



Budget and Planning Committee

4/6/2009

3:30 – 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 -----

Discussed Rubric for Annual Planning Documents.

Committee would like to concentrate on the content of the documents rather than the format. In depth discussion regarding time constraints on this committee while meeting the needs of the campus. It is important to provide feedback to the departments so they will be able to learn from this process. Ideas for sub-committees to take into account for the purpose of continuity:

- Comment on what they did well
- We should give them a sense of how they are doing
- Past, present, future, development/discussion
- Where are you going?
- SLO progress
- Trends/Themes
- Accomplishments
- Look at content
- Response to Deans
- Test against Mission, Vision, etc.

The purpose is to integrate planning and provide feedback. Need to define Integrated Planning.

This committee will revise Annual Planning Document for next year to add “and the impact of those changes” to question #2. Discussed revising annual planning document to reflect more planning questions including; Goals, Steps to get there, Resources Needed, Reference Program review recommendations, How have you changed, Include dialogue and integrated into campus plans. Possibly revise timeline for program reviews or revise planning document to be a “mini” program review.

There is a need to provide feedback to the campus that this committee is also learning as we work through this process. Revisions will be made at the beginning of next year with consideration to what worked well and what needs improvement. Committee agrees we should use an intro such as the one used for Program Review recommendations, including what we learned and how we will be doing things differently.

Other topics discussed:

Units are upset that they aren't getting responses to their plans.

The Deans and Directors are not getting feedback

Each sub-committee has the charge of providing feedback to the units assigned without the input of the entire committee due to time constraints.

The Program reviews from Instructional units were discussed and each committee member should read and be prepared to discuss at the next meeting:

- Anatomy and Physiology
- Career & Technical
- English & Reading
- Emergency Training Center
- Fire Tech
- Microbiology (Committee agreed to accept and review the revised version submitted)
- Biology
- Psychology was received incomplete and will be returned to that department and not reviewed.

Next Meetings:

- 4/13/2009- Program Review for Instructional Units (7)
- 4/20/2009- Finish Program Reviews, Review and Discuss PR Responses (4)
- 4/27/2009- Subcommittees to submit their Annual Plans reviews to provide feedback.
- 5/4/2009 & 5/11/2009- Make Revisions to Program Review and Annual Planning Forms and Review Timeline for 09/10.

NEXT MEETING WILL IN LADM 216, 4/13/2009 FROM 3:30 – 5:00