



Budget and Planning Committee

4/27/2009

3:00 – 5:00

Members:

*Present

Charlie Ng (co-chair)*

Cheryl Marshall*

Kathy Crow*

Ralph Rabago*

Gloria Harrison (ex-oficio)

Ted Phillips (ex-oficio)

Catherine Pace-Pequeño (co-chair)*

Alex Contreras*

Cidhinnia Torres Campos*

Gary Williams*

Michelle Riggs*

----- Minutes -----

This committee is challenged with complaints that we are constantly changing the process. We need to develop a plan to meet the needs of the campus and allow us enough time to get everything done.

Reviewed responses to recommendations from program reviews:

- Define: service/unit/ program/ committee
 - Clarify the ability to combine identified units as appropriate; definition/perception of a unit.
 - Should we specifically ask about new programs or services and the justification (Ask probing questions)? i.e. international program (what to do?)
- Memo to campus:
 - Address the perception that the process is arbitrary and unfair.
 - Process changing needs to be clarified
 - Possibly use quote from the TLR
 - Mea Culpa
 - What went right & what went wrong
 - What are the units accountable for?
- Changes discussed for next year:
 - Bringing in unit representatives to explain questions
 - Communication- clarity for those reading the document
 - Speak to/ meet with deans throughout the semester
 - Determine what supervisor's roles are- responsible for drafts?
 - Definition and importance of acronyms
 - ***Timeline revision- Too long between creation of document & feedback
 - Consider what criteria we are using for both non-instructional units and for re-doing another program review
 - Dream big question
 - Data provided to instructional units not used by most

- Annual Planning – ask for annual goals & action plans
 - Reflect on last year’s goals
 - For resource allocation: How’d we do? Goals? Where are we going?

Possible timeline discussed:

- July → due August 18th → Feedback Sept. 15th (Data training provided 2 weeks into semester)
 - Student Life
 - Library
 - Cafeteria
 - Research and Planning
 - Resource Development
 - President’s Areas
 - Year Round Instructional
- August → due October 1st → Feedback November 15th (Data training provided end of Aug.)
 - Instructional
 - Admissions and Records
 - Financial Aid
 - Counseling
 - Veterans
 - Student Success
 - Career/Transfer
 - International
- October → due Nov 15th → Feedback December 23rd (Data training end of October)
 - Health & Wellness
 - EOPS
 - DSPS
 - LRC
 - Title V
 - Tech Services

Possible schedule discussed:

- Implement a two year plan with yearly update and at the two year reflect on progress
- Program review one year; 2 year plan the alternating year
 - Program review is looking back, Annual plan is looking forward; different perspectives

Scenarios: (PR= Program Review AP=Annual Plan Jr=Junior/Reduced version)

09/10	10/11	11/12	12/13	13/14
PR	2 Yr AP	PR AP update	2 Yr AP	PR AP update
09/10	10/11	11/12	12/13	13/14
PR	2 Yr AP	AP update	PR	2 Yr. AP
09/10	10/11	11/12	12/13	
3 Yr PR	2 Yr AP	AP update	PR	

Example scenario for Respiratory Care:

7/09-AP 2 Yr (09/10 - 10/11)

1/10- update (Jr)

7/10-

1/11- PR

7/11- AP 2 Yr (11/12 - 12/13)

1/12- update (Jr)

Committee agreed to continue work into the summer with the exception of Ralph to finish these tasks.

Next Meetings:

- 5/4/2009- Subcommittees to submit their AP feedback. Finalize Memo to campus and Timeline for 09/10.
- 5/11/2009- Make Revisions to Program Review and Annual Planning Forms

NEXT MEETING WILL IN LADM 217, 5/4/2009 FROM 3:00 – 5:00