Planning & Resource Allocation Committee

September 13, 2011
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo, Raemond Bergstrom-Wood, Jon Gudmundsson, Chialin Hsieh, Mike Irvine, Peggy Isozaki, Molly Johnson, Sara McKinnon (Co-Chair), Michele Martinisi, Ken Meier (Co-Chair), Marshall Northcott (Staff Resource), Nanda Schorske, Carol Scialli (Staff Resource), Kathleen Smyth

Absent: Tom Burke, Mike Dougan, Norm Pacula, Lance Reyes
Others Present: President David Wain Coon

Agenda Review
• Agenda approved.

Minutes
• Minutes of August 23 meeting approved with following edits:
  o Under Research Advisory Group (RAG), should be Chialin Hsieh.
  o Page 1, Budget Update, bullet 3 should read: Funding of 21 full-time faculty to be hired. $50,000 also allocated for Distance Ed instructor for Fall 2011.

Welcome
• Welcome to new committee member, Molly Johnson (Nursing).

Process of Developing the 2012-2015 Strategic Plan
President David Wain Coon
• Refer to Integrated Planning Manual (distributed).
• Make sure that on collective radar we’re on 3rd year of first strategic plan.
• Have accomplished most of what we said we would do.
• Process and timeline laid out as to how we will approach process of creating a new 3-year plan.
• Must raise to collective awareness what we need to do this year.
  o Educational Planning Committee should meet this year and should be monitoring the Educational Master Plan and informing PRAC re: what has been accomplished or not.
  o Educational Planning Committee is a subcommittee of PRAC with seven faculty members, two managers, two staff members, and two students.
  o President Coon will discuss the process of developing the Strategic Plan with Cabinet.
• Will be doing environmental scanning. What do we want to know from the outside community, work force, etc. Results will also inform how our Strategic Plan looks.

Educational Planning Committee (EPC) Revised Charge (distributed)
Sara McKinnon
• Review of charge for Educational Planning Committee.
• Delete Technician and add PRIE.
• Language being added is underlined.
• EPC would provide support for Director of PRIE.

Committee reached consensus to move forward the revised charge of EPC. Revised charge will be presented to EPC, then Cabinet, then GRC.

Follow-up Report 2011 in Response to 2010 Self-Study Recommendations
Chialin Hsieh
• PRAC members reviewed Report and goes to Board Tuesday for its approval.
• WASC will visit COM on October 31 with three members.

PRAC accepts Follow-up Report 2011 as presented.
Revised Integrated Planning Manual (IPM)

Chialin Hsieh
- This was included in follow-up Report to WASC.
- Changes on page 5: Following the Program Reviews, the college develops Action Plan for Program Improvement to implement its plans.
- Now have planning for resource allocation for next fall. Page 22 includes supportive language;
- Idea is for IPM to be consistent with Follow-up Report.
- Edit to Planning cycle arrow chart.

Committee accepts Integrated Planning Manual as presented.

Subcommittee Reports

Technology Planning
Mike Irvine
- Four consulting firms have been chosen to be interviewed to write a Technology Plan. They will look at current plan, do own research. Much groundwork done.
- Groups were recommended by other colleges, Marshall, and by a faculty member.
- Committee hopes they bring new ideas to the table.

Student Access & Success
Ken Meier
- Angelina Duarte will be driving this initiative. She is more experienced in Student Services and has developed an extensive rubric for a Matriculation Plan.

Educational Planning
- See discussion above.

Facilities Planning
Laura McCarty
- Committee interviewed seven firms to write a Facilities Master Plan plus long term Facilities Maintenance Plan to integrate maintenance into planning process.
- Software tool can incorporate data including energy savings. When paired with planning process, decision-making tool can give you options and scenarios.
- Plan that not only fulfills accreditation requirement.
- Narrowed down to two applicants that committee felt could do job well. Panel made recommendation to President.
- Panel comprised of Laura, Erik Dunmire, Don Flowers, John Rodriguez, Fernando Agudelo-Silva.
- Challenge will be budget and what we can afford.

Instructional Equipment
Ken Meier
- Refer to Governance Report.
- Need a more streamlined process for prioritizing IE and need to start process earlier.
- Create rubrics that are simplified.
- Will look for alternative revenue sources.
- Chairs will have a more active role.
- Departments do initial prioritization of requests. Sara had asked for ranking in template.
- Confusion re: rank versus priority; needs to be defined.

Professional Development
Yolanda Bellisimo
- Meeting today after PRAC.
**Other Reports & Updates**

*SLOs Student Services (Becky Reetz)*

- Becky is SLO facilitator for Student Services.
- Spring 2011: identified division level SLOs.
- Summer 2011: met with every Student Services department to identify program level SLOs that connected to division SLOs.
- On track with Program Level SLOs and identified ways to measure.
- Analyzing data, discussing results, are next steps.
- Need to develop program level SLOs in *Children’s Center*.
- Articulating outcomes piece indicates how we might analyze A&R for example.
- Meeting with people individually and great to see how people think about their area in a different way. New energy. Great dialogue-generating project.
- Comment: Integrate IVC folks into process. (They need to send a leader.) Nanda happy to support.
- Kudos to Becky and Chialin for efforts. Moved quickly; impressive.

**Other**

*Accreditation (Ken Meier)*

- Attended accreditation workshop as part of team re: *Solano Community College*.
- Federal rules changing around accountability.
- Must ensure all in institution understand what we are trying to do.

**Budget**

- Greta and Nanda budget lines not included in the printout.

**Meeting Wrap Up/Assignments**

- Chialin will send sustainable process/plan from WASC for a *Tech Plan*.
- Next meeting is September 27.
- Add: Governance in Action (KK) agenda item