



**PLANNING & BUDGET COUNCIL MEETING MINUTES**  
**Wednesday, September 4, 2013**  
**Building 2, Room 10 – 2:10 to 4:10 p.m.**

**Members Present:** Gregory Anderson, Alaa Aissi, Patty Hall, Sarah Harmon, Robert Hood, Chialin Hsieh, Doug Hirzel, David Johnson, Debbie Joy, Ruth Miller, Vickie Nunes, Karen Olesen, Martin Partlan, Loretta Davis Rascon, Robin Richards, Mike Tyler, Lezlee Ware

**Ex-Officio:** Lawrence Buckley - President

**Members Absent:** Lizette Bricker

**Guests:** Linda Hayes, Kim Lopez, Maggie Souza, Janet Stringer, Dave Vigo

<u>AGENDA ITEM</u>	<u>PRESENTER</u>	<u>PRESENTER</u>
1) APPROVAL OF MINUTES	The minutes were approved as corrected.	Doug Hirzel, Academic Senate President Debbie Joy, Classified Senate President
2) BUSINESS		
A. Review of Participatory Governance Summary Recommendations	The PBC went over the recommendations from the last annual review of the Participatory Governance document. The Academic Senate will take the lead on the Program Review process and work with IPC and SSPC to produce a working document to use in Spring 2014.	Doug Hirzel, PBC Co-Chair
B. Review of Institutional Learning Outcomes Summary Recommendations	The College has conducted three types of ILO assessments: <ul style="list-style-type: none"> <li>• CCSSE for 2012 (need to look at CCSSE for 2013)</li> <li>• Survey of graduates (need to discuss and decide what to do with results)</li> <li>• E-portofolio project where 30 students built portfolio folders (faculty/staff need to read and develop)</li> </ul> IPC will be meeting this Friday and begin to initiate discussion for a process to revise ILOs, how to take to the next level to measure, and develop a template to use them. Proposed an option for assessing ILOs is to try e-portfolios again and do survey for graduates (survey can be attached to petition.	Doug Hirzel, PBC Co-Chair
C. Strategic Plan Implementation	Discussed the Washington Monthly article and its mention of Cañada College along with our CCSSE data. President Buckley will be sending a letter to the Washington Monthly. The pathways initiative in our strategic goals was also discussed. Proposed that	Larry Buckley, President

<p>D. Educational Master Plan Progress Evaluation</p> <p>E. Review A2B and TRiO Program Changes</p> <p>F. Library Personnel Changes &amp; Building 9 Retreat</p> <p>G. Athletics Organizational Changes</p> <p>H. Committee Reporting Plan</p>	<p>instead of committees that we have workgroups/task force, meeting once or twice a semester that would develop a vision for the college in pathways. This would also meet the goals of the college's strategic objectives. The workgroups/taskforce would report their outcomes to the PBC.</p> <p>Reported that updates have not yet been recorded for the past year and that some of the action items listed in the EMP will be addressed by pathway working groups. The college will need to generate a report with actions carried out in Fall 2012 and Spring 2013. A campus email will be sent out asking to update action items. The next PBC meeting will be a working meeting where we can review activities to update and verify what has been completed or where we are in the process.</p> <p>Reported that the Association to Bachelors program has moved to the office of the Vice President of Student Services. This program will be working closely with the TRiO program as they share similar ideas. The A2B staff has moved from Building 5 to the Building 9 Learning Center area next to the TRiO Office. Reported that the TRiO budget has been cut significantly. As a result, the faculty director position has been changed to faculty coordinator. Also noted that the International Student program is now reporting to the Dean of Counseling.</p> <p>The Office of Instruction will be having a Retreat on September 6<sup>th</sup>. The content of the retreat is to take a college-wide approach on the Un-Dean area that includes the Library, Learning Center, and Athletics to</p> <ul style="list-style-type: none"> <li>• get together to share what they do</li> <li>• find commonality</li> <li>• their needs</li> <li>• how they would like to structure</li> <li>• come up with a proposal which will go through Shared Governance.</li> </ul> <p>It was noted that this is an open meeting and all faculty are invited.</p> <p>Reported that the Kinesiology, Athletics, and Dance are now reporting to the Instruction Office. The Instruction Office and KAD is working with our District Office in planning a new athletic facility and a plan for repeatability in filling role and meeting the state mandate.</p> <p>Discussion on how we do committee reporting without being redundant or repetitive. Suggested that items of interest be sent to Maggie in the President's</p>	<p>Doug Hirzel &amp; Debbie Joy PBC Co-Chairs</p> <p>Robin Richards, Vice President of Student Services</p> <p>Gregory Anderson, Vice President of Instruction</p> <p>Gregory Anderson, Vice President of Instruction</p> <p>Doug Hirzel, PBC Co-Chair</p>
--	--	--

<p>I. Accreditation Review</p> <p>J. Work Group Meetings</p>	<p>Office and to compile the most recent agendas from the campus governance bodies. Both will be sent to PBC members with the meeting agenda.</p> <p>Copies of the Self Study have been given to members of Accreditation Oversight Committee. The Accreditation Team Chair and her Assistant will be meeting tomorrow with our college president, vice presidents, and Accreditation Co-Chairs. We should be getting a sense of their expectations from this meeting. The college will be having another accreditation training the week of October 14<sup>th</sup>.</p> <p>PBC Work Group meetings will begin at the next PBC meeting on September 18<sup>th</sup>.</p>	<p>Robin Richards, Vice President of Student Services</p> <p>Robin Richards, Vice President of Student Services</p>
<p>3) DIVISION/COMMITTEE UPDATES</p>	<p>None</p>	<p>Division/Committee Reps</p>
<p>4) NEXT STEPS</p>	<ul style="list-style-type: none"> <li>• Take a look at the Strategic Master Plan and Educational Master Plan and record progress</li> <li>• Committee Reporting</li> <li>• Work Groups</li> <li>• Need rep from Workforce Division</li> </ul>	<p>Doug Hirzel, Academic Senate President</p> <p>Debbie Joy, Classified Senate President</p>
<p>5) MATTERS OF PUBLIC INTEREST</p>	<ul style="list-style-type: none"> <li>• Linda Hayes, Dean of Business &amp; Workforce reported on application for the TAP Federal Grant – industry committed to industry (computer/digital/media) If granted, Cañada would be the fiscal agent.</li> <li>• Math Jam program, out of 120 community college program in the nation, recognized by Excellencia in Education organization – awards ceremony in Washington D.C. on 10/1.</li> </ul>	<p>Doug Hirzel, Academic Senate President</p> <p>Debbie Joy, Classified Senate President</p>
<p>6) ADJOURNMENT</p>	<p>The meeting was adjourned at 4:03 p.m.</p>	<p>Doug Hirzel, Academic Senate President</p> <p>Debbie Joy, Classified Senate President</p>