Planning & Resource Allocation Committee

October 9, 2012
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo, Gina Cullen, Angelina Duarte, Jon Gudmundsson, Chialin Hsieh, Mike Irvine, Peggy Isozaki, Molly Johnson, Rebecca Kenney (Co-Chair), Dawn McIntosh, Sara McKinnon (Co-Chair), Michele Martinisi, Nanda Schorske, Carol Scialli (Resource), Kathleen Smyth

Absent: Marshall Northcott, Craig Wheeler

Agenda Review
• Agenda approved.

Minutes
• Minutes of September 25 meeting approved.

Instructional Program Review Template: Language Change
S. McKinnon
• Committee had suggested adding a question about possible reductions. That sentence has been added to the Program Review templates. What are your priorities if asked to make further reductions? (Handout was distributed.)

Administrative Program Reviews/Templates
C. Hsieh; R. Kenney
• Administrative Services Mini Program Review Timeline distributed.
• Administrative Services Full Program Review Timeline distributed.
• Template is on second page.
• Would like to embed data into Program Review. Will bring examples of data to next PRAC meeting.

SLOs Status Report
S. McKinnon
• ACCJC College Status Report on SLOs Implementation distributed. S. McKinnon has evidence compiled to support Report. Report must be submitted by October 15, 2012 to ACCJC.
• There are 180 documents including syllabi and related documents.
• Per C. Hsieh: be mindful of information alluded to in Statement 1.
• Last page: COM is proficient in all levels and sustainable in two levels. Bullets mean we believe we have met or exceeded the bulleted criteria.
• Thanks to S. McKinnon and Y. Bellisimo for work on this.

Software Advisory Group
S. McKinnon
• Background: Last year, the Instructional Equipment Committee (IEC) decided it would not review software requests.
• Recommendation was a group with understanding of software meet as subcommittee of PRAC.
• Group met on October 3, 2012. Group reviewed 5 of the 8 tasks requested of it.
• Group looked at following topics:
  o Inventory
  o Compatibility
  o Consolidate Requests
  o Database
  o Tracking Software
• Software expenses are cost of doing business and should not have to be listed each year in Program Review; rather come from IT as a section of its Program Review.
• Meetings will be Wednesdays, 12:00-1:00.
• Comment: Where is computer replacement handled?
  o In past, individuals made requests. Tech Plan wants a more organized process that is funded. Process was outlined in the Assessment Plan and Tech Committee will review this week.

New DOE Regulations from ACCJC

C. Hsieh
• ACCJC DOE New Evaluation Team Responsibilities distributed for information re: what is coming.
• Team mainly examines our recommendations.
• Column labeled Evaluation Team Task indicates details re: what team will be looking for.
• May want a policy re: out-of-state students for DE classes.

Non-Instructional Area Reductions: President’s Response to Academic Senate

S. McKinnon
• While the Academic Senate noted that reductions of about $625,000 have been made on the instructional side, the Senate wanted to know what was being done on administrative side of college. This is President’s response.
• Need further clarification re: Classified/Management Salary Savings.

Subcommittee Reports

Technology Planning: M. Irvine
• Discussed Strategic Plan as it related to technology at last meeting. Provided suggestions to C. Hsieh.
• This week will begin talking about ways to arrive at a computer replacement system. Software is related to this discussion. R. Kenney will attend meeting after that to provide input.

Student Access & Success: S. McKinnon and Angelina Duarte
Were scheduled to meet last week but several people off campus or late. Rescheduled to October 16. Group wants to meet twice a month in future.

- Per C. Hsieh: At RP Conference there was much discussion on Student Success Task Force so felt we are in good hands with A. Duarte at the helm of initiative.

**Educational Planning**

**C. Hsieh**

- EPC decided to create a matrix to help our champions when they are ready to report their progress. The matrix will provide a standardized way to report.

**Facilities Planning**

**S. McKinnon**

- Committee is meeting next Monday at 2:00.
- Comment: Per J. Gudmundsson: parking lots and paths need to be repaved. This is missing from plan and other deferred maintenance items.

**Instructional Equipment**

- Not meeting yet.

**Professional Development**

**C. Hsieh**

- Meeting today after PRAC.

**Other Reports & Updates**

- *Strategic Plan*. Comments received:
  - Include a story or background/process of developing the *Plan*. That has been added.
- We have 70 Action Steps.
- Plan is posted on website.

**Meeting Wrap Up/Assignments**

- Request follow-up from President re: $151,129 from VP of Operations budget; Classified/Management Salary Savings; Non-Instructional Faculty.