

**RIO HONDO COMMUNITY COLLEGE DISTRICT  
PLANNING FISCAL COUNCIL MINUTES  
Tuesday, February 10, 2015, 2:30 p.m., Board Room**

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**Members Present:** Dr. Vann Priest (Co-Chair and President, AS), Henry Gee (VPSS), Myeshia Armstrong (VPFB), Robert Bethel (1<sup>st</sup> VP, AS), Katie O'Brien (2<sup>nd</sup> VP, AS), Dr. Kevin Smith (Secretary, AS), Sheila Lynch (Parliamentarian, AS), John Frala (ASCCC Rep, AS), Dr. Adam Wetsman (Past President, AS), Dr. Gisela Spieler-Persad (Faculty), Julius B. Thomas (Faculty), Jeannie Liu (Faculty), Sandra Rivera (President, CSEA), Suzanne Frederickson (CSEA), René Tai (CSEA), Alejandro Ramirez (President, ASRHC), Janira Colmenares (ASRHC), Kathy Pudelko (President RHCFA), Don Mason (Mgmt., AA), Heba Griffiths (Mgmt. SS)

**Members Absent:** Dr. Kenn Pierson (Co-Chair and VPAA), vacant (ASRHC)

**Staff Members:** Mike Slavich, Dean, CTE, Loy Nashua, Dean, Student Affairs, Howard Kummerman (Dean, IRP), Reneé Gallegos (Recorder)

- I. Call to Order – Vann called the meeting to order at 2:33 p.m.
- II. Acceptance of Minutes – December 9, 2014 – After hearing no comments or corrections, [consensus to accept](#) as presented.
- III. Superintendent's Report – President Dreyfuss welcomed all to the first spring PFC meeting.
  - Administrative Hiring Position

President Dreyfuss shared the rationale for the creation of a new administrative position for the Dean of Educational Centers. Currently, we have two centers operating and a third will be coming online shortly. There are limitations with Faculty Coordinators assigned to the centers. They cannot supervise classified staff and are limited in scope and hours. The Board of Trustees is in support of this position and has been for the last several years. It is more feasible to have this position service all the off-site centers. Are there any questions?

The following questions were asked.

- 1.) Is PFC is going to be able to see the job description? (René)
- 2.) One thing that is unclear is how will this Dean coordinate with the rest of the Academic Deans in scheduling of classes, etc. (Robert)
- 3.) One concern is the scheduling of classes and faculty assignments will that still fall to the Academic Deans? (Vann)
- 4.) Is this an Interim position? (Sheila)

President Dreyfuss responded that the job description go forward to the Board of Trustees for approval on February 18<sup>th</sup>. As far as coordination, this Dean will work with all facets of the college, Academic and Student Services Deans, Information Technology, Facilities, Security, etc. All parties will work together. This is not an interim position.

There were no other questions and President Dreyfuss departed at this point of the meeting.

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- IV. Co-Chair's Report – Vann reported that the college received word from ACCJC regarding accreditation and Rio Hondo has been reaffirmed with a follow up report and visit this October. Overall this is great news.

Howard reported that there were errors on the initial notification letter. A revised letter will be coming this week. The college has five delinquencies that have to be addresses in the follow up report. The majority involved SLO's and we will have to respond in order to satisfy ACCJC and to meet institutional effectiveness. Howard reported that the follow up team usually consists of one person who visits the campus during the follow up visit.

V. New Business

- New Members for Spring Semester up report and the visit.

Vann welcomed the new Dean of Student Affairs, Loy Nashua who started with the college this week. In the interim, as Loy acclimates to his new position, Heba Griffiths, Director of EOP & S will be representing the Student Services area on PFC.

- AP & BP Review (1 Item)
  - BP4030 – Academic Freedom – Vann reported that a sub-committee consisting of Henry Gee, Dyrell Foster, Sandra Rivera, Alejandro Ramirez, and him met last semester and developed language for revision of the Academic Freedom Board Policy. This went forward at the Special Board Meeting on January 20. The Board had some suggested revisions. [Consensus to accept](#) as presented.

Henry reported that he is working with completing the OCR's requirements.

VI. Unfinished Business

- Update on Four Year Degree

Vann reported that the Academic Senate endorsed the recommendation of the Auto Tech four year degree go forward for submission to the Chancellor's Office. The Senate also recommended that the cost analysis be provided to Academic Senate. PFC was in agreement to move this item forward with the condition that the council be informed of the costs involved for this pilot program. This was noted at the December 9, 2014 special PFC meeting.

Mike Slavich, Dean of CTE was present to provide an update and to field questions.

We have been having weekly calls with the Chancellor's Office. The Chancellor is working with the UCs and CSUs to respond to their concerns regarding the four-year degree. There are many questions that have yet to be answered. The Chancellor's Office will respond on March 15<sup>th</sup>. As of now all fifteen pilot colleges are required to get letters of support from industry. Once final approval is handed down, the next task is going to be curriculum. We evaluated our labs and equipment. We probably exceed most CSUs in our area. On the business side we are looking at talent and classrooms. There is a significant talent pool in industry who are willing to help. We have the talent here on campus for the GE side and we need to develop the curriculum. Cost is the piece that also needs to be looked at. We see that sections will need to be added and we will collect apportionment. The \$84.00 unit fee is the suggested rate. We all know that enrollment is soft. We are not hitting growth so we need to focus on headcount. We are hoping that the Chancellor's

Office sets up a similar process for the four year degree that is similar to the process in place now in reviewing TMC's. That is all the resources that we have at this point with the existing infrastructure.

The following questions were asked.

- 1.) From the Counseling perspective and articulation, the degree will come through Song Graham. What about the student who completes a BA degree and moved on to the Cal State, is that the plan here? How is that going to work? (Julius)

Mike reported that we have contacted folks to help with the 400 level courses. That is the final piece we need. The goal here is to get students on a path to a graduate level degree. We don't want to have a standalone degree. We don't want duplication of coursework. We have positive responses from employees at CSULB and CSULA at the professor level. We are working on this piece now.

- 2.) In order to complete the degree a student has to take upper division in the CTE area and also in English and Math is that correct? Logistically, you will not have that many students so are you going to offer upper division in these core classes that you need to complete the degree? Will there be an opportunity for non-bachelor students to take any of these classes? (Adam)

Mike responded if we follow the template we have a couple of themes that a student can pick from to get the rigor that is comparable to 300 level coursework at the CSUs in the other academic areas. It looks like the cohort will be around 50 students. Technically, they will not start until Spring 2017. That's not to say that a student could not start on general education requirements now. For those students who are not an official part of the cohort, if they met the prereq I don't see why they would not be able to take the higher level courses. We are getting a lot of industry personnel who have already completed an AA degree and are interested in joining the cohort. We targeted 20 students in our proposal. There will be some growing pains working through this process. This effort needs to involve the entire campus for input. We do not want to work in a silo. Steve Tomory and John Frala will be the leads.

- 3.) In terms of getting the courses written, it seems to me that we need to have a concerted effort on campus before we start writing curriculum. Will students who take the 300 and 400 level courses who are not in the co-hort be able to articulate these classes to another college or university? (Sheila)

Mike responded that we have a full time Articulation officer who can verify this.

- 4.) Will all instructors have the opportunity to teach these classes? Do we have administrative buy in to keep low enrolled classes and not cancel? Who is paying for this? These are the questions that are on our minds. (Adam)

Mike responded that a Master's degree or higher is required for minimum qualifications. We are working with our other schools who have the same questions. There are 21 states that have programs similar to this one. There is also a national organization that is hosting a conference in Boston in March. This is new to California but not to the education system. We can learn from others and model what has worked.

5.) What is the timeline here is there potential to offer classes prior to January 2017?  
(Robert)

Mike reported that the lower division coursework can be completed now. The upper division offerings we must abide by the 2017 start date.

6.) Will this program be accredited? (Kathy)

Mike reported that all coursework will be accredited. Students will have an ed plan that will include the upper division coursework. This is targeted for the Southern California area where we have a specific niche. We could have gone with logistics, but CSUDH offers this program so we removed it so there was no conflict.

7.) Is there a general sense about the number of classes of the general ed piece? Do you have an estimated time for the costs? (Katie)

Mike reported that Steve Tomory worked with Song Le Graham on this portion of the application and will have to come back with that information. Mike hopes to have a good template by the end of spring. Technically, the following year is the development year. He is keeping these items on the weekly agenda.

8.) Is there a specialized counselor for this effort? (Alejandro)

Mike reported that he has one CTE counselor up in his area but more than likely yes there will need to be. Mike is not sure if that will run through the Transfer Center. He will have to consult with Student Services and Mike Munoz soon.

Mike reported that he can come back to this body at any time to give updates. He will know more by the end of March. Mike departed at this point of the meeting.

- Update on Instructional Equipment Sub-Committee Work

Vann reported that Gary Van Voorhis was busy getting quotes from vendors during the month of January. He requested that the committee reconvene to come up with recommendations. Renee will coordinate the meeting. It was suggested that this committee elect a chair. The Sub-committee will reconvene at the end of the PFC meeting to select one member as the chair.

VII. Information Items – No Items

VIII. Committee Reports

PFC Sub-Committees

- Safety
- Staffing
- IEC
- Program Review
- Facilities
- Equipment & Technology

Other Committees

- Staff Development
- Basic Skills
- SLO
- Program Review
- Distance Education (DEC)

- **Staffing** – Howard reported that five of the committees including Staffing, Facilities, Equipment and Technology all have to do with resource allocation. He will be receiving the names from the constituent groups and schedule the meetings. The reports are being pulled now.

Vann put out a call for volunteers for the faculty staffing committee. The new makeup of the committee allows for five faculty members from PFC and five from Academic Senate. The following members volunteered – Julius B. Thomas, Jeannie Liu, Sheila Lynch, Gisela Spieler and Kevin Smith.

Adam voiced his concerns regarding the change of the representation of the committee as reflected in the 2015 Governance Manual. It may be a challenge to have a broad base of representation of Divisions that is his concern. As of now Communications & Languages, Public Safety, Library and Health Sciences are not represented.

Howard reported that part of the restructuring of the staffing committees is that the way the old committee was structured in representation many were not involved in the college wide process. This was the rationale for going to members of PFC who have more knowledge about what is going on institutionally.

Howard is pulling the reports now. If he recalled correctly there are roughly 25 requests. There are two meetings in March and time will be required to score online. Those participating must be available for both meeting dates. All meetings will be held in SS-305.

Sandra requested the staffing requests before appointing classified members.

Howard responded that committee members are not present to advocate for their division/department. We are looking to have an unbiased committee who can look at requests globally. If you are interested in review those requests, any staff member on campus can access area plans in the planning software. Once reports are cleaned up Howard will post to the summaries on the P:drive and also to the IRP channel on the portal.

All of the program review executive summaries are in. February 20<sup>th</sup> is the deadline to resubmit. IEC has a lot of work in a number of areas including sub-committee work on the Institutional Goals and Objectives in preparation for the annual planning retreat on April 17<sup>th</sup>. Sandy Sandello has already sent out a save the date notice for the retreat.

Howard also reported that the Board Study Session last month the Board had one goal that the Board monitors for ACCJC to develop a list in the context of programs. We are already thinking about how to respond to the Institutional Set Standards. This item will come forward to the PFC.

- **Staff Development** – Katie reported that Staff Development Committee along with Academic Senate is offering Faculty Orientations for the new hires starting on the evening of February 19<sup>th</sup>. There are four evening sessions throughout the spring semester.

With the passage of AB 2558, which mandates Staff Development, we are looking at the January budget and funding has been put aside for Staff Development. We are

also working with Jim Sass to develop a needs assessment to be sent out to staff. We also want to build a solid staff development plan.

- **SLOs** – Adam reported that we have received the report from ACCJC. He thinks the next steps for the SLO committee will be to ensure that we fulfill all the requirements outlined in the letter.
- **DEC** – Sheila reported that the DEC had its first meeting yesterday. The certification program will be up and running (all three modules) by spring break. The first module is up now. Module two focuses on accessibility. Part three is best practices, developed by faculty. For faculty wanting to teach on line, they must complete this certification by Fall 2015. Classes for Spring 2016 will only be assigned to those who complete the training. Flex credit is given to participants. Mike Javanmard, DEC Coordinator is the person responsible for verifying who has completed the certification. A report will need to be generated to keep the Deans and VPAA informed of completers. We are not yet at this stage. It was suggested that a certificate of completion be given to faculty who complete training.

Alex queried if there is student representation on the DEC committee. Vann clarified that there is no student representative because this is an Academic Senate committee.

Adam reported that one of the things ACCJC noted in their report regarding online education is the regular and substantive contact. Does the committee think that by doing this certification program it will satisfy ACCJC? What more needs to be done?

Sheila responded that it was suggested that we come up with a proposal to show that we ensure regular and effective contact. It has to be faculty initiated contact. Academic Senate and DE cannot ensure that this is done. This gets involved with contract language, etc. Mike will be talking to Kathy Pudelko about this matter.

- IX. Announcements – No announcements were made.
- X. Public Comment – No public comments were made.
- XI. Adjournment – Vann adjourned the meeting at 3:23 p.m. The next PFC meeting will be held on February 24, 2015, 2:30 – 4:00 p.m., Board Room



# INSTITUTIONAL RESEARCH AND PLANNING 2015-2016 PLANNING PROCESS



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## EXECUTIVE SUMMARY

<b>Program: Administration of Justice</b>	<b>Date: December 5, 2014</b>
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**Committee Members Present:** Marie Eckstrom, Lydia Gonzalez, Heba Griffiths, Robert Holcomb, Steve Koelle, Tracy Rickman, Rowena Mendoza, Melissa Serrato

**Program Members Present:** Dave Balch, Nash Flores

### Commendations

- Commendations on establishing the Homeland Security program.

### Program-Level Recommendations

- Revise program review documents to address the help text questions: condense Mission Statement information into one succinct and concise statement; include SLO information; include relevant information on the Characteristics, Performances, and Trends for the program; ensure that Goals and Objectives are specific, measurable, and time-bound; delete or re-arrange information not cogent to particular sections; and be attentive to diction and tone throughout the document.
- Follow-up with the Dean of Institutional Research and Planning for additional assistance in revising the program review document, especially the Goals and Objectives.

### Institutional-Level Recommendations



**INSTITUTIONAL RESEARCH AND PLANNING  
2015-2016 PLANNING PROCESS**



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**EXECUTIVE SUMMARY**

<b>Program: Auto Collision</b>	<b>Date: December 5, 2014</b>
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**Committee Members Present:** Marie Eckstrom, Lydia Gonzalez, Heba Griffiths, Robert Holcomb, Steve Koelle, Tracy Rickman, Rowena Mendoza, Melissa Serrato

**Program Members Present:** John Frala, Mike Slavich, Steve Tomory

**Program-Level Recommendations**

- Revise program review documents to justify placing the program on suspension.
- The Program Review Committee agrees with the recommendation of the program participants to suspend the Auto Collision program.

**Institutional-Level Recommendations**

- The College need to consider efficacy of continuing the Auto Collision program in light of the expense needed to revive it and the limited opportunities for its completers.



# INSTITUTIONAL RESEARCH AND PLANNING 2015-2016 PLANNING PROCESS



## Executive Summary

<b>Program: Career Center</b>	<b>Date: October 31, 2014</b>
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**Committee Members Present:** James Sass, Fran Cummings, Adam Wetsman, Sandra Rivera, Nash Flores, Elaine Hemenway, Chris Guptill, Howard Kummerman, Marie Eckstrom, Rodolfo Rios

**Program Committee Members Present:** Belen Torres-Gil, Troy Olson, Loren Maki (intern), Mike Munoz

### Commendations

- Commendations on a comprehensive and well written program review document.
- Commendations on utilizing SLO data for program improvement.
- Commendations on the high numbers of student and employers who have registered with and utilized the College Central Network (CCN).

### Program-Level Recommendations

- Improve method of counting the number of contacts the office processes.
- Create a rubric for assessing student achievement and satisfaction with the services of the office in addition to staff observation; add a self-assessment component to the evaluation process.

### Institutional-Level Recommendations

- Hire a classified job developer for the Career Center in order to identify job and internship opportunities, coordinate internships and service learning projects and programs, as well as track students who gain employment in their chosen fields of study in order to compile institutional data to support the College Scorecard.
- Include career exploration as component of the orientation experience, so students can make informed decisions regarding majors.
- Create a document/webpage that explains the function of each student services office, so that students and staff may refer to it for information about each service.



## INSTITUTIONAL RESEARCH AND PLANNING 2015-2016 PLANNING PROCESS



### Executive Summary

<b>Program: College Cashier &amp; A/R</b>	<b>Date: October 31, 2014</b>
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**Committee Members Present:** James Sass, Fran Cummings, Adam Wetsman, Sandra Rivera, Nash Flores, Elaine Hemenway, Chris Guptill, Howard Kummerman, Marie Eckstrom, Rodolfo Rios

**Program Members Present:** Stephen Kibui

#### Commendations

- Commendations for serving high numbers of clients.

#### Program-Level Recommendations

- Conduct in-service training for staff on customer service and conflict management.
- Devise means to measure program quantity and quality.
- Create Service Area Outcomes (SAOs)
- Revise program review documents to respond to help text questions.
- Inform check writers whose checks have been returned as unpaid.

#### Institutional-Level Recommendations

- The College should develop a process whereby personnel knowledgeable of the various student services functions could strategically circulate the campus and assist students during registration periods, first weeks of school, etc. in order to direct them to the correct offices (cashier, financial aid, counseling, etc.). This would help alleviate student frustrations and possibly increase retention.
- Create a document/webpage that explains the function of each student services office, so that students and staff may refer to it for information about each service.



## INSTITUTIONAL RESEARCH AND PLANNING 2015-2016 PLANNING PROCESS



### Executive Summary

<b>Program: Contract Education</b>	<b>Date: December 5, 2014</b>
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**Committee Members Present:** Marie Eckstrom, Lydia Gonzalez, Heba Griffiths, Robert Holcomb, Steve Koelle, Tracy Rickman, Rowena Mendoza, Melissa Serrato

**Program Members Present:** Chris Guptill, Sergio Barron

#### Commendations

- Commendations on program achievements despite limited resources.

#### Program-Level Recommendations

- Utilize on-campus resources and personnel to conduct contract education courses.
- Develop student learning outcomes that can be applied to specific contracts.
- Establish an advisory committee.
- Revise Mission Statements to reflect Contract Education's alignment with the College Mission Statement.
- Revise Goals and Objectives to ensure they are specific, measurable, and time-bound and that the funding requests are appropriate for the program needs.

#### Institutional-Level Recommendations

- The College should seriously consider the future of the Contract Education program, and should it continue, the College should invest considerable energy and funds to bring the program into the competitive market with other community colleges.
- Clarify the role/placement of Contract Education throughout the campus.



# INSTITUTIONAL RESEARCH AND PLANNING 2015-2016 PLANNING PROCESS



## Executive Summary

<b>Program: Dance</b>	<b>Date: November 14, 2014</b>
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**Committee Members Present:** Ruben Agus, Gina Bove, Ryan Bronkar, Marie Eckstrom, Lydia Gonzalez, Chris Guptill, Howard Kummerman, Kenn Pierson

**Program Members Present:** Steve Hebert, Alyson Cartagena

### Commendations

- Commendations on a well-written and thorough program review document.
- Commendations on the program's accomplishments, which reflect the Director's outreach and dedication.
- Commendations on the publication of *Dancing On*, the printed program's guide.

### Program-Level Recommendations

- Tie program's needs to Student Learning Outcomes and Mission Statement so rationale to hire additional personnel is substantiated.
- Include data and rationale to substantiate assertions throughout the document.
- Annotate the accomplishments.

### Institutional-Level Recommendations



## INSTITUTIONAL RESEARCH AND PLANNING 2015-2016 PLANNING PROCESS



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### Executive Summary

<b>Program: Desktop Services</b>	<b>Date: November 14, 2014</b>
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**Committee Members Present:** Ruben Agus, Gina Bove, Ryan Bronkar, Marie Eckstrom, Lydia Gonzalez, Chris Gupstill, Howard Kummerman, Kenn Pierson

**Program Members Present:** Gary Van Voorhis

#### Commendations

- Commendations on efforts to move to Virtual Desktops.
- Commendation on servicing almost 2,000 college computers in a timely and efficient manner and upgrading over 600 telephones.

#### Program-Level Recommendations

- Tie the Strategic Direction back to the Technology Plan.
- Include Service Area Outcome assessment results.
- Revise Accomplishments section; move appropriate sections to Characteristics, Performances, and Trends section.
- Categorize Help Desk calls/requests, which can yield useful information.
- Revise Goals and Objectives to ensure they are measurable and time-bound.

#### Institutional-Level Recommendations



# INSTITUTIONAL RESEARCH AND PLANNING 2015-2016 PLANNING PROCESS



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## EXECUTIVE SUMMARY

<b>Program: Environmental Technology</b>	<b>Date: October 31, 2014</b>
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**Committee Members Present:** James Sass, Fran Cummings, Adam Wetsman, Sandra Rivera, Nash Flores, Elaine Hemenway, Chris Guptill, Howard Kummerman, Marie Eckstrom, Rodolfo Rios

**Program Members Present:** Karen Koos, Jorge Caamano

### Commendations

- Commendations for writing a clear and comprehensive program review document.
- Commendations for utilizing advisory board members as resources for the program, helping students obtain employment in the field, and teaching classes.
- Commendations on providing practical and innovative internship opportunities for students in the program.
- Commendations for increasing the program success rate of the program: approximately 15% in five years.

### Program-Level Recommendations

- Restore previously cut sections to increase opportunities for students to complete the program in an optimal time frame, while capitalizing on the current interest and need for environmental workers.
- Create lower-unit, stackable certificates, which can be used toward the achievement of the AA degree (list this in Goals section).
- Work with the Marketing Department to publicize the career opportunities for students, towards the goal of increasing enrollment in the program.
- Continue to explore additional methods to help students complete the degree despite the students' gaining immediate employment in the field.
- Rewrite goals and objectives as necessary to assure they are specific, measurable, and time-bound.

### Institutional-Level Recommendations

- Hire a classified job developer for the Career Center in order to identify job and internship opportunities, coordinate internships and service learning projects and programs, as well as track students who gain employment in their chosen fields of study in order to compile institutional data to support the College Scorecard.
- Consider focusing the theme of the upcoming staff development year on intensive professional in-service toward the inculcation of methods, materials, approaches, and techniques that are specific to teaching in the various academic disciplines.





# INSTITUTIONAL RESEARCH AND PLANNING 2015-2016 PLANNING PROCESS



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## Executive Summary

<b>Program: Equal Employment Opportunity</b>	<b>Date: November 14, 2014</b>
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**Committee Members Present:** Ruben Agus, Gina Bove, Ryan Bronkar, Marie Eckstrom, Lydia Gonzalez, Chris Guptill, Howard Kummerman, Kenn Pierson

**Program Members Present:** Yolanda Emerson, Jennifer Burchett

### Commendations

- Commendations on implementing Admin software for training and orientation management.

### Program-Level Recommendations

- Reduce Mission Statement to a single paragraph; move other information to Performances and Trends.
- Revise Program Review Goals and Objectives so they are specific, measurable, and time-bound.
- Ensure that Service Area Outcomes (SAOs) are succinct and measurable.
- Revise Characteristic, Performances, and Trends to reflect external trends.
- The Recommendations for Improvement should be rewritten into goals, objectives and requests for resources.

### Institutional-Level Recommendations



# INSTITUTIONAL RESEARCH AND PLANNING

## 2015-2016 PLANNING PROCESS



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### EXECUTIVE SUMMARY

<b>Program: Geography</b>	<b>Date: October 31, 2014</b>
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**Committee Members Present:** James Sass, Fran Cummings, Adam Wetsman, Sandra Rivera, Nash Flores, Elaine Hemenway, Chris Guptill, Howard Kummerman, Marie Eckstrom, Rodolfo Rios

**Program Members Present:** Aimee Mindes, Karen Koos

#### Commendations

- Commendations for incorporating virtual field trips in lectures and labs.
- Commendations for creating online lab exercises.

#### Program-Level Recommendations

- Conduct a comprehensive program-level analysis that addresses available data, Student Learning Outcomes, and current resources to determine the current state and strategic direction of the program.
- Augment the program with at least one part-time instructor to increase departmental collaboration and to serve as back up for unforeseen circumstances,
- Rewrite program-level goals and objectives to ensure they are specific, measurable, and time-bound.
- Implement committee recommendations regarding analyses of Strengths, Weaknesses, Opportunities, and Threats (SWOT).
- Augment SLO section with assessment information.
- Goals and objectives need better rationale for resource requests.

#### Institutional-Level Recommendations

- Augment existing science labs (biology, chemistry, geography, geology, astronomy, and anthropology) with updated equipment, materials, software, and computers.
- Secure a dedicated lab space for the physical sciences.
- Maintain existing science labs by hiring an instructional assistant.



# INSTITUTIONAL RESEARCH AND PLANNING 2015-2016 PLANNING PROCESS



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## Executive Summary

<b>Program: Grant Development &amp; Management</b>	<b>Date: October 31, 2014</b>
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**Committee Members Present:** James Sass, Fran Cummings, Adam Wetsman, Sandra Rivera, Nash Flores, Elaine Hemenway, Chris Guptill, Howard Kummerman, Marie Eckstrom, Rodolfo Rios

**Program Members Present:** Maria Martinez, Melissa Alvarez

### Commendations

- Commendations to the small staff for handling the current grant load

### Program-Level Recommendations

- Revise the program review document for continuity, so that the mission, values, and goals are addressed throughout the entire document.
- Consider subscribing to grant opportunities databases and train all staff to use them.
- Conduct workshops to teach staff how to turn their innovative ideas into problem-solving grant opportunities.
- The program needs to become more proactive in seeking grant opportunities that match division, department, and program needs.
- Refine goals and objectives to ensure they are specific, measurable, and time-bound.

### Institutional-Level Recommendations

- Work with administration and marketing to create a grant-seeking culture on campus.



# INSTITUTIONAL RESEARCH AND PLANNING

## 2015-2016 PLANNING PROCESS



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### EXECUTIVE SUMMARY

<b>Program: Music</b>	<b>Date: December 5, 2014</b>
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**Committee Members Present:** Marie Eckstrom, Lydia Gonzalez, Heba Griffiths, Robert Holcomb, Steve Koelle, Tracy Rickman, Rowena Mendoza, Melissa Serrato

**Program Members Present:** Frank Accardo, Chris Guptill, Jannine Livingston, Steve Moshier

#### Commendations

- Commendations high success and retention rates.
- Commendations for hosting various cultural events and lectures.
- Commendations on a dedicated and professional faculty.

#### Program-Level Recommendations

- The College should investigate the cost effectiveness and quality benefits of renting musical equipment as an alternative to purchasing and repairing.
- Revise Mission Statement for specificity and conciseness.
- Revise SLO narrative to indicate discrete areas for improvement. Link SLOs to resource requests, goals, and objectives.
- Augment the Characteristics, Performances, and Trends section with more information.
- Revise Goals and Objectives so they are specific, measurable, and time-bound.
- Reconsider the Strategic Direction and move recommendations for improvement to the appropriate section.

#### Institutional-Level Recommendations

- Provide the funds need to upgrade and repair musical instruments.
- Provide funds to establish an applied music program and confer with neighboring colleges about the possibility of establishment of an applied music consortium.
- The College needs to consider the space requirements of the music program: more space for storage of instruments, more space for practicing, and more space for instruction.
- The College needs to provide more custodial services to improve the appearance of learning spaces.



# INSTITUTIONAL RESEARCH AND PLANNING

## 2015-2016 PLANNING PROCESS



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### Executive Summary

<b>Program: Political Science</b>	<b>Date: October 31, 2014</b>
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**Committee Members Present:** James Sass, Fran Cummings, Adam Wetsman, Sandra Rivera, Nash Flores, Elaine Hemenway, Chris Guptill, Howard Kummerman, Marie Eckstrom, Rodolfo Rios

**Program Members Present:** Colin Young, Manuel Baca

#### Commendations

- Commendations to the program for presenting campus-wide forums on various political issues, such as the legalization of marijuana and the Affordable Care Act.
- Commendations on the development of a political science transfer degree and the creation of cross-listed courses.
- Commendations for responding to the Pathway to Law School initiative by creating a required course.

#### Program-Level Recommendations

- Revise program review document to respond to the prompts in Plan Builder (i.e. the Characteristics, Performances, and Trends section); revise Goals and Objectives to be specific, measurable, and time-bound.
- Collect and use Student Learning Outcome information.
- Hire a full-time instructor in political science, as 31 of 47 courses are taught by adjunct instructors.

#### Institutional-Level Recommendations

- Hire a classified job developer for the Career Center in order to identify job and internship opportunities, coordinate internships and service learning projects and programs, as well as track students who gain employment in their chosen fields of study in order to compile institutional data to support the College Scorecard.
- Consider focusing the theme of the upcoming staff development year on intensive professional in-service toward the inculcation of methods, materials, approaches, and techniques that are specific to the various academic disciplines.



# INSTITUTIONAL RESEARCH AND PLANNING 2015-2016 PLANNING PROCESS



## EXECUTIVE SUMMARY

<b>Program: Safety and Security</b>	<b>Date: November 14, 2014</b>
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**Committee Members Present:** Ruben Agus, Gina Bove, Ryan Bronkar, Marie Eckstrom, Lydia Gonzalez, Chris Guptill, Howard Kummerman, Kenn Pierson

**Program Members Present:** James Poper

### Commendations

- Commendations on implementing the emergency notification system and regular safety drills.
- Commendations on regular, ongoing in-service training for security and safety personnel.

### Program-Level Recommendations

- Develop Student Area Outcomes (SAOs) to reflect what the program is doing that can be quantified and qualified.
- Examine the college's notification practice of security breaches.

### Institutional-Level Recommendations

- Consider establishing a "blended" security program, wherein a permanent armed security officer organizes and oversees college security implementation.



# INSTITUTIONAL RESEARCH AND PLANNING 2015-2016 PLANNING PROCESS



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## EXECUTIVE SUMMARY

<b>Program: Speech</b>	<b>Date: November 14, 2014</b>
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**Committee Members Present:** Ruben Agus, Gina Bove, Ryan Bronkar, Marie Eckstrom, Lydia Gonzalez, Chris Guptill, Howard Kummerman, Kenn Pierson

**Program Members Present:** Lisette Acevedo, Libby Curiel, Gil Puga

### Commendations

- Commendations on an outstanding forensic and debate program and community outreach efforts.
- Commendations on a high success rate and specific strategic direction.

### Program-Level Recommendations

- Revise and condense Mission Statement; move supplementary information to Characteristics, Performances and Trends.
- Relate Student Learning Outcome (SLO) assessment results to rationale for resource requests.
- Create degree-level SLOs.
- Revise Opportunities and Threats section to reflect external factors that affect the program.
- Incorporate recommendations into Goals and Objectives section.

### Institutional-Level Recommendations



# INSTITUTIONAL RESEARCH AND PLANNING 2015-2016 PLANNING PROCESS



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## EXECUTIVE SUMMARY

<b>Program: Student Life &amp; Leadership</b>	<b>Date: December 5, 2014</b>
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**Committee Members Present:** Marie Eckstrom, Lydia Gonzalez, Heba Griffiths, Robert Holcomb, Steve Koelle, Tracy Rickman, Rowena Mendoza, Melissa Serrato

**Program Members Present:** Jasmine Lopez

### Commendations

- Commendations on providing a comprehensive complement of activities to students with only three staff assigned to the program.
- Commendations on a well-written and detailed program review document.

### Program-Level Recommendations

- Revise Student Learning Outcomes to reflect measurable activities.
- Strengthen the connections between SLOs and resource requests.
- Revise the Goals and Objectives to be specific, measurable, and time-bound, ensuring supporting rationale for resource requests

### Institutional-Level Recommendations

- Provide additional clerical assistance to the program.



# INSTITUTIONAL RESEARCH AND PLANNING 2015-2016 PLANNING PROCESS



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## Executive Summary

<b>Program: Warehouse</b>	<b>Date: November 14, 2014</b>
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**Committee Members Present:** Ruben Agus, Gina Bove, Ryan Bronkar, Marie Eckstrom, Lydia Gonzalez, Chris Guptill, Howard Kummerman, Kenn Pierson

**Program Members Present:** Timothy Connell

### Commendations

- Commendations on timely deliveries across campus and recycling program for ink cartridges.

### Program-Level Recommendations

- Revise program-level Service Area Outcomes (SAOs) and include assessment results.

### Institutional-Level Recommendations

- Either increase storage capacity or decrease paper usage and storage of facilities surplus.
- Encourage efforts to reduce paper through electronic means: increased use of scanners, learning management systems, and other appropriate software.
- Replace pallet jack and delivery van.



## **Budget Development Calendar FY2015-16**

January 9, 2015	Governor released FY2015-16 Budget Proposal
January 23, 2015	Final submission of Area Plans
February 11, 2015	President's Cabinet reviews resource allocation requests
February 24, 2015	Budget Development Calendar presented as information item to PFC
March 9 & 11, 2015	Resource Allocation Committee score/prioritize resource requests
March 11, 2015	Budget Development Calendar presented as information item to Board of Trustees
March 20, 2015	President and VP Finance & Business reviews prioritized resource requests
April 1, 2015	President's Council reviews prioritized resource requests
April 14, 2015	PFC reviews prioritized resource requests
April 17, 2015	Institutional Planning Retreat
May 15, 2015	Governor's May Revise State Budget update to Board of Trustees
June 10, 2015	Tentative Budget FY2015-16 approved by Board of Trustees
July 1, 2015	State of California budget enacted
July 1 – August 31	Finalize closing of FY2014-15
September 9, 2015	Adopted Budget FY2015-16 for approval by Board of Trustees