

December 6, 2021

ZOOM Meeting_9:00am

- Lauren Balducci
- Tim Shively
- So Kam Lee
- Mary Pape
- Eric Mendoza
- Keri Kirkpatrick
- Jennifer Mahato

Names taken from ZOOM screen.

AGENDA

- SG group feedback (College Council)
- New Timeline for implementation.
- Revamped steps (copied into notes)

Discussion concerning College Council Feedback

PRT – new name – Planning and Resource Team

Budget Committee – as currently established are making decisions.

- Should we consider combining our thoughts for PRC and Budget Committee?
- Research that we have done showed that many other institutions had separate budget committees. It might not be a good idea to collapse the PRC into the Budget Committee.

Hires for this year – started in summer 2021 but will be completed Winter/Spring quarter 2022.

- Communication from the district is really lacking (the data supporting the percentages of each campus hires, etc.).

What are we trying to solve?

- Communication
- Transparency
- Parity
 - Bringing the people to the table is step one.
 - How to ensure that everyone is heard (and comfortable speaking up)?
 - Look at blocks of participants
- Collaboration with holistic all-campus decision making
- Viability Review

What seems to be working now?

- IPBT seems to work but there needs to be some conversation/assessment to help
- ADDED into the PRC is the program evaluation to help with programs/department's

Sample rubric

- Need to be able to speak qualitative and quantitative data.

Revamped Steps

Planning and Resource Team (PRT)

Faculty/Staff/Equipment Prioritization Process

September:

- CA State Budget allocations received by FHDA; Board approves adopted budget.
- Budget Task Force to inform College Community of tentative or adopted budget, with funding information and allocation sent to all Divisions/Dept/Program areas.

October:

- The Budget Task Force disseminates appropriate funds to each division/area with an explanation of budget amounts. These funds would be classified as “unrestricted.”
- Deans/Depts. faculty and staff receive funding amount from Budget Task Force.
- Program Review/CAS Standards begin for each division/dept/program area.
- Data collected for PR/CAS and a narrative to justify division/dept/program area needs and requests for position(s).
- Budget requests included in PR/CAS.

November/December:

- Completed PR/CAS submitted to PRT.
- PRT members to be trained in using the PRs/CAS and the prioritization template/rubric in order for them to equitably evaluate each request.
- PRT begins to review PR/CAS.
- All PRs/CAS to be uploaded to PR/CAS website, Office of Institutional Effectiveness and/or etc. via Office of Communications.

January:

- PRT divides up members into subcommittees named the Program Evaluation Teams (PET) based on their areas of expertise: Instruction/Student Services/Admin
- Each PET group then utilizes an agreed upon template/rubric to evaluate and rate need of each of the PR/CAS requests.
 - o If PET needs more information about a program, data, etc. then a representative from the Division/Dept/Program area may be asked to come into the group meeting in a Q&A format for clarification.
 - o PET prioritizes/ranks each of the area requests and reports back to the PRT their findings and ranks of each of their areas. If using a scoring scale, the total scores in the rubric will be used as the initial ranking of the requests.
- PRT prioritizes position/budget requests and approves requests.

Comments to STEPS:

Winter quarter:

Departments programs areas work on their PRT/CAS

Spring quarter:

PET teams (one for instruction, one for student services, and one for administrative services) review program review/CAS using rubric to evaluate. As part of the program review/CAS will be resource request and request for faculty/classified professionals/staff positions.

Fall quarter:

Prioritization of request for positions will take place. A list of resource requests informed by the PET team evaluation will be available. Recommendations from those charged with a funding source will be presented to PRC.