Present: Jackie Barretta, Becky Brown, Gina Cullen, Jonathan Eldridge, Mike Irvine, Peggy Isozaki, Sara McKinnon (Co-Chair), Michele Martinisi, Greg Nelson, Nanda Schorske, Carol Scialli (Resource), Kathleen Smyth, Cari Torres, Sheila Whitescarver

Others Present: Laurie Ordin, Andrea Wang

Absent: Yolanda Bellisimo, Tom Burke, Jon Gudmundsson

Agenda Review
- Agenda approved.

Minutes
- Minutes of August 27 meeting approved.

Professional Development Plan 2013-2016
S. McKinnon
- Review of Plan developed by C. Hsieh before she left.
- Plan can be viewed online. Go to:
  o Faculty/Staff
  o Planning, Research & Institutional Effectiveness
  o Click on Planning (on left side of page)
  o Scroll down to College Planning Documents
- Divided into themes:
  o Teaching and Learning
  o Student Success
  o Technology Training
  o Institutional Effectiveness
  o Employee Excellence
- Weaves in action steps from Strategic Plan.
- PRAC accepts the Professional Development Plan.

Midterm Report
S. McKinnon
- Report will be online today. Go to:
  o Faculty/Staff
  o Planning, Research & Institutional Effectiveness
  o Accreditation (on left side of page)
  o Self-Study & Follow-up Reports
• Evidence is being finalized.
• PRAC accepts the Midterm Report.

Math Dedicated Tutor Program
L. Ordin; A. Wang

- Math Dedicated Tutor Program is modeled after English Department’s Basic Skills English. Math 85, Math 95 (pre algebra) and trying for Math 101: Introductory Algebra.
- We have hired student and adult student tutors to shepherd students through. Much of it is providing Math help and teaching how to be a good student. Students need support and encouragement.
- Program has been funded through BSI, however, next semester will not receive funds for dedicated tutors.
- Success rates:
  o Math 85 and 95: had above norm success rates. Dedicated tutor is having a positive effect on classes.
  o Figures are based on census students minus the withdrawals.
  o Students must get a C or better.
  o Do not have data re: ratio of dedicated tutors to number of students. Will look at those statistics this semester.
- Math department does not have funding to support program especially when compared to English.
- Dedicated tutors cost about $20 per hour for in class tutoring up to and including Math 101.
- Would like to have Math Lab open more hours for drop in tutoring and would like more professional IS's for this purpose.
- Wish list is 40 hours per week x $20 per hour.
- Comprehensive best approach: what are recommendations to get largest number of students where they need to be. How do we collectively support these types of things?
  o Suggest COM Academy run by IS’s who would assist students (open lab) after they have taken their placement tests.
  o Math IS’s just work in the Math Lab but could be the dedicated tutors or ones running COM Academy.
  o Suggest convening a task force to collectively design a program as cornerstone then determine what it would cost to do it. It’s easier to fund and move forward if we develop a comprehensive plan.
- Request estimate is about $16,000.
- C. Torres and J. Eldridge will work with L. Ordin to develop a more comprehensive plan regarding an institutional plan to address this issue.

IT Update
J. Eldridge

- Overview of 2013-2017 Technology Plan. Four pieces from Tech Plan that IT has been pulling together to move forward:
Planning & Resource Allocation Committee

- **Faculty & Staff Computer Replacement ($500,062)**
  - Lease with Hewlett Packard (HP) goes before Board next week (4 year lease program starting this fall.)
  - Support from HP or new machine.
  - Trying for more training for IT because they will spend less time troubleshooting once leasing program goes into effect.
  - E-mail communication will go out to college community.
  - Still discussing laptops with HP.
  - Finally have an inventory and control over number of computers we have.

- **Upgrade Server Infrastructure ($450,000 project)**
  - Purchase new servers from Bond money
  - By bundling computers and server purchase we are saving significant amount of money.

- **Replace Aging Voicemail System ($70,308)**
  - Does not include equipment.

- **Network Upgrades & Wi-Fi Implementation ($450,000)**
  - Entirety of both campuses will have WiFi by end of academic year.

- We are looking at utilizing Banner more effectively.
- Project Charters written for each of the four projects to keep us on track and also communicate to college community.
- Completed inventory will be finalized soon.

**Schedule Restoration**

_C. Torres_

- Current list (revised September 3) of classes to be restored in spring and summer 2014 distributed.
- HIST 212 was added.
- MATH 85, 95 have huge waiting lists so asked for more classes.
- ART IGETC area 3A needed for summer.
- BEHS (6 units TBD) (summer).
- Spanish (TBD) (summer).
- Speech (TBD) (summer).

**Adopted Budget**

_P. Isozaki_

- Demo re: how to find adopted budget online.
- Contact P. Isozaki with questions if any.

**Topics for PRAC Fall Meetings**

- Brainstorm about topics.
- Suggest look at point of improvement sections of Program Reviews.
Subcommittee Reports

Technology Planning
- 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
- Hold for future meeting.

Professional Development
- Hold for future meeting.

Meeting Wrap Up/Assignments
- S. McKinnon will draft memo to support Math request for dedicated tutors.