



PLANNING & BUDGETING COUNCIL MEETING MINUTES

Wednesday, October 2, 2013

Building 2, Room 10 – 2:10 to 4:10 p.m.

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

Members Absent: Lawrence Buckley – President, Lezlee Ware

Guests: Jeanne Gross, Janet Stringer,

<u>AGENDA ITEM</u>	<u>PRESENTER</u>	<u>PROCESS</u>
1) APPROVAL OF MINUTES	The minutes were approved as submitted.	Doug Hirzel, Academic Senate President Debbie Joy, Classified Senate President
2) BUSINESS		
A. Allocation Model	<p>Executive Vice Chancellor Kathy Blackwood reported on the Resource Allocation Model (RAM) for our District. The District Budget & Finance Committee are having discussions on proposed changes to the current model which include:</p> <ul style="list-style-type: none"> • Looking a minimum staffing at the three colleges • Faculty FTES goals • Stay at state funded level • Look at capacity load • Rationale for load • Non instructional faculty • Non instructional coordination • Do we do this every year or make adjustments <p>Copies of the District’s adopted budget for the 2013-2014 for the “Budget Scenario” were handed out and reviewed in detail. Executive Vice Chancellor reported that it is the hope of the District Budget & Finance Committee to have the new Resource Allocation Model ready for 2015/16.</p>	Kathy Blackwood, SMCCCD Executive Vice Chancellor
B. Update on Hiring Process	A draft reflecting the 2013-2014 timeline for Identifying Possible New Positions was distributed and discussed. This document was reviewed	Robin Richards, Vice President of Student

	<p>and revised by the PBC HR Committee at the last PBC meeting. It was noted that this draft was prepared based on last year – moving everything one month earlier as was recommended by PBC and the evaluation of the hiring process. Two cycles are being proposed so that we have flexibility in hiring as such:</p> <ul style="list-style-type: none"> • Spring Hires beginning the process in early October and completing the process in December with the posting of positions. • Fall Hires beginning the process in early February and completing the process in May with the posting of the positions. <p>Comments included that the two hiring cycles made the college hiring process more efficient and open with more flexibility.</p>	Services
C. Revised ILOs	<p>Reported that in Spring 2013, the college implemented a pilot project using ePortfolios to assess the Institutional Learning Outcomes (ILOs). Through developing rubrics for the ILOs and assessing students, the faculty found that ILO 1 “Critical and Creative Thinking” could be better assessed if the creative facet was separated from the critical thinking component. The team also found that students often had difficulty distilling the salient differences between the ILOs. In September 2013, Cañada’s Academic Senate Governing Council created an ad hoc workgroup to begin revising the ILOs. The following 5C’s are the result of their work and follow-up discussion among the ASGC.</p> <ul style="list-style-type: none"> • Critical Thinking • Creativity • Communication • Community • Computational Thinking <p>New language is reflected in red on the document with deleted language crossed out. The document in its entirety is included in the PBC Minutes of 10/2/13.</p> <p>PBC members were asked to take this document to their constituency groups to review and report back their input at the next PBC meeting.</p>	Doug Hirzel, Academic Senate President
D. CCSSE Review Presentation	<p>Reported that 370 students took the CCSSE survey. In comparing the 2013 results with 2012 the research office looked at:</p> <ul style="list-style-type: none"> • Detail items • Comparing this with life colleges 	Chialin Hsieh, Dean of Planning, Research, & Institutional Effectiveness

<p>E. College Strategic Plan and District Goals Cross Walk</p>	<ul style="list-style-type: none"> • Comparing students (79) taking 45 units or more versus less than 45 units in the same year. <p>The results reflected no statistical significance between the two groups.</p> <p>Dean Hsieh reported that she has begun the process of updating our Strategic Planning Progress Report by reviewing our District goals and seeing how our college strategic plan aligns with them.</p>	<p>Chialin Hsieh, Dean of Planning, Research, & Institutional Effectiveness</p>
<p>F. Update on EMP Progress</p>	<p>Reported that PBC will be reviewing and updating the college Education Master Plan this year. PBC work groups met during the last PBC meeting to review, track and update the EMP objectives. All updated information is being sent to the office of the VPSS. It was noted that we will need an editor to go through and assist the working groups with any necessary follow up. VPSS Robin Richards volunteered to serve as editor and will report back at the next PBC meeting.</p>	<p>Doug Hirzel, Academic Senate President Debbie Joy, Classified Senate President</p>
<p>G. Redwood City Together Pledge</p>	<p>To create a welcoming atmosphere in the community, the organization Redwood City Together, initiated by the City of Redwood City's Redwood 2020 and an affiliate of Welcoming America – a national grassroots organization promoting mutual respect and cooperation between foreign born and US born Americans, has created a statement/pledge for the Redwood City community. Cañada College has been asked if they would be willing to be part of this pledge. The pledge statement was reviewed and discussed. Members felt that the pledge was not representative of everyone at the college, especially GLBQ. It was also expressed that PBC members share the pledge with their contingency groups and bring any input received to the next PBC meeting.</p> <p>A motion was made and seconded to approve the pledge by acclamation. The motion was not approved.</p>	<p>David Johnson, Dean of Humanities & Social Sciences</p>
<p>H. Division/Committee Reports</p>	<p>Humanities & Social Sciences – Drama production “8” performances the week of October 15 and 21.</p> <p>Campus Open Forums during Accreditation on Tuesday, October 22 at 5 p.m. and Wednesday, October 23 at 12:30 p.m. in 9-154.</p>	<p>Division Committee Reps</p>
<p>I. Accreditation Update</p>	<p>The visiting team is scheduled to arrive on campus on Tuesday,</p>	<p>Robin Richards, Vice</p>

	October 22 nd at 8:30 a.m. The college is planning a brief reception at 8:30 a.m. for the team and the campus community is invited. We will be receiving meeting requests from the members to meet with specific college administrators, faculty and staff. We will be having a short PBC meeting on Wednesday, October 23 at 2:30 p.m. in 9-154.	President of Student Services
3) NEXT STEPS	Revise ILO Draft of EMP Progress Report Redwood City Pledge	Doug Hirzel, Academic Senate President Debbie Joy, Classified Senate President
4) MATTERS OF PUBLIC INTEREST	None	Doug Hirzel, Academic Senate President Debbie Joy, Classified Senate President
5) ADJOURNMENT	The meeting was adjourned at 4:07 p.m.	Doug Hirzel, Academic Senate President Debbie Joy, Classified Senate President