PLANNING AND BUDGET COUNCIL MEETING MINUTES
Wednesday, September 16, 2015

Members present: Doug Hirzel, Debbie Joy, Lezlee Ware, Rachel Corrales, Supinda Sirihekaphong, Paul Naas, Lorraine Barrales-Ramirez, Peggy Perruccio, Chialin Hsieh, Megan Rodriguez, Michelle Marquez, Gregory Anderson, Kim Lopez
Members absent: David Johnson, Nick Carr, Winnie Kwofie, Larry Buckley
Guests and others present: Mary Chries Concha Thia, Michael Stanford, Anniqua Rana, Vickie Nunes, Janet Stringer, Barbara Bucton

AGENDA ITEM	CONTENT	PRESENTER
1) **WELCOME AND APPROVAL OF MINUTES**	Meeting called to order at 2:10 PM Minutes of May 20 Meeting were approved, with one abstention. Welcome to newly-appointed PBC member Academic Senate Student Services representative Lorraine Barrales-Ramirez.	Deborah Joy and Doug Hirzel, Co-Chairs

2) **BUSINESS**
A. Summary of Program Review Resource Request
	Background: In February 2015, (26) Program Reviews were submitted, each included resources requests related to instruction, facilities, professional development, personnel and other resources categories. The requests were extracted then itemized and sorted per Division. VPs and Deans reviewed and prioritized requests. VP Marquez further identified these as:
	    1. Supplies & Equipment
	       • instructional or non-instructional
	       • one-time or ongoing
	    2. ITS
	       • hardware
	       • software
	       • one-time or ongoing
	Clarifying information was continually exchanged during this process.
	These efforts resulted in a well-defined list of needs useful to identify funding.
	Program Review Resources Requests and Allocations for FY 2015/2016
	http://canadacollege.edu/planningbudgetingcouncil/1516/Program%20Review%20Requests%20and%20Allocation%20Summary%202015-2016.pdf
	Discussion highlights:
	   • Requestors identified as the (3) instructional divisions plus student services
	   • Available funding for program review requests included:
	     Lottery: instructional supplies and software
	     Equipment: Equipment, FF&Es
	     ITS Fund: replacement labs, projectors, printers
	     One-Time Equipment Funds: to be managed carefully as, as they are one-time funds and, ideally, we would like to be able to carry this over for a few years. Considered as a contingency fund for all categories.
	   • This information relates to Restricted Funds and is completely separate
		Michelle Marquez

		from Fund 1 operating budgets. • Lottery funds are being allocated at the beginning of the year so divisions are aware of and can manage within the funding available. • There is a clearer division budget picture particularly at the program and discipline levels. Allows for proactive budget managing and accountability within divisions. • Program review cycle is streamlined with this advance work in place. • Future training clarifying the program review process and writing program reviews will be helpful. VP Marquez and Dean Hsieh are developing program review training tools and looking at including this training as part of Flex Day program. • Explored targeting completing resource request process prior to summer break. VP Anderson reported this could impact the program review timeline. Calendar does not allow for any margin in due date. However, we will look at condensing the timeline after due date. • Embedding resource requests within program reviews is consistent with the College's accreditation procedures and self-evaluation objectives. Thank you to the staff for their thorough and conscientious efforts to complete and clarify the process, resulting in accessible and useful information.	
B.	Strategic Planning Online (SPOL) Demo	Background: Because we have so many plans, it is a constant challenge to track plan progress and cost. Additionally, faculty has long requested an electronic and more efficient method to compose and collaborate on program reviews. District helped us identify the Strategic Planning Online platform as a potential tool for us. We are exploring its use in a 3-year pilot program and this is Year 1. PBC members were provided a general overview and look-and-feel on this platform. Co-Chair Hirzel advised training will begin for this year's program review cycle. This platform will also be used for progress reports that are currently being submitted. Noteworthy items include: • Modules useful for our use: Institutional Planning and Program Planning Program Review Budgeting Assessment (possible replacement for TracDat for Student Services use) • Modules are interconnected. Inputs in one will populate in others. • View current status of plans and historical data input • Tasks can be directed to specific responsible parties • Info can be used as evidence related to standards • Allows for narrative and links to data • Resources requests may be made outside of the program review cycle • Provides for common logon per program Next steps: • Doug Hirzel to meet with Deans to go over review approval process then will engage and discuss with Planning Councils chairs. We are targeting user training in late October and into November. Please direct any feedback to Co-Chair Hirzel. Dean Hsieh spoke to Doug's efforts in taking on this pilot project and PBC shared this appreciation.	Doug Hirzel

C. District and College Innovation Funds	At previous PBC meetings, the District Innovation Fund was discussed as a possible funding source for new projects. VP Marquez reported that District Innovation Funds have since been allocated by the Chancellor's Cabinet for specific purposes at each College.
	  Cañada: $200K will be received to support SparkPoint
	  CSM: funding to support Project Change and First-Year Experience Program
	  Skyline: funding to implement Middle College and support SparkPoint
	VP Marquez is requesting One-Time Funds from the District for Professional Development and would like to use a portion of this toward a College Innovation Fund, to encourage innovative ideas and projects at Cañada. She is developing a concept where PBC would administer the request/oversight process. Estimate an initial fund amount of $25-$30K. VP Marquez will put together ideas and report back to PBC for discussion and feedback.
		Michelle Marquez

D. College Benchmark Report	Discussed College Benchmarks related to accreditation plus College-suggested benchmarks. Background: As part of a previous accreditation effort, the College set multi-year Benchmarks and Goals in several student success areas. As we are now in Year 4 we are looking at our progress in meeting these standards and goals. http://canadacollege.edu/prie/pdf201415/collegebenchmark20142015.pdf Discussion highlights: • Re-defined Fall-to-Fall Persistence Rate to track first-time students with certificate/degree/transfer goals and enrolled in 6 or more units • Success standard in GE to reflect core general education courses • Pre-Transfer math and English placement data are new calculations Discussed possible recommendations on adjustments to College's Benchmark Standards and aspirational goals based on actual data collected. Consideration also given to state standards and related enrollment data. PBC recommendations will be compiled and posted on PBC website. No action taken at this meeting. Members are encouraged to discuss with their constituencies and any questions directed to Dean Hsieh. Report approval will be an agenda item for action at October 7 meeting.	Chialin Hsieh
E. Institutional Learning Outcomes Report	Motion made to accept Insititional Learning Outcomes report and recommendations. http://canadacollege.edu/planningbudgetingcouncil/1516/ILOReportFall2015.pdf Background: The College's Institutional Learning Outcomes (ILOs) identify the characteristics of students who successfully complete a program of study. This report describes student confidence in five learning outcomes: • Critical thinking • Creative thinking • Quantitative reasoning • Appreciation of diversity • Communications Surveys were conducted in December 2013, April 2014, and in the Spring 2015. The survey was distributed to students who applied for graduation. Additionally, data with similar parameters was extracted from Community College Survey of Student Engagement (CCCSE) related to students who completed 45 or more units. The most recent findings reflect that our students feel most confident in the areas of Critical Thinking and Appreciation for Diversity. It was noted that students reported they could conduct and perform well in the other areas,	Doug Hirzel

		though they were less confident in doing so. This information is similar to the previous surveys. PBC members discussed possible contributing factors to the findings including demographics, educational goals and courses of study. Co-Chair Hirzel stated that ACCJC is requiring that we disaggregate this data for accreditation purposes. This supporting information is included this report. Assessment Advisory Group recommends accepting this report and: • continue to utilize this survey, monitoring trends for long-term planning, and • forward to ACES Committee to use as a reference in their activities and encourage that they provide the College Planning Councils with tools to understand the report's significance. The motion to accept Insititutional Learning Outcomes report and recommendations passed unanimously.	
	F. Progress Reports	Co-Chair Hirzel advised that the drafts for the following progress reports have been submitted to PBC and are being brought by the responsible parties to the planning councils and constituency groups for feedback. • Student Engagement Plan • Distance Education Plan • Technology Plan For these and other progress reports, constituencies are requested to assess: • What is the plan's Progress? • What are the Objectives and are they applicable? • Are there additional resources needed? • Are there any additional activities suggested to achieve objectives?	Doug Hirzel
	G. Staffing Update	VP Marquez advised no staffing updates to report.	
	H. Items of Public Interest	Supinda Sirihekaphong announced International Peace Day will be recognized worldwide by a moment of silence at 12 noon PDT on Monday, September 21. Supinda and Megan Rodriguez to coordinate and announce campus-wide voluntary activity. Co-Chair Debbie Joy announced Academic Senate, Classified Senate, Bookstore and President's Office are promoting a donations drive for victims of recent fires in Northern California. Collection stations are located at Pony Espresso and the Bookstore.	
3)		Meeting adjourned at 4:05 pm.	