

**SADDLEBACK COLLEGE
PLANNING & BUDGET COUNCIL
MINUTES
November 20, 2007**

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: C.J. Park, Melissa Cornelius, Daune Main, John Ozurovich, Tony Lipold, Lise Telson, Rajen Vurdien, Ken Patton, Carol Hilton, Mary Williams, Carmen Dominguez, Alannah Rosenberg, Jo Ann Alford, Morgan Barrows, Sophie Miller, Rich McCullough

President's Report

- Facilities Update: BGS, SM Building, Stadium, Sciences Building, Library Move & Renovation, TAS Building, Veterans Memorial, and Gym floor. FA Restroom Building construction will begin May 23, 2008 and last approximately 1 year.
- The Board approved all of the faculty positions submitted at the November 13th Board meeting from the Board Agenda Item A1 list of 22 positions and the Board Agenda Item A2 list of 32 non-prioritized positions. The SC Prioritization Committee will meet Monday, Nov. 26th to prioritize the remaining 32 faculty positions for possible inclusion in the recruitment for 2008-2009 academic year.
- WASC Accreditation Visit is scheduled for Thursday November 29th. Dr. Raul Rodriguez & Dr. Fredrick Trapp will be the visiting Team members.
- New Classified Positions Requests: Sent to four Planning Groups for prioritizing on Friday, November 9th. Requests for prioritized lists are due December 7th and on December 11th prioritized lists will be presented to PBC to determine which positions will be considered for recommendation by January 22, 2008.

Program Review Update: Journalism Department- Mike Reed & Graphic Design-Karen Taylor

The Program Review for the Journalism Department was made by Mike Reed reviewing both the programs strengths and challenges. Some of the strengths of the program are local, regional, and national recognition and the program expanded from 3 to 5 courses. Some the needs that were stressed were the need to hire a full time faculty for the journalism program publications and a full time faculty adviser to the college newspaper, the Lariat, Saddleback Magazine, and The Wall, as well as, restore program chair to a 3 unit equivalent stipend per semester. Discussion ensued regarding the name of the Lariat and adding Irvine Valley College to the cover.

The Program Review for the Graphic Design was made by Karen Taylor reviewing both the programs strengths and challenges. Some of the strengths emphasized are that the program has added new classes to keep up standards, added a letter press studio, as well as, transfer rates have accelerated and the program is preparing students for three different tracks; students going straight into the workplace, transferring to a 4 year university, and enrichment. Some of the needs stressed were support staff to assist with safety issues and keeping the hardware and software up to date with the current market. It was noted that this program is a very popular program and if more classes were offered they would be filled.

All completed Program Reviews are posted on the Institutional Effectiveness website under "Completed Program Reviews" at the following link: <http://www.saddleback.edu/gov/senate/ie/>

PBC Minutes – November 13, 2007

ACTION: APPROVED BY PBC

SC Non-Instructional Equipment Requests – Carol Hilton

The 2006-07 and 2007-2008 Saddleback College Non-Instructional Equipment Requests were distributed. PBC will consider these requests for funding along with other requests from the Strategic Plan. For future years, PBC will make an annual non-instructional equipment allocation to the Equipment Committee at the time instructional equipment allocations are made.

SC Strategic Plan 2007-2010 Year 1 Funding Requests/Allocations– Carol Hilton

A draft document summarizing the top three priority funding requests from each of the planning groups for both one-time and ongoing funding was distributed. This worksheet included the non-instructional equipment request and a summary of funds already allocated for Strategic Plan implementation. The planning groups will review for accuracy.

SC Institutional Effectiveness Annual Report: 2006-2007

The Saddleback College Institutional Effectiveness Annual Report was distributed at the November 13th PBC meeting for review. Discussion took place and it was emphasized that though the report indicates College participation there was no Saddleback College participation in developing the SC Institutional Effectiveness Annual Report: 2006-2007

Saddleback College Strategic Plan: 2007 – 2010

PBC continued the process of discussion and action regarding the SC Strategic Plan – 2007-2010 Prioritized Requests from the Institutional Effectiveness Planning Group (IE). The following items requiring No Cost were reviewed and considered:

- ❖ Facilitate the move to and completion of course-level SLO's (Page 7)
- ❖ Develop and conduct hands-on workshops with divisions and administrative/service units (Page 2)
- ❖ Hold individual meetings with departments. Advocate monthly departmental/unit meetings to discuss current effectiveness issues (Page 2).
- ❖ Develop a reporting structure to the College Community on the status of SLO/AUO assessment and Program Reviews (Page 3).
- ❖ Encourage all College administrators and leaders to increase the use of outcomes and assessment (Page 4).
- ❖ Organize the presentation of Program Review to PBC. (Page 8)

ACTION: RECOMMENDED BY PBC AND APPROVED BY THE COLLEGE PRESIDENT

PBC will continue the process of discussion and action regarding the SC Strategic Plan – 2007-2010 Prioritized Requests from Enrollment Management (submitted to PBC on Oct 8th), Campus Environment (submitted to PBC on Oct 16th), Student Success (submitted to PBC on Oct 23rd) and Institutional Effectiveness (submitted to PBC on Nov. 6th)

- 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.

Research Annual Reporting Calendar

A timetable of dates on which research reports are generated was handed out for review and discussion by Enrollment Management.