

Summary
September 8, 2015

Present: Becky Brown, Gina Cullen, Jonathan Eldridge (Co-Chair), Sarah Frye, Peggy Isozaki, Rhonda Jones (Resource), Christina Leimer, Sara McKinnon (Co-Chair), Lisa Morse, Nancy Willet

Absent: Yolanda Bellisimo, Greg Nelson

Agenda Review

The agenda was approved.

Summary

The summary for the 8/25/15 meeting were approved, with the change of moving Greg Nelson from "Guests" to "Present".

Program Review Template Changes - Sara

Fiscal Services has requested that more detailed budget information be provided in Full Program Review documents. Sara created a table to be added to the Full Program Review document to simplify the process.

Table discussion highlights:

- Columns for current and three additional years' numbers are provided for better long-term planning
- Any necessary explanation can be addressed in the Program Review narrative or in a presentation to PRAC
- Chairs will need more detailed budget data (past and present) to make good projections
 - Training on use of the Budget Tool is needed
- The table would be helpful to anyone involved in budget and expenditure discussions

Proposed changes to the budgeting process:

- Certain annual expenses (accreditation costs, ongoing maintenance contracts, etc.) should be automatically built into the budget and not need to be addressed individually each year
- Budgeting needs to be addressed earlier in the fiscal year (fall semester) to better manage/prioritize existing resources and make long-term plans
- Deans/Directors and Chairs need to work together to combine needs in reporting and share available resources

Sara will make the few changes suggested by the Committee and then send out the table for use with the Program Review document.

COM Strategic Plan 2014-2015 Progress Report – Christina

Christina created a handout titled “Strategic Plan 2012-2015 Progress Report” that summarizes the status of COM’s completion of the Action Steps designed to meet Strategic Plan Objectives. The EPC’s findings: “Overall, 46 of the action steps were completed, 20 show substantial progress and 4 show little progress.”

New COM Strategic Plan Draft – Christina

Goals of the Strategic Plan for 2015-2018:

- Work toward systematic means of progress
- Reporting must be consistent and measurable across all standards
 - Consistently specific or non-specific
- Work Teams have the responsibility of getting the work done on an Objective

Committee suggestions:

- Include more faculty on Work Teams or as consultants
- Replace “values of sustainability” with “values of a sustainable society” in proposed Vision Statement

Subcommittee Reports

There were no subcommittee reports at this meeting.

Other

Meeting Wrap Up/Assignments

There were none at this meeting.