



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 Vigo

<u>AGENDA ITEM</u>	<u>PRESENTER</u>	<u>PROCESS</u>
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	<p>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:</p> <ul style="list-style-type: none"> • 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. <p>After reviewing and discussing the revised ILOs, a motion was made and</p>	Doug Hirzel, Academic Senate President, Debbie Joy, Classified Senate President & PBC Co-Chairs

<p>B. Review Distance Ed Plan</p>	<p>seconded to adopt the revised Institutional Learning Outcomes. All members present agreed.</p> <p>Enrollments for our campus in classes on-line are growing slowly. One third of the classes this past summer were on-line. The college will be exploring the demand of on-line classes for summer and fall.</p> <p>The Distance Ed mission and its goals were reviewed. Other noted details of the program included:</p> <ul style="list-style-type: none"> • 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 on-line 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 training 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. 	<p>Janet Stringer & Jane Rice, Distance Education Committee Co-Chairs</p>
<p>C. Finalize & Approve Process for Joint Hiring Prioritization Meeting</p>	<p>The 2013/14 New Position Requests Review Process for SSPC, IPC, and APC on December 4th was reviewed and discussed. Key points on the discussion process include:</p>	<p>Doug Hirzel, Academic Senate President, Debbie Joy, Classified Senate</p>

<p>F. Division/Committee Reports</p>	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> - Women’s Golf won third in State • Student Services – will begin looking for new part-time counseling aide in December <ul style="list-style-type: none"> - UC/CSU deadline this Wednesday – work out to prospective transfer students. • ASCC – three day holiday event the week of December 2nd 	<p>President & PBC Co-Chairs</p> <p>Division Committee Reps</p>
<p>3) NEXT STEPS</p>	<p>None</p>	<p>Doug Hirzel, Academic Senate President Debbie Joy, Classified Senate President</p>
<p>4) MATTERS OF PUBLIC INTEREST</p>	<p>Campus Fundraiser for the Philippines as of now has raised \$1300.00.</p>	<p>Doug Hirzel, Academic Senate President Debbie Joy, Classified Senate President</p>
<p>5) ADJOURNMENT</p>	<p>The meeting was adjourned at 3:55 p.m.</p>	<p>Doug Hirzel, Academic Senate President Debbie Joy, Classified Senate President</p>