**Planning & Resource Allocation Committee**

April 17, 2012  
2:00-3:30, AC 108  
Minutes

**Present:** Raemond Bergstrom-Wood, Angelina Duarte, 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:** Yolanda Bellisimo, Tom Burke, Mike Dougan (Sabbatical), Jon Gudmundsson, Michele Martinisi, Norm Pacula

**Agenda Review**
- Agenda approved.

**Minutes**
- Minutes of April 3 meeting approved.

**Classified Staffing Flowchart**

**S. McKinnon**
- Program Review Requests for *Classified Staffing Flowchart* distributed and reviewed.
- Comment: Language about requests for position “upgrades” needs to be added somewhere.
  - Add to *Program Review* instructions.
  - Add note to *Flowchart*.

**IEC Procedure Change**

**S. McKinnon**
- Review of Memo from IEC regarding process recommendations. IEC recommends that (1) software is not equipment and reviewing these requests is not part of the committee’s charge; (2) Media Services be included in *Program Review* timeline for other programs with instructional equipment requests.
- Re: Software:
  - Comment: separating computing from one committee from software with no committee; two processes not coordinated.
  - Technology requests need an overall view—planning. Maybe *Technology Committee* would review technology that supports instruction. Need expert group that will evaluate requests (computers, software, licensing) and make a recommendation to IEC who can forward to PRAC.
  - We have a need to have someone decide all of these things. *Tech Plan* Consultant advises most schools have an Instructional Technology Advisory Committee. Recommendations made by advisory then would go to a Governance group.
  - Suggest *Technology Committee* review requests next year.
  - IEC not comprised of technology experts. Scope of work for the IEC is huge.

*Committee accepts recommendation (1) and is considering having the Technology Committee as a possible appropriate body to evaluate and make recommendations regarding hardware and software requests made via Program Review. Committee accepts recommendation (2) as stated.*
Recommendation from IEC re: E-Unisol Computer Pilot

- District proposes funding 100 computer stations via E-Unisol pilot project to replace existing computers.
- M. Northcott asked IEC to agree on prioritization of the 100 computers. Committee prioritized as follows:
  - Science Labs (50 computers)
  - BC 101 (35 computers)
  - English Writing Center (10 computers)
  - Library (15 computers)
- Note: The Science Lab does not currently have 50 computers. Computer replacement for the Science Lab will only be up to the amount they currently have in the Lab.

Committee accepts the prioritization of computer replacements from IEC.

Student Services SLOs Update

C. Hsieh

Broad dialogue about Student Services and SLOs Process

- Make it simple, meaningful, sustainable.
- Four division-level SLOs were identified. Division and Program-Level Matrix shows how SLOs align.
- Articulating Outcomes:
  - Processes
  - Learning Outcomes
  - Satisfaction Indicators
- Flow chart of where we were and where we are now from Spring 2011 through Fall 2011.
- Spring 2012 begin to analyze data, discuss results.
- Student Services SLO cycle diagram.
- Examples of Student Services SLOs; examples of measurements and results.
- Implement strategies.
- Program Level Assessment Report.
- Relationship between SLOs and Program Review diagram.
- ACCJC SLO Rubric: next meeting will review to see where they are.
- Level of successful implementation:
  - Level 1: improvement of process
  - Level 2: improvement of strategies
  - Level 3: impact on assessment culture

Requests from Student Services Program Review

S. McKinnon

Child Development Program

- Create Argos report with assistance from IT.
  - We will have to do this for all students. What is the template we will need? May want to start a double prong effort, all first time students; make sure asking for same data elements to fit state requirement (Student Success AB 146).
  - Things we design should be standardized.
Planning & Resource Allocation Committee

DSPS
- One FTE Counselor (approximately $100,000).
  - One Counselor was increased to 1.0. Losing one part-timer now.
  - Went through review a year ago and arrived at reduction plan; why back on drawing board?
  - Had to cut and adjust.
  - Chancellor's Office is doing assessment of all programs re: cuts. Need to consider additional information from Consultant.
  - Hold until additional information is obtained.

Financial Aid
- Add a staff member to identify students in jeopardy.
  - BFAP funds were given to FA to do outreach. Here, COM used funds to support general Outreach person, Anna Pilloton who has nothing to do with FA. Person should be reporting to FA. President has said will address in next budget cycle. BFAP funds might be used for added person.
  - This is considered a high priority.

Financial Aid
- Increase in postage budget or have college pay for postage.
  - Recommend review of items mailed out needing postage.
  - Students requiring FA may not have computers and printers.

Job Placement Center
- Augment budget to cover NACELINK, printing, memberships, supplies, publicity for fairs for a total of $5,000.
- Last year Job Placement budget was moved to Transfer Center. Job Placement moved back but budget did not go with it.
- No Job Placement services at IVC where career programs are located.
- Need more information. What is NACELINK? What is the publicity?

Health Center
- More information needed. Lacks details.
- What will be done differently?
- Might Single Stop be a resource?

Library
- Permanent source of funding for reserve course materials. Possible source identified by Financial Aid, $12,000. ASCOM funded a portion last year. Question about how process and funding would work but valid request.

Library
- Funds for implementation of media information campaign, $1,000. This is connected to previous request. What is $1,000 for?
Library
- Staffing at Circulation desk increased between 10:30 and 6:30.

Subcommittee Reports
Technology Planning Committee
- Hold for future meeting.

Student Access & Success
- Hold for future meeting.

Educational Planning Committee
- Hold for future meeting.

Facilities Planning Committee
- Hold for future meeting.

Instructional Equipment
- Review of Career Ed requests.

Professional Development
- Hold for future meeting.

Meeting Wrap Up/Assignments
- Next Meeting is April 24.
- Carol: Add Flowchart to website.
- A. Duarte will follow-up with L. Beardsley re: Child Development Program request.