairs or discipline heads who have moved to other buildings.

**Computer Inventory**

*M. Northcott*

- Ages of machines (PC’s) on faculty and staff desks:
  - 2001=1
  - 2002=6
  - 2003=5
  - 2004=22
  - 2005=28
  - 2006=119
  - 2007=181
  - 2008=22
  - 2009=24
  - 2010=56
  - 2011=30
  - 2012=32
- About $200,000 to $250,000 a year would cover a four-year cycle (computer replacement) for all lab and office computers.
- Computers (above) that will be out of compliance are 2005 and back.
- Research is in progress concerning cost of leasing computers versus buying.

**Subcommittee Reports**

**Technology Committee**

- Hold for future meeting.

**Student Access & Success**

- Hold for future meeting.
Educational Planning
   • Hold for future meeting.

Facilities Planning
   • Hold for future meeting.

Instructional Equipment
   • See above discussion.

Professional Development
   • Hold for future meeting.

Meeting Wrap Up/Follow-up
   • Next meeting is May 14, 2013
   • At May 21 meeting evaluate process.

Next Meeting Agenda
   • Assessment of the Planning Process – Timeline & Process for Program Review & Resource Allocation
   • Software Requests