Planning & Resource Allocation Committee

November 8, 2011
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo, Raemond Bergstrom-Wood, Chialin Hsieh, Mike Irvine, Molly Johnson, Ken Meier, Lance Reyes, Nanda Schorske, Carol Scalli (Staff Resource), Kathleen Smyth

Absent: Tom Burke, Mike Dougan, Jon Gudmundsson, Peggy Isozaki, Michele Martinisi, Sara McKinnon, Marshall Northcott (Staff Resource), Norm Pacula

Others Present: Jim Arnold, Laurie Ordin

Agenda Review
• Agenda approved.

Minutes
• Minutes of October 25 meeting approved.

Proposal for Extra Units to Cover Basic Skills Math Courses Wait Lists
Ken Meier
• This proposal is in response to looking at capacity issues particularly in Math. The President and Board are concerned about what appeared to be a decline in head count. Cabinet does not want to push students away for multiple semesters which is currently the situation. (Chialin distributed wait lists indicating courses with capacity issues.)
• Big wait lists are in Math, English/Humanities and Life & Earth Sciences. Math has highest numbers of students on wait lists.

Laurie Ordin
• A handout was distributed detailing the Math department’s request for 25 units to accommodate the long wait lists. An attachment showed placement test results for fall 2009 to fall 2011. Units requested are:
  • Math 85 (Arithmetic): 1 class, 3 units. This is an existing Basic Skills foundation class.
  • Math 95 (Prealgebra): 1 class, 3 units. This is an existing Basic Skills foundation class.
  • Math 103 (A) (Intermediate Algebra): 3 classes, 5 units per class. This is an existing class and final Math requirement for AA degree and entry into all transfer level courses.
  • Math 115 (Statistics): 1 class, 4 units. This is an existing class and a transfer level class for both CSU and UC.

Comments:
• It would be helpful to know completion rates for these classes. Adding more classes without doing interventions to improve student success may result in more opportunities to fail.
• Are we considering this proposal in a vacuum? Other departments have needs too.
• What are the support strategies for success? Supporting extra units is a bad idea unless strategies are provided to improve success beyond the status quo.
PRAC would be making a decision without hearing from other programs that have done Program Review. Other departments may have significant needs; must hear these people out. Otherwise, this would not be a wise participatory governance process.

These are gatekeeper courses so college is obliged to have enough capacity for those students. Math is a big concern because, if students can’t get into the pattern they can’t make it. We should do mandatory Math and English testing when students enroll and give students an opportunity to take the test in high school. Early testing may help Math department. (One Counselor goes to some of the high schools to administer the test.)

Angelina is working on a project to build our Matriculation system. Some schools are doing mandatory testing and mandatory orientation.

Suggest annual meeting between community college instructors and high schools to see if skills and competencies are aligned.

Idea is to cover the extra units with class cancellations.

We’re also impacted in Life & Earth Sciences.

If doing strategic enrollment growth must see who is the population on this waiting list. That could shed light so we can be more strategic about this decision.

Where is the demand and how will we fill it. This is only one piece of data. Choice should be more global and maybe devote next PRAC meeting to it.

Comment that there is a unit allocation subcommittee of PRAC.
  o A task force will look at an enrollment management strategy in tandem with our articulation process.
  o The perceived need is for this spring. The units would not be a permanent reallocation.

Dean of Math & Sciences has cancelled fewer and fewer classes. Dean of Workforce only cancelled two this fall.

Transfer GE courses are shored up because these are classes students need.

Everyone has already cleaned house so anything weak is not being offered.

Need to let Chairs know PRAC is having this discussion. Let other departments, like Life & Earth Sciences, have opportunity to make their case. A decision should not be made without their voices being heard.
  o This will be an agenda item for next Chairs’ meeting. There is a perception that a significant number of students can’t move through curriculum because of serious wait lists.

Accreditation Visit Update

Chialin Hsieh

• Kudos to PRIE for an excellent job on organizing the accreditation processes. Feedback from accreditation team:
  o Recommendation 1 is PRAC: we’re making good progress; keep doing what we are doing; impressed with resource allocation to hire new faculty.
  o Recommendation 2 is SLOs: we’re making good progress but need to crank it up, especially Student Services SLOS.
    ▪ Student Services folks have come along quickly.
• Recommendation 3, DE courses: decent progress; noticed user friendly DE website.
• Recommendation 4, research is excellent.
  o Team commented about data on website. Make sure people are using the website.
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- Recommendation 5, student services and learning to support students at KTD, IVC evening, online students: minimum progress; services are not strong enough.
  - We need to step up on this one.
- Recommendation 7, Facility Plan: good progress.
- Recommendation 8, Technology Plan: good progress.
- Recommendation 9, BOT and Governance: good progress.

Yolanda Bellisimo
- Recommendation 2 is SLOs. Discussion about doing SLOs for every course or tying college level with degree level, then course level.
- Longitudinal is the good research and can’t do that if do every course.
- Talked about genesis of our SLOs process. We are getting more buy in; developed organized process to make it easy to do. Nursing does good SLOs.
- Drama was supposed to start this semester but they are overwhelmed with other issues so postponed.
- Wanted to know about assessment loop coming back and then affecting funding. We need to honor the requests associated with SLOs. Example provided re: new teaching strategy to do SLOs in an Anatomy class using tactile approach.

Ken Meier
- Discussion about experience as team member at another college.
- Measuring SLOs longitudinally is a good place to start rather than at course level.
- Institutions are better off for going through the accreditation process.

Subcommittee Reports

Technology Planning
- Committee ranked consultants and made a choice; currently negotiating the price.
- Dr. Ortiz said every school is facing the technology issue with little funds.
- Committee hopes to at least get the planning part in place.

Student Access & Success
- Nothing to report.

Educational Planning
- Committee reviewed survey that Chialin is sending out tomorrow.

Facilities Planning
- Nothing to report.

Instructional Equipment
- Nothing to report.

Professional Development
- Looking for a speaker for spring Flex.
Other Reports & Updates

SLOs Update
Yolanda Bellisimo
• See above discussion.

Surveys
Chialin Hsieh
• Carol forwarded an e-mail on 11/7/2001 from Chialin asking for PRAC’s feedback on the faculty/staff survey.
• Final survey will go out to faculty and staff tomorrow (Wednesday). A link will be provided in President’s Briefing. Please participate on the pilot and provide feedback to Director of PRIE.
• PRAC also asked to provide feedback on student survey to Chialin. The Final Student Survey will also go out to students tomorrow (Wednesday).

Meeting Wrap Up/Assignments
• Ken or Sara: Follow-up re: web pages for Governance Committees.
• Ken: bring data to next meeting about classes (spring 2011 & fall 2011) cancelled. (Put on next agenda.)
• Next meeting is November 22.