

**MEETING MINUTES**  
**Cañada College Planning & Budget Committee Meeting**  
**October 1, 2014**

<p><b>Members Present:</b></p> <p>Gregory Anderson, Vice President of Instruction Lizette Bricker, Classified Staff Representative At-Large Lawrence Buckley, President (non-voting) Nicholas Carr, Representative for Athletics, Learning Resources and Library Division Jithan Tennakoon, ASCC Student Representative Jennifer Castello, Faculty Representative, Humanities Division Loretta Davis Rascon, CSEA Representative Sarah Harmon, Part-Time Faculty Representative At-Large John Hashizume, Facilities Representative Douglas Hirzel, PBC Co-Chair and Academic Senate President Chialin Hsieh, Dean of Planning, Research, and Institutional Effectiveness David Johnson, Administrative Representative Deborah Joy, Classified Senate Representative Paul Naas, Faculty Representative, Business, Design, and Workforce Development Karen Olesen, Faculty Representative, Student Services Division Martin Partlan, Faculty Representative, Science &amp; Technology Division Jeffrey Rhoades, SSPC Representative Robin Richards, Vice President of Student Activities Lina Tsvirkunova, ASCC Student Representative Lezlee Ware, AFT Representative</p>	<p><b>Members Absent:</b></p> <p>Victoria Nunes, College Business Officer</p> <p><b>Others Present:</b></p> <p>Roxanne Brewer Linda Hayes</p>
--	---

The meeting was called to order at 2:15 p.m.

**1) Approval of the Planning & Budget Committee (PBC) Meeting Minutes**

The September 17, 2014 meeting minutes were unanimously approved. Abstained: Mr. Rhoades, Mr. Carr, Mr. Tennakoon and Ms. Tsvirkunova.

The May 21, 2014 meeting minutes were unanimously approved. Abstained: Mr. Rhoades, Mr. Carr, Mr. Tennakoon and Ms. Tsvirkunova.

**2)A. Assessment Manual**

(Refer to <http://www.canadacollege.edu/planningbudgetingcouncil/meetings.php>, Assessment Manual)

Dean Hsieh presented the Cañada College Assessment Manual. The idea was originally from Vice President Richards.

The Student Learning Outcome (SLO) is a clear statement of what a student should learn and be able to demonstrate upon completing a unit, course, program, or collegiate experience. It describes the measurable knowledge, skills, abilities or attitudes that students should attain by the end of a learning process. The SLO documents the work that the College does. A Service Area Outcome (SAO) is a statement about what a client will experience, receive, or understand as a result of a training session, professional development, or interaction with a Student Service or Administrative unit. SAO's identify activities that are critical and central to the unit. Designed and developed by the faculty, managers and classified staff of the unit, these statements provide evidence that positive client reaction has occurred as a result of a specific service. SAO's deal exclusively with non-instructional services provided to students or other members of the campus community.

Dean Hsieh reported that the Cañada College Assessment Manual has a lot of great documentation. She said that there was a lot of great feedback to help with the flow and logical thinking recorded in the Manual.

On pages 7 & 8 of the Manual, the flow chart demonstrates the differences among course level SLOs, program level SLOs, and SAO.

Administrative Planning Council (APC) agreed to use the same term of Service Area Outcomes (SAO) instead of Administrative Unit Outcomes (AUO). We only have Student Learning Outcomes (SLOs) and Service Area Outcomes (SAOs). We also discussed the role of the faculty in the assessment process and the role of administration in the assessment process.

Each course SLO will be revised/evaluated once during 4 years.

Dean Hsieh explained how the SLOs, PLOs, and ILOs aligned. Refer to the circle diagrams on pages 12 & 13 in the Manual.

The institutional set standard for Institutional Learning Outcomes is a placeholder. PBC declined to establish a college-wide benchmark for ILOs at this time. This will be revisited next year to close the loop.

The Manual is a living document because policies change. The Appendix will be updated for 2013/2014. Vice President Richards said this is outstanding work and reminds us what we are supposed to be doing. Dean Hsieh will be meeting with the Divisions to get the word out about the Manual.

## **B. College Recommendation**

(Refer to <http://www.canadacollege.edu/planningbudgetingcouncil/meetings.php>, College Recommendation Report)

Dean Hsieh reported that the Accrediting Commission for Community and Junior Colleges (ACCJC) Team will be visiting Cañada College on November 12, 2014. She asked that the members of the PBC members to clear their calendar on this day to assist the ACCJC Team if necessary. The members who will be visiting are: Mr. Marvin Martinez (Chair), President East Los Angeles College and Dr. Timothy Woods, Vice President of Instruction, Fresno City College. Mr. Martinez and Dr. Woods were both part of the original ACCJC Team.

Dean Hsieh reviewed the September 18, 2014 ACCJC letter stating, *'the team will devote its attentions primarily to the matters that are identified in the Action Letter and to which the report is directed.'* Given this, the primary focus of the visiting team should be College Recommendation #2 to correct a deficiency in the process ensuring currency of Course Outlines of Record. However, the college also intends to be prepared to show how it has complied with the other recommendations concerning improving institutional effectiveness. To this end, PBC is asked to review the College Recommendation 1 Report.

College Recommendation #1 - In order to improve institutional effectiveness the college should record the robust dialogue that exists at the College between planning councils and governance groups, particularly the exchanges that relate to planning and resource allocation outcomes and processes.

Dean Hsieh said the recommendation has been addressed by the improving documentation related to:

- Reallocation of Measure G Funding
- Prioritize Funding for New Positions
- Improvement of Program Review
- Allocation of Resources Request form Program Review

Actions Completed to Fully Address Recommendation - Beginning in November 2013, we established a new enhanced standard for documenting and communicating planning and resource allocation decisions. The College now creates dedicated web pages for discussions and decisions related to budget development, new staffing positions, and allocation of resources for equipment, research and professional development. On these web pages, links are provided in chronological order to relevant documents including: process, timelines, discussion notes, meeting minutes, and college-wide communications. By collating documentation that exists in disparate locations we are able to show clearly the evidence of dialogue and communication that occurs among our participatory governance groups, the campus and our community.

Mr. Hirzel said that this College Recommendation Report and the Assessment Manual will come back to the PBC for approval.

We are still waiting to receive the District Recommendation Report 2014. The recommendations for improvement that the District will address are:

- Broadly communicate the faculty evaluation process
- Develop goals for professional development & orientation of new Trustees
- Establish regular cycle of evaluation of services and document outcomes

Approval of the District Recommendation Report 2014 will be during the October 15, 2014 PBC Meeting.

President Buckley complimented Dean Hsieh for doing an extraordinary job. He will be prepared for the ACCJC visit with the reports provided by Dean Hsieh.

### **C. Review Resource Request Process**

Refer to <http://www.canadacollege.edu/planningbudgetingcouncil/meetings.php>, Resource Request Processes)

Mr. Hirzel reported that we are trying to document the processes and timelines for fulfilling these requests. Dean Hayes is working with Professor Nathan Staples regarding Information Technology.

Vice President Richards said that the equipment requests go to her office and Dean Lopez' office. If the Technology Committee would have to review, that would be an unordinary amount of work.

Discussion was held amongst the committee:

- If the guidelines are used for approval, how would the Technology Committee know if a department needs something or not?
- Distance Education would like to have input and would like to be brought into the process.
- Is the process the same in Student Services and in Instruction?
- Is there a criteria type of matrix on how decisions are made? Criteria/Priority, such as the Positioning Funding. The Program Reviews should be supporting the requests.
- Are the requests justified based on program need? It is the job of the Planning Councils if the plans are justified or not.
- The Technology Committee has the parameters on what should be ordered.

Dean Hayes said that the last two times there has been a task force that looked at the equipment request and this helped with the process. For example, several people wanting a color printer. It may be possible to purchase one color printer and have it located in a central location so it can be shared. The task force would look at these types of options.

Vice President Richards said that they got together as a group but it wasn't until March, which is late.

Dean Hayes and Vice President Richards will give Mr. Hirzel information as a guide.

Facilities Requests - Mr. Hashizume reported that currently we do not have a process for requesting facilities besides the standard work order. He said there is another form floating around titled: Facilities Project Request Form. Mr. Hashizume apologized because it is a little hard to find and the instructions on how to fill out the form isn't spelled out very well. Mr. Hashizume is willing to give a short presentation on how to fill out the form.

A Work Request is a request on equipment we already have. Vice President Richards said the form is very easy to fill out. We may want to slightly adjust how we write the form up.

The question was brought up regarding the process for space planning, what is the process? Vice President Richards suggested looking in the Governance Manual. Mr. Hashizume said that it depends on if the District will fund a project vs. the College. Mr. Hashizume is willing to write up some procedures.

Professional Development Requests - Currently the programs are asked what they need for professional development. Currently we do not have a way to process that information. The first step would be for the Planning Councils reviewing the programs to take a look at it. Where do they go from there? Ms. Castello said there has been some discussion on the Equity Fund, HSI Grant, SOs, SSPs. Who would they contact? Vice President Richards suggested leaving it generic. Ms. Castello and Vice President Richards will figure out a recommendation and bring it back to the PBC.

President Buckley said we do not have a grant writer at Cañada College. He said that he would be willing to provide the resources needed to provide for grant writing needs. Instead of hiring a full time

or part time person, requests would go through the President's Office and the Vice President's Offices instead of having a Grant Office.

Mr. Hirzel said that we need to create a process for demonstrated need. Request will come out of Program Review. They would then be reviewed by:

- Planning Councils
- Vice Presidents
- President

Ms. Rascon said that having it go through the Planning Councils will help in the early stages of review.

Ms. Castello said that if it first comes out of a grant RFP, it may not be part of a Program Review. Mr. Hirzel said this is only looking at Program Review, not necessarily a grant.

In an effort to refine procedures on Technology, Facility, and Computer Request, Dean Hsieh suggested that we get feedback to Mr. Hirzel by October 10, 2014.

#### **D. Professional Development**

Vice President Anderson reported that shortly after he started at Cañada College, he started to talk with Mr. Hirzel about professional development. Currently there is a lot of professional development already in place via student services, contracts, CEITL, and faculty members observing other faculty members. In early 2013, a task force was formed with Vice President Richards, and a variety of faculty and staff involved in professional development on campus. This task force formed the recommendation that Cañada College needs to have a professional development program and the College needs to allocate funds to support the program. Vice President Anderson said that we are taking the next steps by taking a step back asking the following questions:

- What do we need?
- How are we going to get there?
- What steps do we need to take?

Vice President said that we want to have input from the PBC. Different opportunities are coming in such as grants and other monies to help serve our students.

ACES, Academic Senate, and the Classified Senate have already done some brainstorming.

The following five questions were placed around the room.

1. What sorts of professional development do new employees need?
2. How can we create incentives to participate?
3. What professional development can strengthen the college as an organization/institution?
4. What professional development could serve departments, programs, or committees?
5. What longer term (weeks, semester-long) professional development would be beneficial?

PBC members were asked to spend 5 minutes per question and post their ideas.

**E. Division/Committee Reports**

Ms. Ware reported that there would be one last orientation on Appendix G tomorrow, October 2, 2014.

Ms. Castello reported that the play Antigone by Sophocles will be starting in a few weeks in the Flex Theatre on Cañada College. Look for the flyers when they come out. The set looks fantastic and everyone is encouraged to attend.

Ms. Castello reported that Mike Hoffman, Anniqua Rana, and herself attended a meeting on the Equity Plan. It was a good meeting and they had the opportunity to brainstorm. Having a solid equity plan that focuses on retention strategies on the African and Latino Students will benefit all students.

Ms. Olesen encouraged faculty members to have students, especially new students, to get their Student Educational Plans (SEP) completed by Friday, October 23, 2014.

The Artistry in Fashion Event held on September 27, 2014 was highly successful. The Arts & Olive Festival will be held on Sunday, October 5, 2014.

Mr. Hirzel announced that New Position Proposals are due by October 17, 2014. Please submit any requests through your Division, Planning Council, or Vice Presidents. Refer to the PBC website <http://www.canadacollege.edu/planningbudgetingcouncil/budget.php>, the forms are all there.

Dean Hsieh said that Mr. Hirzel has done a fantastic job getting all of the documents on the PBC Website.

On November 4, 2014, the Joint Planning Councils will meet.

**F. Next Steps**

None reported.

**G. Matters of Public Interest**

None reported.

**H. Adjournment**

The meeting was adjourned at 3:37 p.m.

What professional development do new employees need?

- New hire orientation that is a full day; we can cover more info, introduce them to more people, train better
- Concur with above – it should include a clear explanation of what faculty activities are part of contractual responsibilities and what things go beyond that. In this way faculty across disciplines would have the same expectations and relative workload.
- A “how things work here” orientation for those who are new to academia. Organized, complete!
- One less class to allow more time visit all committees.
- Orientation on faculty-staff-administrators relationships

What longer-term (weeks to semester-long) professional development would be beneficial?

- Community college think tank
- Career advancement training (faculty to coordinator to dean)
- Mini-sabbaticals (co-teaching; teach only part of a semester) > presentation on work
- More/broader learning communities
- Create college-wide lecture program to underscore our identity as an institution of higher learning

What professional development could serve departments/programs/committees?

- Consistent, uniform project management process and language training with inspiring approach
- Incentivize committee/council service
- Financial support (including paying for subs) and expectation that departments will travel together to annual discipline conferences

What professional development could strengthen the college as an organization/institution?

- Release time, stipends, or credit through the University Center, for every employee to participate in a PD program for a semester or a year with college credit attached and portfolio requirement and dissemination/presentation requirement at a PD event once a semester or once a year
- Communication of shared goals
- A real college “retreat” off campus where activities are planned for people to know each other better
- Host an EdD program
- Collaboration/networking with other community college(s) or districts
- Diversity issues; bring back “stir-fry”; listen to our students’ experiences

How can we create incentives to participate?

- Increase tuition reimbursement
- Use enticing off-campus venues
- Venues to take ideas to others; workshops are good but maybe connect to community at large? Get people active and moving
- Release time or full coverage for all costs
- Close campus services for a day so that all can participate
- Required for adjuncts (funds to pay them)
- Diversity issues