



Planning & Program Review Committee

03/11/2010

12:00 – 4:30

Members:

* Present

Cheryl Marshall (co-chair) *

Catherine Pace-Pequeño (co-chair)

Charlie Ng

Rebecca Warren-Marlatt *

Denise Hoyt *

Robert McAtee

Jessica McCambly *

Ralph Rabago *

Michelle Riggs *

Gary Williams

Keith Wurtz *

Gloria Harrison (ex-officio)

Guest: Mike Strong

----- Minutes -----

- I. Discussed Criteria we will use to determine ranking for prioritization of objectives submitted:
 - Legal mandate - facilities & safety
 - Accreditation requirement
 - Impact on Students - transfer & facilities
 - Innovation
 - Impact on quality & comprehensiveness of program - transfer & facilities
 - Value
 - Vision/mission/EMPC – transfer
 - Service levels – effective infrastructure health
- II. The Committee discussed at great length the prioritized objectives as ranked by the four areas; President, Instruction, Student Services, and Administrative Services and combined those which seemed to be appropriate. This is the ranking of priorities we are recommending to the President for Resource Allocation.

1. Infrastructure for new facilities (Learning Resource Center (LRC) is the main priority)

Note: The committee would like to differentiate between the importance of the LRC as opposed to the Aquatic Center (AC). If there is a choice, this committee feels the funding to open the LRC is of much greater value and importance than the AC. Also, there is a program health issue with the Library that needs to be addressed.

P 2.1: Ensure that new buildings function at an optimal level.

AS 15.1: Abide to required laws/fire codes in operation of AC and LRC

AS 15.2: Abide to state elevator regulations in maintenance and certification of new elevators in the AC and LRC

AS 15.3: Abide to SCAQMD regulations in obtaining permits and annual testing on new LRC equipment

AS 15.4: Provide water, electricity and natural gas for new facilities

2. Categorical Programs:

SS 5.1: (Categorical) Engage in planning to restore funds or reallocate responsibility for categorical services

SS 5.1: (HWC) Engage in planning to restore funds or reallocate responsibility for categorical services

SS 5.1: (EOPS) Engage in planning to restore funds or reallocate responsibility for categorical services

SS 5.1: (Assessment) Engage in planning to restore funds or reallocate responsibility for categorical services

SS 5.1: (Counseling) Engage in planning to restore funds or reallocate responsibility for categorical services

3. Foster Target Growth

These resources should be distributed amongst the following areas as appropriate and all resources should be shared across these objectives.

P 1.1: Institutionalize the Title V Grant positions.

I 1.1: Foster growth of the Science Cluster to meet student needs

I 1.2: Foster growth of the Public Safety & Health Cluster to meet student needs

I 1.3: Foster growth of the Fine Arts Cluster to meet student needs

I 1.4: Foster growth of Developmental Education and Support Services to meet student needs

I 1.5: Foster growth of the Communication & Language Cluster to meet student needs

I 1.6: Foster growth of Business & CIS Cluster to meet student needs

I 1.7: Foster growth of the Health/PE Cluster to meet student needs

4. Reliable Data

P 1.2: Increase the ability of CHC to use evidence to inform decision making.

P1.1: Increase access to data through the development of an Office of Research and Planning Web Page.

I 2.1: Complete the cycle of Program Review and Planning for all areas of Instruction

I 2.2: Complete outcome assessment cycles for all areas in Instruction

SS 4.1: Ensure that Student Services Units have access to data for planning and program improvement

SS 4.2: Continue to make progress on Student Services SAO/SLO measurement and use the data for program improvement

SS 4.4: Complete the cycle of Program Review and Planning for all areas of Student Services

5. 5.1 Maintain new facilities

AS 15.5: Obtain adequate custodial supplies to support the LRC and Aquatic Center

AS 15.6: Adequately clean the Aquatic Center and LRC when completed and turned over to the campus.

AS 15.7: Adequately maintain the pool and LRC when completed and turned over to the campus

AS 15.8: Adequately maintain newly constructed landscaping when turned over to the campus

AS 15.9: Provide adequate waste disposal services for newly constructed facilities

AS 15.10: Obtain additional supplies and maintenance contracts necessary to properly maintain the AC and LRC buildings and grounds

AS 15.11: Obtain custodial equipment required to support the functions of the LRC and Aquatic Center

AS 15.12: Obtain additional maintenance & grounds equipment required to efficiently maintain new buildings and grounds

5.2 Maintain existing facilities

AS 16.2: Replace interior doors at PAC Theater and in the black box room

AS 13.1: Establish and implement a preventative maintenance (PM) program

6. Coordinated Marketing (Supported by Academic Senate with recent letter to the President)

P 4.1: Establish an infrastructure to coordinate marketing, outreach, and partnerships with community institutions and organizations.

I 5.4: Work cooperatively with campus entities to plan and implement a systematic approach to Enrollment Management

7. Safety Plan

AS 11.1: Establish emergency procedures and assignments for fire alarm procedures, elevator inspection, fire, and building clearing in the event of disaster.

8. Adequate counseling service for students

SS 2.1: (Counseling - Adjunct) Provide an exemplary level of counseling support to CHC students

9. Evaluate Instructional resources

I 3.1: Evaluate all budgets and adjust resources as needed and where possible

10. Facilities Master Plan

P 1.3: Re-establish Campus Data Center to new LRC and prepare for demolition of existing Library.

P 3.1: Refurbish old buildings to be energy and space efficient.

I 3.2: Participate in the modification of and help manage the Facilities Master Plan

AS 12.1: Develop a written policy for the issuance of keys and the standards for future construction and changes in door hardware

AS 14.1: Work with District, consultants, and campus administration on implementation of construction plan

AS 5.1: Install an effective marquee for CHC

11. Technology

P 1.2: Maintain established equipment and software standards.

P 1.4: Virtualize servers to operate on a single robust platform.

P 1.1: Complete Campus-Wide wireless coverage.

12. Student Access

SS 1.1: Increase student access to and knowledge of college resources and opportunities

13. Grants

I 3.3: Seek and obtain appropriate grants

SS 5.2: Seek alternative revenue streams to support the restoration, enhancement, and expansion of Student Services.

14. Transfer

SS 3.1: (Transfer Ctr Coord) Plan, fund, and promote a full-service Transfer Center

SS 3.1: (Transfer Ctr Clerial) Plan, fund, and promote a full-service Transfer Center

SS 3.1: Plan, fund, and promote a full-service Transfer Center

SS 3.3: Increase transfer preparedness of students at feeder high schools

I 1.1: Expand the Honors program

15. Equipment Inventory

P 2.2: Develop a consistent funding source for data projector replacement lamps.

I 3.4: Create an Equipment Inventory, Maintenance, and Replacement Plan

16. Elevator Safety

AS 16.1: Install emergency lowering devices in LADM, CHS, SSB and PAC elevators

17. Student Center

SS 1.2: Increase student involvement in co-curricular activities

18. Perkins

I 2.3: Review and revise the Perkins Plan

19. Diversity

SS 2.2: Engage in research, planning, and advocacy to address the needs of a diverse CHC student population

20. External Partnerships

I 1.12: Respond to requests from and build relationships with External Partners

SS 3.2: Increase articulation with four-year colleges and universities

21. Learning Communities/BSI

I 1.8: Manage the implementation of Learning Communities

I 1.9: Implement Instructional Activities on the BSI Plan

SS 2.1: (LC Counseling- Hourly) Provide an exemplary level of counseling support to CHC students

22. Online Access

SS 5.3: Expand the online Student Services infrastructure

SS 2.3: Deliver effective services to online and evening students

AS1.1: Implement system for purchasing parking permits online

AS 4.2: Continued development of the Bookstore's webpage to improve the online sales and services of the website and maintain current/updated information.

23. Safety

AS 7.1: Implement a safety training calendar, review safety plans for implementation, train all M&O staff in accordance with plans; further develop department specific plans.

SS 5.5: Ensure a safe environment for students and staff

I 3.6: Implement the Safety Plan as it applies to Instruction.

24. Shared Governance/Input

SS 4.3: Ensure that SS staff participate fully in shared governance opportunities, and have the opportunity to work collaboratively with other campus entities

SS 1.3: Ensure that students participate fully in shared governance opportunities, and have the opportunity to work collaboratively with other campus entities

AS 6.1: Reduce Dissatisfaction Level to 15% on Administrative Services Employee Satisfaction Survey Question "Your ability to provide input into issues that affect you."

AS 6.2: Reduce Dissatisfied in the department to 15% on the Administrative Services Employee Satisfaction Survey Question "Your ability to provide input into issues that affect your work."

AS 4.1: (Cafeteria) Maintain existing service levels to enable an 85% combined "agree" and "strongly agree" on the Annual POS Survey

AS 3.1: To decrease to 20% of "disagree" opinions on the Annual Facilities Use Satisfaction

Survey

25. Communication

I 2.4: Continue to implement and assess improved communication methods and practices

SS 4.5: Ensure a high level of communication and collaboration among Student Services staff

26. Year-long Scheduling

I 3.5: Pilot and assess year-long scheduling

27. Effectiveness of Cafeteria

AS 2.2: (Cafeteria) Improve financial performance of Cafeteria operations to the point where expenses equal revenues by 2012

28. Effectiveness of Audio Visual

P 2.1: Provide consistent support for Instructional and Non-Instructional A/V needs.

29. Effectiveness of Bookstore

AS 4.3: (Bookstore) Develop a "Guarantee" Book Buyback program to assist students with the cost of textbooks and enable the Bookstore to be more competitive with online competitors.

30. Campus Center

SS 5.6: Develop a vision for the new Student Services/Campus Center building(s) and ensure full participation of SS staff in planning

31. Professional Development

I 1.14: Identify and Fund Professional Development Activities for all employees

32. Catalog

I 2.5: Revise the catalog to be more user-friendly

33. New Programs

I 1.11: Explore new programs

34. Evaluations

I 1.13: Effectively evaluate all employees

SS 5.8: Set clear performance expectations and evaluate all employees

35. Alumni Coordinator

P 1.1: Establish an ongoing system for engaging alumni in an effort to harness their goodwill and future generosity.

36. Budget Management

SS 5.7: Improve budget management in all SS units

37. Climate

AS 2.1: Maintain timeliness for deposits from Cafeteria, Library (fees and copies),

Admissions, CDC, Campus Clubs, Communications, and Custodial so that 98% of funds are received/deposited with CBO within 24 Hours

AS1.2: Enhance communication with, and access for customers resulting in improved customer service

AS 8.1: Improve Mostly Satisfied and Very Satisfied to 75% on the Campus Climate Survey Question "Maintenance and upgrades of all campus buildings."

AS 9.1: Maintain Satisfied and very Satisfied at 85% on the Campus Climate Survey Question "Pleasantness and maintenance of grounds despite impact of construction."

38. Safe

AS 18.1: (CBO) Procure a counting safe

39. Laptop

AS 17.1: (M&O) Purchase a laptop computer for the campus energy management system (HVAC Controls)

40. Budgets

P 3.2: Develop adequate budgets for the areas reporting to the President.

III. Signed feedback memos for:

- a. Library
- b. College Life

Next Meeting: 3/29/2010 3:00 - 5:00

- Discuss program health as determined by rubrics. We need to provide to the President with a summary of the overall health of the programs that completed Program Review Documents for the 2009-2010 cycle.
- Discuss how to improve the planning and program review process for the 2010-2011 cycle.

NEXT MEETING WILL IN LADM 217, 3/29/2010 FROM 3:00 – 5:00