



Budget and Planning Committee

5/4/2009

3:00 – 5:00

Members:

*Present

Charlie Ng (co-chair)*

Cheryl Marshall

Kathy Crow*

Ralph Rabago*

Gloria Harrison (ex-officio)*

Ted Phillips (ex-officio)

Catherine Pace-Pequeño (co-chair)*

Alex Contreras*

Cidhinnia Torres Campos*

Gary Williams*

Michelle Riggs*

----- Minutes -----

Minutes approved by consensus

Reviewed Annual Planning Process for 09/10. Committee agreed that the task of reviewing every unit's individual Annual Plan and providing feedback with recommendations prior to budget deadline is not feasible. For next year the annual plans will be submitted to the unit's dean/director who will incorporate them into one plan to be submitted to this committee for prioritization.

The Budget and Planning Committee will now be known as the Planning and Program Review Committee.

We will modify the process of Program Review for 09/10 to incorporate the following changes:

- There will be three due dates for Program Review. Aug. 18, Oct. 1, Nov. 15 to alleviate the time lag between submittal and feedback
- The instructional units will be divided between these dates to alleviate the overload on this committee
- Invitations will be sent to each unit for the opportunity to attend meeting for document review process
- Units (Including CTE) will be required to complete a Program Review every three years
 - CTE will now be due in 10/11 rather than 09/10

The Annual Planning Requirements for 09/10 will incorporate the following changes:

- The document will include goals and objectives for two years and be completed every year
- A form will be added which will require units to identify goals/objectives/benchmarks/responsibilities

Committee visited program review schedule/list of units and agreed the Office of the President, Vice Presidents, and Deans will be taken off of the PR schedule; they will still need to submit annual plans

Discussed Honor's and Distance Education and agreed these areas are integrated into other programs and do not need to submit a separate program review

Concern with meeting deadlines for Program Review next year because there are so many units due for 09/10. Discussed breaking into subgroups and agreed that it is important to meet and collaborate as the larger group;

therefore members will find a way to dedicate the time needed to meet the deadlines. Discussed changing the meeting to a different day of the week to accommodate schedules. It was decided that Mondays do work out best as the committee members for 09/10 will remain the same as they are for 08/09.

Psychology Program Review was submitted. This committee will not be able to review the document this year due to the late date at which it was received. Psychology will be required to submit a new Program Review for 09/10

Next Meeting:

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

NEXT MEETING WILL IN LADM 217, 5/11/2009 FROM 3:30 – 5:00

DRAFT