Approved

PLANNING AND BUDGETING COUNCIL MEETING MINUTES
Wednesday, April 5, 2023
In-Person and Via Zoom
Regular Meeting: 2:10 – 4:00 p.m.

Members present: David Eck, Roslind Young, Alicia Aguirre, Nick Carr, Ronda Chaney, Rachel Corrales, Karen Engel, Denise Erickson, Chialin Hsieh, Maria Huning, Hyla Lacefield, Ray Lapuz, Kim Lopez, Lisa Palmer, Manuel Alejandro Pérez, Peggy Perruccio, Ludmila Prisecar, Claudia Rosales, Julian Taylor.

Members absent: Joshua Forman-Ortiz, Paul Naas, Megan Rodriguez Antone, Stephen Soler, Jeanne Stalker, Lesly Ta.

Guests and others present: Wissem Bennani, Julian Branch, Leonor Cabrera, James Carranza, Kai Gorman, Max Hartman, Mary Ho, Joan Murphy, David Reed, Kat Sullivan-Torrez, Diana Tedone-Goldstone, Ameer Thompson.

AGENDA ITEM	CONTENT
1. **Welcome, Introductions and Approval of Consent Agenda**	Meeting called to order at 2:12 p.m. The minutes of March 1 and board-approved staffing updates from the March 22 Board of Trustees Meeting were reviewed. ACTION: A motion to approve the consent agenda, minutes and staffing updates was made by Denise Erickson and seconded by Lisa Palmer. Motion passed.
2. **Non-Personnel Resource Requests (Division Deans and VPs)**	• **Academic Support and Learning Technologies**: Dean David Reed said the Library, Learning Center and Distance Ed program confirmed their requests at the ASLT division meeting on February 9. • **Business, Design and Workforce**: Dean Hyla Lacefield said they started to look at requests at their February division meeting, but noticed that requests from Business and Accounting, which had done their program review together, were not included. Those were presented at the March division meeting. They verified that the critical questions were answered in the program review process. Their discussion centered on what are Fund 1 requests and what items, such as release time and professional development, can be covered by other available funds. They reviewed the application process that they are refining for Strong Workforce because that grant is very specific about supporting Career Education. One item qualified under Fund 1 and that is the leasing of the Law Library for the Paralegal program. The Law Library has been funded as a necessary part of the Paralegal program, which has been funded by a variety of grant funds, including a Perkins Grant which paid for most of it. The district has said the College can no longer use Perkins Grant funds to pay for it, so the BDW division is asking for Fund 1 support for the Paralegal Law Library. The other requests have funds that are available that can be used. • **Science & Technology**: Dean Ameer Thompson said requests were considered at the February division meeting and only the Biology Department requested resources this year. Biology faculty were given a list, they provided feedback, which was then used to prioritize the list of requests.

- **Kinesiology, Athletics and Dance**: Dean Kat Sullivan-Torrez said they reviewed 30 requests submitted by faculty and staff at both the February and March division meetings. They made sure the requests aligned with the college's mission, vision and values and then ranked the 30 requests. They addressed the critical question: how does the request support closing the equity gap and how does the request support Black, Latinx and AANAPISI students.
- **Counseling**: Dean Max Hartman said the program review authors prioritized their requests at the February division meeting and entered them on the program review spreadsheet.
- **Enrollment Services and Support Programs**: Dean Wissem Bennani said the resource request prioritization process is based on conversations and consensus among the team who submitted requests. This year, there were only three submissions from two departments. They agreed on the ranking and Dean Bennani submitted them. They believe that the requests will contribute to closing the equity gaps and contribute to the student's physical health and wellbeing. If approved, they will address short- and long-term needs of students.
- **Planning, Research and Institutional Effectiveness**: Dean Karen Engel said there were no non-personnel resource requests in the PRIE division.
- **Humanities and Social Sciences**: Dean Carranza reported that the division completed the program review resource request prioritization process on February 3, 2023. They considered seven requests submitted by Communication Studies, Philosophy, Psychology, and Umoja, all of which articulated their program's adherence to the college mission, vision, and values in their program reviews. Faculty reviewed and discussed the requests, considering the type of request, alignment to mission, vision, and values, and in answer to the two critical questions: How does this resource request support closing the equity gap? and How does this resource request support Latinx and AANAPISI students? Resources requested support individual program goals and the College's HSI and AANAPISI focus, largely by enriching learning environments and directly supporting student engagement. The division's resource request prioritization process for the 2022-2023 academic year is complete.
- **VP of Administrative Services Office**: VP Prisecar said there were no non-personnel resource requests in the VPA Office.
- **VP of Instruction**: Interim VP Hsieh said there were three requests (including one budget augmentation). The Office of Instruction is following the process that is similar to the deans and other vice presidents, as outlined by PBC.
- **VP of Student Services**: VP Pérez reported that several programs and departments report directly to the Office of the Vice President of Student Services and include Dual Enrollment, Promise Scholars Program, TRIO SSS, and the University Center. As part of the prioritization process for the Fall 2022 submission of non-personnel resource requests, the team leads met with him over the course of two separate check-ins to review their requests. Each share-out included a high-level overview of the request and details about how the request aligned with the College priorities, mission, vision, and values as well as addressed unique goals for equity, specifically in working to support the success of Black and Latinx students and students supported by our AANAPISI designation. Each request was ranked as high, medium, and low need along with notes for how to best use additional local resources to support one-time or shared requests for resources across other functions of the college, as appropriate. Each of the prioritizations was documented on a shared spreadsheet. This is the process that their team of leads used to align with the PBC non-personnel resource request prioritization process.

	ACTION: A motion to certify that the prioritization process has been followed was made by Dean Hyla Lacefield and seconded by Lisa Palmer. • Motion passed.
3. Participatory Governance Evaluation 2023 (Karen Engel, Dean of Planning, Research and Institutional Effectiveness)	A first draft of a survey to be used to evaluate the college's participatory governance processes was reviewed at the March 1 PBC meeting. On April 5, feedback received on the survey instrument was discussed and additional feedback was provided: **Feedback:** • EAPC was able to provide feedback and add a question to the survey. In order to gauge how aware people are, they added: 　o Question #4: Are you aware that Canada launched a new pilot Equity & Antiracism Planning Council this spring? • Dean Engel pointed out that on survey questions that refer to campus committees, ACES will now be listed as: 　o ACES (now the new Equity & Antiracism Council (pilot)). • Based on feedback, Question #8 was reframed and now asks people to assess in their opinion whether the council/committee/senate is fulfilling their mission and goals as stated in their bylaws this year. • Questions now include a response option, "Do Not Know," in addition to Strongly Agree/Agree/Disagree/Strongly Disagree. • Based on a suggestion from Lesly Ta, Question #20 was added and it includes a response area: 　o Question #20: Overall, I feel the voices of the four major constituent groups of the College (students, faculty, classified staff and administrators) are balanced in Cañada's participatory governance processes. Responses include Strongly Agree/Agree/Disagree/Strongly Disagree/Do Not Know. If respondents select Disagree or Strongly Disagree, they then are asked: 　o Question #21: In your option, where is the imbalance? Comments: • Dean Engel said they may revert back to matrix questions, although they are not as mobile-friendly and accessible for all people. • Interim VP Hsieh asked about the number on the "Do Not Know" responses and if it would be counted. Dean Engel said the numerical value is there only for coding purposes and "Do Not Know" responses would not be scored. • Regarding Question #8, David Eck suggested phrasing the question in negative terms so that it could elicit a response, such as "Please check this box if this (council/committee/senate) is NOT fulfilling its mission and goals as stated in their bylaws this year." This would avoid the issue of people not being able to explicitly select that they do not know whether the council is fulfilling their mission and goals. • VP Pérez asked if people could misinterpret the questions and is the objective to show participatory governance alignment or effectiveness of the council? 　o Dean Engel said it had been designed to show effectiveness, however feedback showed there was a question around what effectiveness means. They decided to change the wording as it is now listed. • Maria Huning said Question #8 indicates that someone has knowledge of the bylaws and she feels that people will not respond because they do not know. Whether it is phrased in a positive or negative way, it would be important to know what we are trying to get out of this question. If there are blank responses, we may not be receiving correct information.

		• Dean Hyla Lacefield suggested adding a link to the bylaws.
		• Dean Lacefield also suggested modifying the question to ask people if they are currently a member of a committee versus they used to be a member of this committee or are not a member of this committee this year.
		◦ After discussion, Dean Engel indicated that only those respondents who indicated they served on a particular Council, Senate, or Committee would be asked to evaluate whether that entity was achieving its goals/fulfilling its responsibilities per their bylaws.
		◦ Dean Engel said she can modify the question to add this academic year (2022-23).
		• Roslind Young would like to add committees that are not mentioned.
		◦ Dean Engel said the committees/councils/senates listed are participatory governance committees. There is a section under Question #6, where people can add in any other committees under Other Service.
		• VP Pérez asked that we consider what would be done with the information received and what we would do with the information from a participatory governance assessment point.
		◦ Dean Engel said the survey is a self-assessment and we would have a conversation about the results, look into things to see how many people feel this way, and consider if it is a genuine good source of feedback that would allow the committee to reflect. Groups may want to have the feedback. It will allow us to take a pulse on how well people feel we are living up to our bylaws.
		ACTION: A motion to approve the updated survey instrument PRIE will use this year to evaluate how well our participatory governance processes are working was made by Interim VP Chialin Hsieh and seconded by Dean Hyla Lacefield. Motion passed.
4.	**Program Review Timeline and Due Dates: 2023-24 (PBC Program Review Work Group (N. Alizaga, S. Mahoney, W. Bennani, L. Prisecar, K. Engel)**	VP Prisecar reviewed updates to the Program Review Timeline that is posted on the PBC website under April 5 Meeting Materials. Updates to the Timeline were made in mid-June, in Summer, mid-October, November, November-December, early March and in mid-March. The updates are reflected in red. Dean Engel presented the specific dates that are proposed for next year. The dates were already approved by IPC, SSPC, the Academic and Classified Senates and the President's Cabinet. ACTION: A motion to approve an updated timeline and due dates for the College Program Review Cycle in 2023-24 was made by Lisa Palmer and seconded by Dean Hyla Lacefield. A vote was taken and there were 17 yes votes and one no vote. Motion passed. <u>Discussion</u>: Roslind Young would like further discussion on one of the work groups. She noted that that under the PBC definitions, work groups are supposed to disband after one year. Dean Engel recommends that it be brought back for discussion at a future meeting.
5.	**Midterm Report to the ACCJC: Initial Draft and Opportunities for Feedback (Accreditation Steering Committee Tri-Chairs (David Eck, Roslind Young,**	PBC is Cañada College's accreditation oversight body and the college is currently preparing the Midterm Report, which is due this October. The Midterm Report preparation timeline is posted on the PRIE website along with the full draft and feedback form. Constituents are encouraged to respond with any feedback by April 12. The writing team, comprised of Dean Engel and Jessica Kaven will finalize the draft report and provide it to the steering committee. It will be presented to PBC for adoption at the May 3 meeting. Once adopted by PBC, the report is submitted to the board for its approval and then sent to the ACCJC.

	and Dean Karen Engel))	Interim VP Hsieh thanked Dean Engel and the team for all their efforts and her management of the process.
6.	**Sustainability Committee (David Eck, PBC Co-Chair on behalf of Professor Susan Mahoney)**	On behalf of Professor Susan Mahoney, chair of the Sustainability Committee, David Eck provided background information on the committee. The committee has not been active, in part, due to the pandemic and there is also a District Sustainability Committee. For the time being, Professor Mahoney recommends deactivating the Cañada College Sustainability Committee, although if someone else wants to lead the committee and look at projects on this campus, then it could be reactivated. Roslind Young recommends asking our Sustainability Committee members if they would like to join the district committee. ACTION: A motion to suspend the College Sustainability Committee in favor of the District Sustainability Committee was made by Denise Erickson and seconded by Ronda Chaney. Motion passed.
7.	**Course Scheduling (Chialin Hsieh, Interim VP of Instruction)**	Interim VP Hsieh reviewed the spring 2023 section, enrollment and fill rate by modality, which she shared with the Academic Senate in February. • <u>Section by Modality</u>: The spring 2023 section by modality was based on census data on February 7. David Eck had suggested breaking down the online sections so they could see the percentage breakdown by asynchronous versus synchronous. The College's modality is 42% face-to-face with the rest having some component of online. • <u>Enrollment</u>: At the census date, Cañada's enrollment was 10,591. Of that, 29% is face-to-face, 15% is hybrid, 12% is online synchronous and 44% is online asynchronous. Students tended to enroll in online asynchronous courses, but they look at the fill rate before adding more online courses. • <u>Fill Rate</u>: The fill rate is the actual enrollment divided by the maximum enrollment. The fill rate may show that there is actually still room for students so sections may not need to be added, depending on the discipline. • <u>Flexibility</u>: VP Hsieh reviewed the stats on spring 2023 section changes. The Office of Instruction received 344 course change forms from a total of 150 unique sections and the division assistants had to make all those changes. • <u>Course Sections</u>: The spring 2023 course sections were reviewed. Of those, 66% of sections were unchanged and 34% were changed in terms of date/time/room, staffing, complete cancellation, modality, or canceling one section and adding another. <u>Comments</u>: • Dean Thompson said they must make a student-first schedule, but also have to consider pedagogy and which courses should be face-to-face or online. The deans get feedback from the faculty on the pedagogical perspective for the courses. Within each discipline and division there are different decision points. • Dean Lacefield said the Business, Design and Workforce Division has more single section classes than most and depends on full-time faculty and coordinators who pay close attention to enrollment trends and student needs. Faculty conducts smaller surveys to see if they are meeting the students' needs in terms of scheduling. Asynchronous online instruction has helped with some courses, although other courses need in-person instruction. She said people are responsive, adaptive and resilient and they try things to see what works. • Dean Carranza said they are looking at planning their scheduling for spring 2024. The fall courses are scheduled. In Building 13, all classrooms are identified and classes are scheduled. They are talking about creating an evening hub so all of their evening courses are scheduled in Buildings 3, 13 or 23. They have sent faculty their schedules for fall and the change process is already starting. It is not just a cancellation of a course. Faculty may have a preference for a classroom, or available space opens up, or there could be a mid-semester preference.

		Take Aways • Course scheduling is a collaborative process between faculty and deans. • They must manage the complexity of personnel, programs and students' needs when doing course scheduling. **Review of the Spring 2023 Enrollment Metrics** They have goals for each division around fill rate, FTES and FTEF. They are also looking at the results of the Enrollment Metrics Results to determine: • Which division offered the most sections • Which division had the most enrollment • Which division had the highest fill rate (actual enrollment/maximum enrollment • Which division has the highest FTES • Which division has the best productivity ratio (FTES/FTEF) • Which divisions met the College's enrollment metrics goals
8.	**Strategic Enrollment Management Operational Plan – Draft (Chialin Hsieh, Interim VP of Instruction, Manuel Alejandro Pérez, VP of Student Services)**	Constituent groups have been reviewing the draft plan and Interim VP Hsieh said the due date for all feedback is April 12. They are planning to incorporate all feedback and hope to have a second revision finished during the week of April 17. It will be submitted to PBC for first and second review as well as IPC and SSPC for their feedback. VP Pérez said all feedback must be funneled through the Google form. The current draft of the SEM Operational Plan and feedback form are available at : https://canadacollege.edu/prie/enrollmentmanagement.php.
STANDING ITEMS		
9.	**Associated Students of Cañada College**	No report was provided.
10.	**Academic Senate of Cañada College**	David Eck reported that the Academic Senate had to cancel the last meeting because the campus was closed due to storm issues. They will meet to talk about the missed agenda items, mid-cycle CTE program review items, putting the cloud computing program through the program discontinuance process and other items that were on the agenda.
11.	**Classified Senate of Cañada College**	On behalf of Roslind Young, Maria Huning reported that the Classified Senate appointed Krystal Martinez as the EAPC tri-chair. There were other presentations and minutes will be posted shortly.
12.	**Planning Council Reports**	**IPC**: At the March 17 IPC meeting, the committee heard program review reports from the following areas: Accounting and Business, Career (CRER, Computer Business/Office Technology and Paralegal. Lisa Palmer reported that the presentations helped her recognize the stellar work that faculty is doing and the lack of full-time faculty in certain areas. They also raised her awareness of courses that are being taught at Cañada. **SSPC**: Due to a power outage the previous week, Maria Huning reported that SSPC held a follow-up meeting on March 24. They heard about important updates on enrollment services and program review. They were able to provide input on the program review timeline and they also reviewed student area outcomes.
13.	**President's Update**	President Lopez commended students, faculty, staff and administrators for their resiliency during the recent storms that caused power outages to the campus. The campus was closed on four separate occasions due to power outages, which lasted more than 24 hours. Canada's proximity to hills and trees caused the campus to be more impacted by the storms. PG&E was stationed in our parking lots to provide a staging area as they serviced customers in Central California and Northern California who experienced power outages during the storms.

	She said that the district and the College is learning how to communicate information sooner, what expectations to set, and things that can be done so the campus can be better prepared. • At the Chancellor's Cabinet meeting, it was announced that HR will send out information about summer work schedules for staff and managers, including a four-day work week during summer and different options people will have, as well as what the options will be for remote work over the summer. • President Lopez also encouraged people to submit feedback from the VPI forums by 4:00 pm on April 6 so she can review and make a final decision at the end of the week.
14. Matters of Public Interest and Upcoming Events	• David Eck acknowledged all those who served on the VPI Selection Committee. • Outgoing Chancellor Michael Claire will have an office on the Cañada campus in Building 1, Room 213.
ADJOURNMENT	The meeting was adjourned at 3:47 p.m.
Next Meeting	The next meeting will be held on April 19, 2023.