

PLANNING & BUDGETING COUNCIL MEETING MINUTES

Wednesday, November 20, 2013

Building 2, Room 10 – 2:10 to 4:10 p.m.

Members present: Alaa Aissi, Gregory Anderson, Lizette Bricker, Jennifer Castello, Loretta Davis Rascon, Ivan Evans, Patty Hall, Sarah Harmon, Doug Hirzel, Robert Hood, Chialin Hsieh, David Johnson, Ruth Miller, Paul Naas, Vickie Nunes, Karen Olesen, Martin Partlan, Robin Richards, Mike Tyler,

Lezlee Ware

Ex-Officio: Larry Buckley - President

Members absent: Debbie Joy

Guests: Regina Blok, Edith Flores, Linda Hayes, Raj Lathigara, Kim Lopez, Kay O'Neill, Supinda Sirihekephong, Maggie Souza, Jeanne Stalker, Dave

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AGENDA ITEM	PRESENTER	PROCESS	
1) APPROVAL OF MINUTES	The minutes were approved as amended	Doug Hirzel, Academic Senate President Debbie Joy, Classified Senate President	
2) BUSINESS			
A. Approve Revised ILOs	 In September 2013, our Academic Senate created an ad hoc workgroup to begin revising the ILOs. The ad hoc workgroup was made up of the following faculty: Jennifer Castello, Jeanne Gross, and Hyla Lacefield. The following revised ILOs are a result of their work and follow up discussion among the Academic Senate, SSPC, IPC, PBC and ASCC: Critical Thinking – select, evaluate, and use information to investigate a point of view, support a conclusion, or engage in problem solving. Creativity – produce, combine, or synthesize ideas in creative ways within or across disciplines. Communication – use language to effectively convey an idea or a set of facts, including the accurate use of source material and evidence according to institutional and discipline standards. Community – understand and interpret various points of view that emerge from a diverse world of peoples and cultures. Quantitative Reasoning – Represent complex data in various mathematical forms (e.g., equations, graphs, diagrams, tables, and words) and analyze these data to draw appropriate conclusions. After reviewing and discussing the revised ILOs, a motion was made and 	Doug Hirzel, Academic Senate President, Debbie Joy, Classified Senate President & PBC Co-Chairs	

seconded to adopt the revised Institutional Learning Outcomes. All members present agreed. B. Review Distance Ed Plan Enrollments for our campus in classes on-line are growing slowly. One third of Janet Stringer & Jane Rice, the classes this past summer were on-line. The college will be exploring the Distance Education demand of on-line classes for summer and fall. **Committee Co-Chairs** The Distance Ed mission and its goals were reviewed. Other noted details of the program included: • In fall 2013 semester, 55 sections of 43 courses were offered via the distance learning modality with 34 sections offered fully on-line and 21 offered in the hybrid format, which includes both hybrid and web assisted formats. • Total enrollment in Distance Ed learning courses for fall 2013 is 1638 which is 10.8% of the total census enrollment) with 1104 of these enrollments in on-one sections and 534 in the hybrid sections. Sections in the spring semester taught by 37 faculty – 15 full time and 22 part time. • It is possible for students to take more than 50% of the units for an AA degree in the distance ed learning format, our college submitted a substantive change report for DE to the ACCJC in spring 2013, which was approved • State authorization is needed for anyone living out of state and taking an online class. • Faculty Development- there is a central core of both full time and part time faculty teaching DE and most also teach on campus. Faculty have been trained for DE through 3 main routes – informal "training" with or without a mentor, STOT (Structured Training for Online Teaching) offered through the district and @One training supported by the State Chancellor Office. As of fall 2013, 28 faculty have participated in STOT graining and at least 5 have taken one or more courses through @One. • A checklist for faculty teaching on-line courses is being drafted that acknowledges the policies, rules and regulations pertaining to the teaching of on-line courses. • Student Support – students can perform all aspects of registration online through WebSmart. Other services available to students on-line are financial aid services, purchase of books through bookstore website and on-line vendors, electronic Counseling, library resources, and student orientation. The 2013/14 New Position Requests Review Process for SSPC, IPC, and APC C. Finalize & Approve Doug Hirzel, Academic on December 4th was reviewed and discussed. Key points on the discussion **Process for Joint Hiring** Senate President, Debbie process include: **Prioritization Meeting** Joy, Classified Senate

President & PBC Co-Chairs • Outcome with a list of strengths and weaknesses for the positions and Tier 1/Tier 2 ranking. • Process consisting of small group discussions with the first hour discussing the positions in groups with note taking and the second hour a report out from the groups. • Recording with all information for strengths and weaknesses included on a large yellow poster to be reviewed by all attendees Attendees will be divided into eight groups with a leader Ouestions to consider include: What do the data indicate about the need for the position What key considerations are there with the position What is the relationship of the position to the EMP and overall goals for the college Suggested that the list of EMP and Strategic Planning goals be added to the list of materials provided for each group. It was also requested that the position presentation on December 3rd be videotaped with the link provided to the campus community for their viewing. A motion was made and seconded to approve the process with the proposed additions. All members present agreed. Doug Hirzel, Academic As part of the process for the Resource Allocation draft, our district is asking the D. Resource Allocation Draft. Senate President & PBC Cothree colleges to come up with assumptions for minimum staffing levels using Chair the 13/14 budget data. The colleges are being asked to compare their staffing, paid from fund 1, with their sister colleges and come up with positions they feel are needed. Faculty allocation should be based on how many students the colleges would like to serve. Discussion surrounding this agenda item included: • Need to look at what our FTES and LOAD goal should be • District would be looking at funding goal of 5000 • Cañada is at 1919 FTES right now and LOAD is at 507 • If increased, our allocation could go from \$3.7 million to \$4.8 million from this model. • Think about where goals should be set at for allocation PBC members were asked to discuss this with their constituency groups and bring their feedback to the next PBC meeting. E. Continue Report on EMP Agenda Item to be moved to the December 11th PBC meeting. Doug Hirzel, Academic **Progress** Senate President, Debbie Joy, Classified Senate

		President & PBC Co-Chairs
F. Division/Committee Reports	 Divisions in process of updating curriculum for Courses on Record. This involves 77 courses that are new or to be revised. KAD – involved in hiring process for the two Librarian positions Women's Golf won third in State Student Services – will begin looking for new part-time counseling aide in December UC/CSU deadline this Wednesday – work out to prospective transfer students. ASCC – three day holiday event the week of December 2nd 	Division Committee Reps
3) NEXT STEPS	None	Doug Hirzel, Academic Senate President Debbie Joy, Classified Senate President
4) MATTERS OF PUBLIC INTEREST	Campus Fundraiser for the Philippines as of now has raised \$1300.00.	Doug Hirzel, Academic Senate President Debbie Joy, Classified Senate President
5) ADJOURNMENT	The meeting was adjourned at 3:55 p.m.	Doug Hirzel, Academic Senate President Debbie Joy, Classified Senate President