COLLEGE OF
# MARIN

Planning & Resource Allocation Committee

# March 9, 2010
# 2:00-3:30, AC 108
# Minutes

**Present:** Yolanda Bellisimo (Co-Chair), Tom Burke, Nick Chang (Co-Chair), Ron Gaiz, Jon Gudmundsson, Mike Irvine, Peggy Isozaki, Patrick Kelly, Sara McKinnon, Michele Martinisi, Nanda Schorske, Carol Scialli (Staff Resource), David Snyder

**Absent:** Ed Buckley, Win Cottle, Sara Lefkowitz, Nathaniel Parker
**Others Present:** Marshall Northcott

## Welcome/Announcements
- Next meeting is March 23; meeting after that falls during spring break; proposing PRAC meet on April 6 because so much work for committee; then go back to usual pattern.
- Introduction of Alisa Klinger, Distance Education Teacher Resource Instructor.
   - Ph.D. from U.C. Berkeley.
   - On site expert for Distance Learning.
   - Taught DE for over 20 years.
   - Teaching English, working in Writing Center, DE newsletter; create profile for DE instruction and support.
   - Does faculty trainings every Friday.
   - Great growth period and COM not so different from other colleges.

## Agenda Review
- Agenda approved.

## Minutes
- Minutes of February 23 meeting approved.

## Budget Update
*Peggy Isozaki*
- Received February recalculation from state; benefits and office hours readjusted so down about $130,000 for 2009-2010 (revenue from state). This will bring deficit up while reserve is going down.
- Recent legislation deferring March money from state, $131M; will not affect us as much as other community colleges.
- Repayment of energy bonds ($110,000): will be paid up as of June 2011.

## Materials Fees
*Peggy Isozaki*
- Review of materials fees. We may not be charging enough to students.
- List from OIM with list of all courses and their materials fees.
- Instructions re: what can be included in materials fees.
- What are we doing with this information?
   - These fees may be out-of-date and low.
   - Curriculum Committee reviews these to ensure we meet state standards.
   - *Film* has never changed fees in 30 years.
   - Materials fees must be part of project that student brings home.
   - Are we subsidizing these materials fees?
   - Is handling fee included?
   - Fee is charged to student's account when student registers.

  o Add item on Department Chair agenda for April 6 meeting: review and update course materials fees.

## Work Group Reviewing Ongoing Costs & Supplies
*Mike Irvine; Peggy Isozaki; Nanda Schorske; David Snyder*

- $110,000 software asked for in Program Review. Other Tech was $135,000.
- Looking at budget buildups. Use tools in conjunction with Program Review information to look at figures to make determinations. For instance:
  - o Are courses blackboard courses?
  - o Look at WSCH data.
  - o Some have big supplies budgets and some lacking; move around to provide equity.
- Looking for ways departments can get their supplies.
- Look at materials fees. (Refer to handout, Legal Opinion M06-11.)
- Last 3 (page 9): can do something about fairly soon.
- Develop policies or criteria.
- In defense of *blackboard only* classes, still need maps, pictures, books.
  - o Idea is not lower funding but make sure distribution across classes is equitable.
- How determine a blackboard class?
  - o David Snyder created list.
- Goals of this activity:
  - o We should have good way to make recommendations re: how to fund supplies to departments. Right now, inadequacies and inconsistencies; creating shortages in Sciences; maybe surplus in other classes.
  - o First step is categorize a few types of classes and develop within those types, some type of funding guidelines.
  - o Subcommittee should do this; formulas for lecture, lab, etc.
  - o First talk about policy, criteria, general philosophy about how budgets can be distributed equitably. Then, show how currently funded; using this policy, here is what it might look like.
  - o Take the disciplines, set up spreadsheet with WSCH load, 53 budgets.
  - o Peggy can provide 4300 account numbers; David will ask administrative assistant to work on.
    - ▪ Input WSCH load for all disciplines.
    - ▪ Put 4300 budgets in for the lecture disciplines.
    - ▪ Start with Sara information then create spreadsheet.
    - ▪ Put into existing spreadsheet.
- Peggy provide budget information.

## Technology Plan
*Mike Irvine*

- Presentation of draft *Technology Plan*; will distribute to the college via e-mail once recommended by PRAC.
- Haven't done priorities yet but assuming if had $500,000 a year.
- Have until March 22 to provide feedback to committee who will review, revise draft, and submit to PRAC at its April 6 meeting.
- Priority 3 outlines the steps of this plan.
- Vision statement and philosophy; always relating to Ed Master Plan, Strategic Initiatives and Goals.
- There are 17 strategic initiatives.
- Wrote samples of what is thought to be logical action steps for each strategic initiative.
- Will need champion to take on tasks. Champion is someone who takes responsibility to achieve initiative and would direct accomplishing; accountability.

- Tough decision coming up with priorities because all important.
- In future need cost, implementation, timelines because won't know how to prioritize.
- Recommend get consensus on priorities and fund ones you can from top down.
- Tech Committee will need to set priorities.
- Strategic priority number 3 needs to be considered at same time.
- *Distance Ed* presentation example of why difficult to prioritize. Each item takes study and discussion. (Refer to Susan's presentation.)
- Mike will send plan out for public comment.

## Distance Education (Program Review Update)
### *Susan Andrien; Alisa Klinger*

- Provided faculty trainings.
- Alisa Klinger hired as semester by semester, 3 unit release person to train faculty in DE.
- Review of patterns and trends in DE from Fall 2005 to Spring 2009 semesters.
- Need to develop processes for faculty who want to propose DE courses.
- We think success rate has come from more faculty contact. Anything less than state average not good. Faculty aware that problem with success rate.
- Should be embedded library but low on library faculty.
- Resources asked for correspond with initiatives taken and intend to take.
- Need better access to online writing center. This is huge, pressing need.
- Summary of most important requests:
    - Upgrade to unlimited site license with Blackboard ($7,000 annually).
    - Automate and streamline procedures for managing online program.
    - Integrate Blackboard with Banner.
    - Continue consistent training for managers, faculty, staff, students.
    - Increase buy-in at departmental and divisional levels
    - Hire 20-hours technical support person to run help desk.
    - Develop policies and procedures.
- Where can this go if no resources to give to these suggestions. Can program survive?
    - Blackboard? No.
    - Becomes access issue.
    - David: We might look at one time implementation items.
- Per Alisa: COM not ready for Blackboard 9; must be strategy to plan for training.
- 28 DE classes now. Suggest improving what we are doing now before expanding.
- Need same support services online that have in face to face classes.
- DE Think Tank meets monthly to develop proposals.

## Program Review
### *Sara McKinnon*

- Program Review is done. 75 people contributed to writing. All available under *Faculty Handbook (website),* Section XII.
- Thanks to Sara for her work.

## Program Review Task Force: Instructional Specialists
### *Win Cottle*

- Hold for meeting when Win is present.

## Revitalization Plan for Computer Science (COMP SCI)
### *Patrick Kelly (See handout)*

- Most course outlines of record are 15-25 years old.
- Went with Nick and Jim to City College where received help point in right direction.
- Narrowed to 8 core computer classes.

- Two part-time faculty members have rewritten all course outlines of record for core courses.
- Will discontinue 11 classes.
- Now have everything we want; structured after City College model.
- See *Computer Science Blueprint* covering Fall 2010 to Spring 2012
- Students can cross over between 2 pathways; main pathway and alternate pathway.
- Patrick here to ask for units even though *Computer Science* does not have enrollment to justify.
- Requesting 16 units for next 2 fall semesters.  Asking for 4 additional units for fall.
- These courses needed for Computer Programming and Engineering in Marin.
- Asking to try for two years.

*Comments:*
- Expense of program itself?
    - o Computers needed.
- Have faculty who understand *Computer Science*?
    - o Yes, new part-time instructor.  Two part-timers who can cover.
- Per Nanda:  When move technology program to new building remember that computer hardware needs to be considered as part of modernization.
- PRAC already had authorized revitalization of program.  They put in work, hired new faculty; so should give consideration.
- There are tiny programs; can't use numbers for everything.
- Must come back each year to report.

## Conversion of Avocational, Recreational & Personal Development Courses
***Nick Chang (Information Item)***
- In January, Chancellor's Office sent memo to all colleges about avocational, recreational and personal development courses.
- Review and examination of these courses has been ongoing.
- Funding agencies have always said priority for funding is as follows:
    - o Basic Skills,
    - o Transfer
    - o Career Ed; technical
- Consider converting to fee based, community service, if courses do not fall into above categories.
- Some obvious; noncredit classes in Qigong, etc.  Will convert to fee based; cost savings of about $60,000 and will generate fees to support program.
- There are about 41 classes.
- Deans will review with Chairs.
- State Senate has been discussing.  If we don't weed out courses used as avocational and recreational, legislature will change top codes.  The message is address this issue or legislature will come in and get rid of *Art* and *PE* courses that they deem recreational.
- Want colleges to start doing this now.

## Next Meeting Agenda: March 23
- Technology Plan
- Program Review Task Force: Instructional Specialists
- Committee Reports