

**SADDLEBACK COLLEGE
PLANNING & BUDGET COUNCIL
MINUTES
April 1, 2008**

College Mission: To provide access to learning opportunities that promote student success; to foster intellectual growth, individual expression, and to support a dynamic and diverse environment of innovation and collegiality.

PBC Membership: Andrew Olson, Connie McClain, John Ozurovich, Tony Lipold, Lise Telson, Rajen Vurdien, Ken Patton/Tammy Rice, Carol Hilton, Mary Williams, Carmen Dominguez/Miki Mikolajczak, Alannah Rosenberg, Jo Ann Alford, Morgan Barrows, Sophie Miller, Rich McCullough

1. President's Report

- Facilities Update was provided for: BGS, SM Building, Stadium, Sciences Building, Library Move & Renovation, Veterans Memorial, FA Restroom Building, TAS, SA Building, Upper Quad and Loop Road
- SC Tenure Track Hiring is on track with second level interviews beginning this week.

2. Program Review Update: Computer Maintenance & Electronic Technology

The Program Review for the Computer Maintenance & Electronic Technology was made by Gene Evancoe, Department Chair reviewing both the programs strengths and weaknesses. Some of the strengths emphasized are that the program provides high quality, up to date, low cost courses and three vocational certificates; instructors have extensive industry and practical experience; courses cover the fundamentals and advance topics; courses are continuously updated in accordance with changing electronic technology and local industry needs. Some of the weaknesses emphasized are that the program lab equipment is becoming out of date; a lot of publishing and recruitment is required. Due to industry retirements that are expected in the next few years this should create increased demand and need for lab technician support as courses become more complex and numerous. Need for determining appropriate audience and market and to publicize the program.

It was suggested for offer training to faculty to market their programs especially vocational programs.

The Program Review for the Electronic Technology was also made by Gene Evancoe, Department Chair reviewing both the programs strengths and weaknesses. Some of the strengths emphasized are that the program provides both general knowledge and life skills; provides high quality, up to date, low cost courses and three vocational certificates. Some of the weaknesses emphasized are the present lab equipment is quickly becoming out of date; need computers replaced regularly to stay current; technician needed to assist students; and there is a need for full time faculty and increase in hours for lab technicians.

3. PBC Minutes – March 25, 2008

ACTION: APPROVED BY PBC

4. Counseling and Special Programs Assistant Dean Position - Currently on Hold with HR (50% Law)

The Counseling and Special Programs Assistant Dean Position was brought forward formally for support and consideration to PBC. This position has been presented to the Academic Senate, ASG, Student Service Leaders Council, Division of Counseling and Special Services, and Student Success Planning Group. All groups voted unanimously to honor the college planning and budget process and fill the position which was vacated almost one year ago and has been in existence since 1983. The Chancellor has proposed that this position would go forward in 2009-10 which would present a significant difficulty for Saddleback College. It was recommended that PBC support this position and forward the request to the Chancellor. Discussion took place and PBC unanimously supports the recommendation to hire the Assistant Dean Position.

ACTION: RECOMMENDED BY PBC AND APPROVED BY THE COLLEGE PRESIDENT

5. Basic Skills (Student Success) Initiative Committee Proposal

- Alignment with the Strategic Plan 2007-2010 for both Enrollment Management Planning Group and Student Success Planning Group
- State categorical budget dilemma for near future

There are concerns to bring on a new classified manager position and though the position may start with categorical funds it will eventually shift to general funds when the categorical funds run out. When deliberating we need to stay in line with the Strategic Plan. The President does not support a new classified manager position at this time and would like to ask the Basic Skills Committee to prioritize recommendations and look at specific Strategic Plan projects to bring forward.

A suggestion was made to send a group for training on institutional and counseling methods that research has proven help improve success not just for basic skills students, but for all students. The State Academic Senate is holding regional meetings across the State this summer that should be considered.

6. Institutional Effectiveness SLOs Proposal – Morgan Barrows

The Institutional Effectiveness SLOs Proposal was approved by the Academic Senate at their March 26th meeting and is being submitted to PBC and the College President for consideration and approval. The Institutional Effectiveness Committee reviewed the WASC recommendations and with the expertise of the Curriculum Chair and Curriculum Specialist put together a plan to address moving the college to course level and institutional level student learning outcomes over the next six months in order to be in compliance of the Accreditation Commission's Recommendation # 3 by October 2008. Although much has been accomplished at the program level for student learning outcomes and administrative outcomes, there is a critical need to document and have assessments in place for all courses. The Institutional Effectiveness Committee proposes the following plan of action:

1. All courses must have an SLO written for the course and method of assessment to be collected that semester turned in on a form created by the Curriculum Office by August 22, 2008.
2. The **Designated Discipline Expert** will be given flex credit.
3. The **Designated Discipline Expert** should determine the area of for the Student Learning Outcomes by choosing the area most appropriate for each competency identified.
4. In order to be sure that each course has an SLO, ask faculty to use the appropriate published catalog as a guide.
5. The Institutional Effectiveness Committee will support the College's efforts by providing any training or support needed to complete course level SLOs and any research or assessment needs.

ACTION: RECOMMENDED BY PBC AND APPROVED BY THE COLLEGE PRESIDENT

7. SC Strategic Direction Goals – 2007 – 2008

Discussion took place regarding planning a two day PBC and Leadership Retreat for June 2008. Topics proposed were Progress Report for 2007-2008 and Review and Update for 2008 -2009 Strategic Direction Goals, a PBC evaluation of process and recommendations for improvement, and budget.

8. WASC Accreditation “Focused” Progress Report – Due October 15, 2008

- Time Line for Report: Board of Trustees Presentation for August & September, 2008
- Membership on both Task Forces: Recommendation # 3 Task Force = IE Planning Group and Dean Flanigan with Dr. Morgan Barrows as Chair; (Meetings are currently underway).
- Recommendations #5 & #6 = Alannah Rosenberg, Miki Mikolajczak, Mary Williams, John Ozurovich/Carol Hilton, Dean Jim Wright, Rajen Vurdien, Lise Telson, Andreea Serban and Trustee Dave Lang with Richard McCullough as Chair (Meeting set for April 21st)

9. Saddleback College Strategic Plan: 2007 – 2010

- Reports, minutes, and general information for all four Strategic Planning Groups are posted on the PBC website <http://www.saddleback.edu/gov/pbc/>. Please visit these websites for continuous updated information.