

PLANNING AND BUDGETING COUNCIL MEETING AGENDA

Wednesday, February 20, 2019

Building 2 - Room 10

Regular Meeting: 2:10 to 4:10 p.m.

Present: K. Panjiyar, J. Carranza, G. Mendoza, K. Engel, D. Maher, T. Robinson, F. Faridnia, J. Moore, N. Carr, L. Cabrera, C. Perlas, P. Naas, N. Sigona

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| **AGENDA ITEM** | **PRESENTER** | **PROCESS** | **NOTES** |
| Welcome and Introductions Approval of [Minutes](https://canadacollege.edu/planningbudgetingcouncil/meetings.php) | Hyla Lacefield and Jeanne Stalker PBC Co-Chairs | Action | Called to order 2:13pm  Approval of Minutes:  Oct. 3 2018, Oct. 17, 2018, Nov. 7, 2018, Nov. 28, 2018, Dec. 5, 2018, Jan 16, 2019 and Feb 6, 2019.  Leonor Caberra – 1st  Paul Nass – 2nd  Abstain – VP Mendoza |
| Space Committee Proposal | Char Perlas, Interim VPSS  Max Hartman, Dean of Counseling | Information Discussion | iVPSS Perlas shared Space Committee Guiding Principles (adopted 05/18/2016). Discussion ensued about membership, meeting frequency and relation to CIP. It was mentioned that some members of the Space Committee would attend CIP to share committee recommendations.  **ACTION: iVPSS Perlas to bring previous Space Committee membership to next PBC Meeting.** |
| Construction Update | Linda Rizzoli, Swinerton  Chris Strugar-Fritsch, SMCCD Facilities | Information Q&A | **ACTION: VP Robinson will invite to next PBC Meeting.** |
| Discuss and align the roles and responsibilities of the Technology Committee, Distance Education Advisory Committee (DEAC), and proposed Instructional Technology Advisory Committee | Tammy Robinson, VPI | Information Discussion | VP Robinson presented a proposal for an Instructional Technology Advisory Committee. Currently, we have a Technology Committee and a Distance Education Advisory Committee. Reviewed each committee’s charge as well as membership. At the next Technology Committee meeting, there will be a formal change in membership. Proposal: Technology Committee 2.0 combines online instructional pedagogy, instructional and student services technology needs and, hardware, facilities and budget. Sample meeting schedules included foci on areas of need (ex. Sept. 10 – Online Instructional Pedagogy. Sept. 24 – Instructional and Student Services Technology needs). Discussion ensued about the online CC College and how we are to compete. Co-Chair Lacefield mentioned that the ASCCC is having discussions about the quality of online courses. VP Robinson stated the need for Canada to ensure quality online courses/technology for students. Technology Committee 2.0 addresses this need. Technology Committee meetings are open to all. A. Hughes stated that the Technology Committee would be a subcommittee to IPC but would provide updates to PBC and SSPC. D. Maher mentioned that Technology Committee 2.0 would assist in addressing instructional needs/concerns which weren’t previously addressed in the original Technology Meeting (due to time limitations). Dean Engel asked to review membership. A. Hughes stated that the proposed membership is still in draft form and can be modified. Discussion ensued about the frequency of meetings that focus on specific areas. Each area (1. Online Pedagogy, 2. Instructional and Student Services Tech Needs, and 3. Hardware, Facilities and Budget) would only meet twice/semester. M. Partlan recommends adding two more faculty to the membership. Co-Chair Lacefield recommends that the two additional faculty represent a Division not currently represented by a Faculty member.  **ACTION: Please attend the next Technology Committee meeting if interested in providing input regarding membership. At the PBC meeting following the Technology Meeting** |
| Participatory Governance Manual Updates – PBC Membership  Academic and Classified Senates will report out on their discussions related to this topic | PBC Partic. Gov. “Fun Group” Diana Tedone/Hyla Lacefield Jeanne Stalker  Martin Partlan Karen Engel | Information Action | Co-Chair Stalker mentioned that PBC has had Union Reps as members and, that discussion regarding negotiations has not occurred in the past. R. Corrales mentioned that there is equity in representation between classified and faculty unions on the Classified and Academic Senates. Dean Engel displayed revised 2019-2020 membership of the Classified and Academic Senates. D. Maher recommends that the Classified and Academic Senates perform further research and revisit.  D. Meckler moved to adopt  Most in Favor  Two (Union reps) opposed  Two (P. Nass and N. Carr) Abstain  **ACTION: Co-Chair Lacefield to research colleges who have gotten penalized for including Union Reps on shared governance committees. ASCCC Technical Assistance has been requested.** |
| Institutional Learning Outcomes (ILOs) from other colleges | Karen Engel, Dean of PRIE | Information | Dean Engel presented ILOs from other colleges (presentation on PBC website). Presentation includes summary of findings. Currently, at Canada, we survey students to determine if the college is meeting its ILOs. Other approaches include mapping SLOs, PLOs to ILOs (which is also done at Canada). Rubrics for assessing is another approach. Some colleges administer surveys such as the CCSSE. College of Sequoias administer a survey and ask students to submit a sample paper. Some colleges have an Assessment Committee that facilitates the entire process. Examples from CSM and Skyline are included in the slide deck. Laney assesses 1 ILO/year. D. Maher asked what ‘piece’ is missing from our process. A. Hughes mentioned that some are completing the mapping process but others are not. Also, it’s unsure what’s being done with our maps. Discussion ensued around how effective assessment of SLOs, PLOs and ILOs really is. Dean Engel reminds the group that ILOs are our mission statement. How we currently assess is sufficient. The main question is, how the assessment of ILO data is being utilized. |
| Accreditation Self Evaluation Report Update  Dates for Visit, Student Forum | Alicia Aguirre, ISER Co-Chair Karen Engel, ISER Co-Chair | Information | Dean Engel mentioned that the draft ISER is up for review on the Accreditation page along with a follow-up form. Please review by early March and provide feedback. Final ISER will go to board on April 18th.  **ACTION: Please review ISER and provide feedback** |
| Strategic Enrollment Management  Committee Report | Tammy Robinson, VPI  Karen Engel, Dean of PRIE | Information | Dean Engel and Dean Carranza shared the IEPI SEM Application. IEPI serves to assist colleges with various initiatives. This is a structured opportunity to think through the work we are already doing. IEPI has a toolkit to provide resources. Co-Chair Lacefield mentions the rise of Part Time Students and the decline of resources. Team members for the application would be taken from the current SEM committee membership.  **ACTION: Please email Dean Engel feedback on application.** |
| Planning Council Reports | IPC, SSPC, APC representatives | Information | IPC is having a Program Review Presentation meeting on March 15th. |
| Staffing Update | Graciano Mendoza, VPA | Information | No update. Update to be prepared after board meeting. |
| President’s Update | Dr. Jamillah Moore, President | None | Acknowledgement of Tom Mohr March 29th in the Grove. Please attend.  Hiring Update: Two committees are currently meeting: Dean of Science and Tech and VPSS. Both positions should be confirmed by mid-March. |
| Matters of Public Interest |  | Information | Discussion regarding next PBC meeting: March 6th (flex). Meeting will be re-scheduled. |
| **ADJOURN** |  |  |  |

Next meeting: March 6, 2018. The meeting will also be held from 2:10 – 4:10 p.m.