

SADDLEBACK COLLEGE
Planning and Budget Council (PBC)
MINUTES

August 12, 2008
1:30pm to 3:30pm
AGB Conference Room

PBC Membership: Tod Burnett, Connie McClain, John Ozurovich, Tony Lipold, Tammy Rice, Lise Telson, Rajen Vurdien, Carol Hilton, Mary Williams, Bob Cosgrove, Miki Mikolajczak, Jo Ann Alford, Morgan Barrows, Sophie Miller

1. President's Report

President Burnett welcomed everyone to his first PBC meeting and expressed looking forward to working with PBC members. He also thanked all PBC members for participating on the Planning and Budget Council.

2. Approval of Minutes – July 22, 2008-Approved

ACTION: APPROVED BY PBC

3. Facilities and Maintenance Report

John Ozurovich reported that the move to the BGS building has gone smoothly and will be finalized next week and that the BGS building has passed all air quality testing which has been a big focus; Library renovation design was approved by DSA; the Fine Arts restrooms and Veterans Memorial are under construction.

The design for the Village renovation is completed, and the design is going out to bid. The design for the photography class is in the process.

John was thanked by Vice President Vurdien and he would like to publicly recognize John for all of the hard work he has done on so many College-wide projects, while having to deal with a significant amount of problems, and always quickly gets issues resolved.

4. Dean's Request for SLO Facilitation

Student Learning Outcomes is an area that is crucial to the success of learning and teaching. Teachers have always been aware that one of their major roles is to ensure that learning is taking place in the classroom. Recently the accreditation agency has been requiring colleges to demonstrate that they are indeed monitoring this process.

Saddleback College has around 1390 courses in its curriculum and more than 300 degrees and certificates. Each division needs to have on file student learning outcomes for all courses, degrees, and certificates that they offer as well as administrative unit outcomes for the services that they provide.

Once these outcomes are identified, the divisions/departments will have to design methods to assess the outcomes, collect the information, analyze the information, and use the information to make changes in the courses or the method of instruction or still the delivery method.

This monumental task puts an additional burden on the already meager resources at the disposal of the deans.

At its last meeting, the Deans' cabinet voted unanimously to request from the college an amount of \$50,000.00 per semester to enable them to comply with the new regulations.

This money will be divided among the divisions using a formula (to be determined by the Deans at their future meeting) based on the number of courses that each division has. The Deans working with the department heads and or program coordinators will determine on how they are going to distribute the division's share. Possible uses include:

- Appoint an SLO point person
- Increase the stipend of the department chair
- Fee based SLO completion cycle system per course -- A cycle will include the actual SLO, the assessment method, the assessment, the data collection, data interpretation, and actual use of data

It was recommended by PBC to President Burnett accept the Dean's proposal in concept for this semester. The Deans were directed to come up with a refined plan in order to complete the first part of the SLO process by August 22, 2008. The Deans were also requested to present to PBC a clear, logical, and equitable plan at the August 26, 2008 PBC meeting.

ACTION: RECOMMENDED BY PBC TO PRESIDENT BURNETT

5. WASC Accreditation Report

Morgan Barrows, Bob Cosgrove, and Carmen Dominguez were thanked for the hard work that they have done on the accreditation report. Morgan is working with a small group looking at all of the certificates and degrees for program level SLO's, course level SLO's, and AUO's and their method of assessment. Methods of assessment are all due by August 22nd.

6. Escape Software Upgrade

Carol gave an overview of the New Escape Software being implemented and presented the schedule for initial data conversion, preliminary training, software delivery and setup, acceptance testing, interim data conversion, parallel testing, core training, site training, and final data conversion. The go live date is anticipated for November 25, 2008.

7. Public Relations Update

Jennie McCue gave a 40th Anniversary Celebration Plan update highlighting some of the events such as: Monday, September 22nd "Kick-off at the Board of Trustees Meeting"; Tuesday, September 23rd - 40th Anniversary Gaucho Barbecue, cupcakes, 1968 music, trivia game show and more all held in the quad area; Saturday, October 4th - Homecoming Game with 40th Anniversary theme; Saturday, November 1st - 40th Anniversary Foundation Gala and much more is being planned to celebrate Saddleback College's 40th Anniversary.

Mission

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