Present: Yolanda Bellisimo, Becky Brown, Gina Cullen, Jason Dunn, Patrick Ekoue-totou, Jonathan Eldridge (Co-Chair), Sara Frye, Peggy Isozaki, Gina Longo, Sara McKinnon (Co-Chair), Chris Myers, Nanda Schorske, Carol Scialli (Resource), Kathleen Smyth, Cari Torres, Michael Trump, Sheila Whitescarver

Others Present: Mike Irvine, Laura McCarty

Absent: Michele Martinisi, Greg Nelson

Agenda Review
- Agenda approved.

Minutes
- Minutes of May 20, 2014 meeting approved.

SAS Recommendations from Program Review

J. Eldridge
- Student Access Data from Program Review, dated June 18, 2014 distributed. The SAS Committee reviewed Program Reviews to provide feedback to disciplines and the PRAC.
- There are four themes and recommendations offered for each theme. Themes are:
  - Student Preparation—College-Ready Behaviors
  - Student Preparation—Math
  - Student Preparation—English
  - Transportation
- Timing: In November an Equity Plan needs to be submitted to the Chancellor’s Office.
- Certain groups of students are disproportionately impacted by the way we offer our curriculum.
- Some of this relates to students but also to ways we organize ourselves—need to do better.
- We will include in Equity Plan that we are going to develop a Basic Skills Master Plan. This plan would outline what we need to do to make a difference.
- Then, in next Strategic Plan, what are action steps we need to take that relate to the strategies we’ve agreed upon as a campus and make sure we are making progress.
- Number 4 is an ongoing issue and action is occurring on this.
- Discussion about some of the issues related to transportation.

PRAC recommends that the SAS recommendations be forwarded to the President and College Council.
Technology Initiatives Update

P. Ekoue-totou

- Implementation and integration of Turnitin with Moodle is completed.
- Implementation and upgrade of major business systems. Examples: LaserFiche, Moodle, SARS upgrade, CCC Apply.
- Support for HR re: excess vacation cap for classified and management employees.
- PC deployment is ongoing. (Over 500 computers were deployed.) Also have to work on lab computer replacement.
- Implementation of MFP’s (multi-function printers); contracted with Discovery Office Systems. We have a district contract to lease equipment that can print, copy, and scan.
- Using a software, Go Print, so that students will print for a fee.
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- Implementation of MFP’s (multi-function printers); contracted with Discovery Office Systems. We have a district contract to lease equipment that can print, copy, and scan.
- Using a software, Go Print, so that students will print for a fee.
- Supporting SMN, new NAC on infrastructure projects.
  - Need to lay out a foundation for future but need to change some things first.
  - Looking at basic building blocks to make sure structure exists like wiring, routing, switching. Look at security firewall situation; contingency planning—a way to have staff on call so that business continues. Servers, basic services (authentication, Banner, phone).
- Working on assets management and procurement: making sure everything is tracked properly including warranties.
- Kudos to IT for successful rollout of PC project.
- Question about LC 110 computers that are not working. S. Dodson is to address.
- Discussion re: people who have special needs for particular computers like MACs.
  - In short term, Program Review is the avenue to address current issues.
  - Consider whether MAC is necessary in order to teach a class.
  - IT has a form to address this request with proper review and signoff.
  - We will also need a longer range plan.
- Current computer replacement plan is a placeholder. We will need to see where we are in a few years.

Strategic Plan Year Two Report

C. Myers

- Just completed second year of three year Strategic Plan. At end of each SP year, EPC puts together a summary of progress; degree to which we have met our goals.
- Progress Report 2014 Summary distributed. Major accomplishments:
  - College successfully completed a vast majority of action steps.
  - Enhanced technology
  - Improved student services
  - Increased efficiency and effectiveness of fiscal operations
  - Implemented planning processes
- Progress Report Challenges:
Delay by external agencies, like Chancellor’s Office, in implementing policies and procedures.
Need for a negotiated agreement, lack of available space, lengthy committee processes.

- Pages 8-10 represent a visual summary of action steps.
- Page 6 outlines PRAC’s accomplishments and challenges. Need to look at things that were not accomplished.
- All may want to begin thinking about the next Strategic Plan after this one.

Comments
- Include in report idea that waiting for Chancellor’s Office decisions impacted our report and how it did so.

Facilities Planning Committee (FPC) Report on Program Review Requests
L. McCarty
- 2014 Program Review Follow-up Tracking Sheet distributed. Document (on website) was developed by FPC and includes all Program Review comments.
- Spreadsheet shows department requesting item, who item is assigned to, and status of request.
- Requesters were contacted about their comments, a constructive process.

President David Wain Coon’s Report Re: Approvals of PRAC’s Recommendations
- President DWC will report at the next PRAC meeting as he was called away.

Enrollment Services Reorganization
J. Eldridge
- Physical space is open to make it more inviting. Students can sit at a table with person across from them helping them.
- Moved Financial Aid into Admissions & Records area as well. Both are now located in Enrollment Services. Anything related to enrollment can be taken care of in one location.
- Position descriptions have been changed with a career ladder for employees. Cross training continues.
- New Dean of Financial Aid, Emily Sillcocks.
- In future, will be able to get 90% of information needed by students from any of the staff members in Enrollment Services.

Comments
- Financial aid fraud impacted an instructor’s class.
- Signage was insufficient when remodeling was occurring in Student Services.
- Need to think about how we communicate with students. The more we communicate the better.
- Faculty can encourage students (in syllabus) to update their contact information.
Student Success and Support Program (SSSP) Report and Equity Plan Progress

J. Eldridge

- A draft copy of this report will be distributed via e-mail soon. Derek Levy is working on this.

Subcommittee Reports

Technology Planning

- See technology update above.

Student Access & Success

- See SAS recommendations above.

Educational Planning

- Hold for a future meeting.

Facilities Planning

- See FPC update above.

Instructional Equipment

- Report was provided by D. Snyder at May 13 meeting.

Professional Development

- Hold for a future meeting.

Other Reports & Updates

J. Eldridge

Finance Subcommittee Idea

- Idea by G. Nelson to create a Finance Subcommittee of PRAC.
  - Meet regularly throughout the year.
  - As budgets are being built, have open meetings where members would delve into all elements of the budgets to allow for better understanding.
    - Work on priorities in relation to resources we have.
    - Review long term needs.
    - Act as a resource relative to Program Review cycle.
    - Look at items, like software, fiscally and on a broader scale.
    - Group would help funnel into tentative and final budget for institution with direct line from PRAC to building larger budget.

Meeting Wrap Up/Assignments

- Next meetings are September 23 & 30.
- Postpone Governance item to next meeting.
- Put Finance Subcommittee idea on next agenda.