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

Absent: Tom Burke, Mike Dougan (Sabbatical), Norm Pacula

Agenda Review
- Agenda approved.

Minutes
- Minutes of May 1 meeting approved with edits:
  - Under Counseling Requests, Non-Instructional Part two, second bullet: delete word “from” that is repeated.

Technology Plan (draft version 31)

M. Irvine
- Initiatives (color coded) added:
  - Alert-U system (Police)
  - MarinNet
- ID card: Everyone including faculty, staff and students would have one, a universal card.
- Discussion about project costs—make consistent, where possible.
  - Committee did not know costs on all projects.
  - Suggest adding an addendum or summary spreadsheet (five-year plan) representing costs.
- PRAC recommends that a summary spreadsheet be added as an appendix indicating estimated costs chronologically.
- PRAC recommends approval of the Technology Plan pending the addition of: an appendix estimating costs and addition of the President’s letter.

SLO Assessment Plan

Y. Bellisimo
- Changes were made regarding to first rotation which will be spring 2012, fall 2012, spring 2013. Thereafter, rotations will occur every 3 years. This was done to synchronize with Program Review.
- SLO Assessment Plan was approved previously. Committee approves amendment to Plan.
Facilities Plan Introduction

S. McKinnon

- Plan was created primarily by architect (consultant) and was approximately 70 pages long. It was confusing.
- The president hadn’t wanted to lose sight of WSCH and State standard data. However, it shouldn’t be the entire focus of the analysis.
- Plan did not discuss what was actually accomplished and this was suggested as an important addition to plan.
- It is important that plan connects with Ed Master Plan recommendations and connect to demographic and programmatic data.
- An amended outline was proposed by Erik Dunmire. The Committee now has better focus on plan’s direction and hope to get architect on board with that.
- Plan is not ready today; may bring to PRAC next week.

Develop Final Budget Recommendations

S. McKinnon

Full-time Faculty Requests

(First two pages are conversions and third page is new.)

- **Court Reporting** (1 conversion): Plenty of part-time units available.
  - Is this a viable occupation?
  - Will program continue (be around in 5 years)?
  - Per N. Schorske: Appropriate for program to do a revitalization; hire full-timer after revitalization.
  - Defer request until after program revitalization has been concluded.
- **AUTO** (1 conversion): This is a viable conversion. (Recommend)
- **COMPUTER SCIENCE** (1 conversion): There is no full-time instructor so no continuity. Intro classes are always full. (Recommend)
- **Modern Language** (1 conversion, Spanish only): (Recommend)
- **PE** (1 conversion): (Defer pending changes in State regulations; revisit mid-year)
- **Social Science** (1 conversion), History/Political Science: (Recommend)
- **Library** (2) new to be compliant with Title 5 regulations: (Recommend 1 now; revisit other request in spring 2013)
- **Counseling** (3): Recommend 1 now. (Defer further analysis on this request until A. Duarte is present.)
  - Discussion about inefficiencies in Counseling
  - How improve services for students
  - Training for Counselors
  - Technology to improve recordkeeping
  - Report to PRAC how they will improve services to students
- **Distance Ed** (1 new): Full-timer in instructional design. FTFAC did not recommend (Not recommended)
• **English** (1 new): Full-timer to oversee Online Writing Center and BC 101 (Not recommended)

**Library Requests**
- **Budget:** actually asking for about $30,000 more because amount spent this year was already over $90,000.
- The proposed operating budget for the library is $118,500.
- **Librarians (2),** $200,000 (Recommend 1 – see above)
- **Teaching Units (10 additional),** $30,000 – decision deferred until TU discussion.
- **IVC – enclosed reference space,** $20,000 (Assume Modernization will cover this expense) (Recommend)
- **Replacement of old computers** (15 additional), $16,000 (not recommended at this time)
- **New database license for JSTOR,** $4,400 (not recommended if license is included in proposed operating budget)
- **Permanent source of funding for reserved textbooks,** $12,000 (Recommend); Publicize new reserve textbooks, $1,000 (Not recommended)

**Other Student Services Requests**
- **Child Development Program—IT ARGOS Report** (Recommend)
- **Tutoring Center:**
  - Increase in tutor pay rate (Not recommended)
  - Increased hours of tutoring to include online, IVC and evening by 440 hours annually ($5,280) (Recommend)
  - Textbooks, supplies etc. ($1,500) – already in their budget (Not recommended)
  - Additional FT Tutoring Coordinator ($80,000) (Not recommended)
  - **8 Instructional computers ($9,600)** (Not recommended at this time; refer request to pending process for hardware and software)
- **Veterans Center**
  - Office/Center setup ($10,000) (Other options are being explored)
  - Printing needs/office supplies ($5,000) (Recommend $500)
  - Classified staff (.5) ($25,000) (Defer for Craig Wheeler’s input)
- **Math—Tutoring (ISS) ($17,000)** $10,000 approved and funded last year. Asking for additional $7,000. Need evidence that this will improve SLOs

**Subcommittee Reports**

**Technology Planning**
- See above approval of Tech Plan.

**Student Access & Success**
- Nothing to report.

**Educational Planning Committee**
- Nothing to report.
Facilities Planning Committee
• See above discussion.

Instructional Equipment
• Recommendations will be provided at next meeting.

Professional Development
• Nothing to report.

Meeting Wrap Up/Assignments
• Next Meeting is May 15 and will run until 5:00 as will the meeting on May 22.
• Agenda items for next meeting:
  o Counseling request (revisit)
  o Math Tutoring (revisit)
  o VET classified position (revisit)
  o SS Matriculation
  o Other Instructional Budgets
  o Teaching Units
  o Classified Staffing
  o Supplies budget increases
  o IE recommendations and Non-instructional equipment requests