



**Minutes of Strategic Planning and Allocation of Resources Committee**

**Held on January 31, 2019**

**Held in Building 6, Room 6-203**

**Chairs:**

Eloisa Briones, Kathryn Williams Browne, Michael Reiner

**Members Present:**

Wissem Bennani, Zachary Bruno, Michael Fitzgerald, Kathy Fitzpatrick, Angélica Garcia, Filipp Gleyzer, Pearl Ibeanusi, Melissa Komadina, Barbara Lamson, Sonya Pope, Nicole Porter, Bianca Rowden-Quince, Leigh Anne Shaw, Jennifer Taylor-Mendoza, Miranda Wang, Pia Walawalkar, Gabe Saucedo

**Members Absent:**

Luis Escobar, Evan Leach, Christine Roumbanis

**Resource:**

Paul Cassidy, Belinda Chan (Co-Recorder), Judy Hutchinson (Co-Recorder), Zahra Mojtahedi

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**1. GENERAL FUNCTIONS**

**1.1. Call to Order and Introduction**

Kathryn Williams Browne called the regular meeting to order at 2:17 p.m. Members introduced themselves as there are new members participating for the first time.

**1.2. Approve Agenda**

An action item regarding Comprehensive Program Review presentation format requested to be added to the agenda for voting. A motion was made by Barbara Lamson and seconded by Karen Wong to approve the January 31, 2019 Agenda with the proposed action item. All members in attendance favored the alteration and thus, the motion carried unanimously.

**1.3. Approve Minutes**

Eloisa Briones recommended to postpone voting on the December 13, 2018 Minutes because she would like to make edits to the Minutes.

**1.4. Comprehensive Program Review (CPR) Presentation Format**

Due to the committee's desire for further discussion after the presentation of other relevant agenda items, this item was voted on after subsequent CPR training agenda item, but before the adjournment of the meeting.

**2. DISCUSSION/REPORT**

**2.1. Mid-Year Fiscal Update**

Paul Cassidy, Finance and Operations Manager, provided the Committee an update to Fund 1 budget and highlighted the key components below:

- The 2018/19 year end projection includes spending some of the 2017/18 ending balance.
- The International Student Program (ISP) has a lower actual enrollment count in 2018/19 than projected, possibly due to economic and political factors.
- District's site allocation to college is based on ISP headcount projection. There is a true up at end of each fiscal year. When the ISP headcount is over projected, the colleges allocation will be reduced; when the ISP's projection is under, colleges will receive extra money for the additional headcount in the following year.

See SPARC PowerPoint for details.

### **3. TRAINING**

#### **3.1. Comprehensive Program Review (CPR) Training**

Karen Wong, Coordinator of Institutional Effectiveness and Zahra Mojtahedi, Planning and Research Analyst, provided an orientation to the CPR review process taking place in SPARC, including an overview of recent changes to the program review process. Changes in the CPR were made through a Taskforce Group in 2016 to align APP with CPR, to enable a smoother and easier process for each program to submit program review documents. Strategic Planning Online (SPOL), a clouded based tool used to facilitate the program review process and request for resources has also been serving to strengthen the feedback loop. With SPOL, APP or CPR submitters can see the approval and disapproval process at ease.

SPARC's roles are to understand the program review process as well as to better understand the presenting programs. A rubric, created by a task force within the Institutional Effectiveness Committee, will be implemented to help SPARC members to provide feedback to the CPR presenting teams. Feedback will be executed in form of appreciative inquiry, with review teams emphasizing the strengths, opportunities for improvement, and solutions from within, as opposed to a punitive or deficit-focused approach.

Members then formed into teams of 4 or 5 people. To ensure cross-functional team effectiveness, each CPR review team includes at least one administrator and individuals from different disciplines. Teams were formed as listed:

- Angélica Garcia, Zachary Bruno, Michael Fitzgerald, Sonya Pope, Kathy Fitzpatrick
  - To review Athletics and Business
- Eloisa Briones, Nicole Porter, Miranda Wang, Bianca Rowden-Quince, Gabe Saucedo
  - To review Learning Center and English
- Michael Reiner, Christine Roumbanis, Evan Leach, Kathryn Williams Browne, Karen Wong
  - To review Art & Film and Disability Resources Center
- Jennifer Taylor-Mendoza, Filipp Gleyzer, Melissa Komadina, Pearl Ibeanusi, Barbara Lamson
  - To review Library and Economics
- Luis Escobar, Wissem Bennani, Leigh Anne Shaw, Pia Walawalkar
  - To review Automotive Technology and Mathematics

CPR presenting format discussion included weighing the benefits and drawbacks of format options:

1. Former format – 10 minutes presentation with 5 minutes questions & answers to the college community
  - Pros:
    - i. presenters will present the CPR in the same way as before; no unanticipated change for presenting programs.
  - Cons:
    - i. presenters will not have time to receive feedback from the CPR reviewing teams
    - ii. extra two hours of meeting time will be needed to discuss budget items because CPR presentations scheduled for two SPARC meetings.
2. New proposed format – 10 minutes round-table interactive discussion format per session.
  - Pros:
    - i. presenters will have more intimate conversation with each participants
    - ii. no extra SPARC meeting time will be required for budget
  - Cons:

Presenters may have to repeat the same information or answer the same questions 5 times.

**4. ACTION ITEM**

**4.1. Comprehensive Program Review (CPR) Presentation Format**

After discussion with questions and answers, CPR presentation format was put on table again for voting. Michael Fitzgerald made a motion and seconded by Barbara Lamson to continue the Comprehensive Program Review (CPR) presentation in the former format, which is 10 minutes presentation and 5 minutes questions given to college community. Eight members in attendance favored the motion, five members voted nay to the motion, and one member abstained the vote. With majority in favor to the proposal, motion carried.

With the favor of this motion, Members became aware that extra two hours meeting time will be accompanied with the action. Extra time for meeting will be discussed and voted on the next meeting.

**5. ANNOUNCEMENT**

No announcement was made.

**6. NEXT REGULAR MEETING**

Next regular meeting will be held on Thursday, February 14, 2019 at 2:10 p.m. in Room 6-203.

**7. ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:08 p.m.

Minutes were approved by Members on February 14, 2019.