

**SADDLEBACK COLLEGE**  
**Planning and Budget Council (PBC)**  
**MINUTES**

**September 2, 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, Travis Fuller**

**1. President's Discussion**

- District Study - Dr. Burnett reviewed agenda for study. It was noted that the faculty felt they should have been consulted on this.
- 2010 Accreditation Self Study Training is scheduled for Sept 25<sup>th</sup>, from 9am to 3pm at IVC. The following are registered to attend; Rajen Vurdien, Patti Flanigan, Don Taylor, Carol Hilton, Jerilyn Chuman, Carmen Dominguez, Morgan Barrows, Miki Mikolajczak, Jerilyn Chuman, Mary Williams, Bob Cosgrove, Russ Hamilton, Nicole Ortega, Kries Leppein.
- The 9/11 event is scheduled for Thursday, September 11<sup>th</sup> from 10:00am to 10:30am in front of the flag pole.

**2. Approval of Minutes – August 26, 2008**

**ACTION: APPROVED BY PBC**

**3. Facilities and Maintenance Report (John Ozurovich)**

The second wall of veterans memorial was poured this morning

**4. Institutional Effectiveness Annual Report (Morgan Barrows and Denice Inciong)**

The institutional Effectiveness Annual Report 2007-08 College draft was passed out and reviewed. Denice has worked with both colleges on the Institutional Effectiveness annual report and has presented it to the Deans Cabinet, Academic Senate, Classified Senate for input and review, as well as, Denice currently is going to additional committees for review and input at Saddleback College to get feedback. It was requested that the document passed out be reviewed and to forward any input to Denice Inciong or Morgan. The report is currently on schedule to be submitted to the October 2008 Board meeting. Denice has worked hard to get the correct data out. Also, President Burnett will revise Introduction for the Institution Effectiveness Annual Report 2007-08 and forward the revised introduction to Denice.

**5. Institutional Effectiveness Discussion (Bob Cosgrove)**

Bob Cosgrove introduced Kris and Claire both of whom served as IE Coordinators. Claire who designed the initial process plan gave a brief history. Part of the history was that PBC developed the Process Plan 2005-06 and then designed the Interim Plan 2006-07 and then came up with the Strategic Planning Process 2007-10, which is the plan that we should be currently following. Following discussion a number of questions arose: What is the direction our strategic plan is going? How did we get to where we are from the interim plan to today? Have we been following the approved plan for what we are supposed to be doing? Is the steering committee still meeting?

**6. WASC Accreditation Report (Bob Cosgrove, Rajen Vurdien)**

Report for recommendation 3 was given by Morgan Barrows - SLO's official numbers as of August 27<sup>th</sup> – 1,381 course-levels SLOS have been submitted and only 68 are missing. Committee strongly feels 100 % will be submitted. Now the focus is turning to assessment. Every program has turned in at least 3 program-level SLO (since 05/06), but only have a 35% submittal rate for 08/09. Every administrative unit has turned in at least 3 AUO's (since 05/06), but have a 79% submittal rate for 08/09. A draft of recommendation 3 will be completed on September 15th.

The committee for recommendations 5 & 6 are hard at work and meeting on a weekly basis.

**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.”**