



**Minutes of Strategic Planning and Allocation of Resources Committee**  
**Held on March 14, 2019**  
**Held in Building 6, Room 6-203**

**Chairs:**

Eloisa Briones, Kathryn Williams Browne,

**Members Present:**

Wissem Bennani, Zachary Bruno, Michael Fitzgerald, Kathy Fitzpatrick, Filipp Gleyzer, Pearl Ibeanusi, Melissa Komadina, Barbara Lamson, Evan Leach, Athena Nazario (Replacing Pia Walawalkar), Sonya Pope, Nicole Porter, Christine Roumbanis, Bianca Rowden-Quince, Gabe Saucedo, Jennifer Taylor-Mendoza

**Members Absent:**

Luis Escobar, Angélica Garcia, Michael Reiner, Leigh Anne Shaw, Miranda Wang

**Resource:**

Paul Cassidy, Belinda Chan (Recorder), Zahra Mojtahedi

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**1. GENERAL FUNCTIONS**

**1.1. Call to Order and Introduction**

Tri-Chair Kathryn Williams Browne called the regular meeting to order at 2:15 p.m.

**1.2. Approve Agenda**

A motion was made by Melissa Komadina and seconded by Barbara Lamson to approve the March 14, 2019 Agenda as written. Motion carried unanimously.

**1.3. Approve Minutes**

Karen Wong proposed to make some edits in the Training: Comprehensive Program Review section of February 28, 2019 Minutes. Barbara Lamson made a motion and seconded by Christine Roumbanis with the proposed changes. All members in attendance voted in favor to the change. Motion carried unanimously.

**2. DISCUSSION/REPORT**

**2.1. Innovation Fund Proposals**

In the past, San Mateo County Community College District (SMCCCD) had set aside funds for colleges to submit proposals to fund programs or activities that align with both the College's and the District's goals. However, Tri-Chair Eloisa Briones advised the Committee that Skyline anticipates no current year additions to District Innovation Funds as a consequence of District Commitments to a Customer Relation Management (CRM) tool and the District Promise Program. However, one-time funds from other sources may be available for FY1920 to consider new programmatic submissions.

Paul Cassidy presented SMCCCD's and College's missions via slides and explained the assessment for innovation funds proposal prioritization. As of March 14, 2019, at least five proposals from Skyline College have been submitted for District Innovation Fund. The proposals will be reviewed and prioritized by Members in SharePoint.

**3. TRAINING**

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

The Committee was reminded about the Comprehensive Program Review (CPR) timeline. See

[Comprehensive Program Review \(CPR\) Timeline and Role slides](#) for details.

Members were encourage to consult with their review team to prepare their questions/ feedback/ appreciative inquiry in advance. Due to a tight schedule on the presentation days, CPR Review Teams are encouraged to pose one question/ feedback/ appreciative inquiry to their CPR presenters.

CPR Review Teams, met in group, were given 20 minutes to read 2 CPR packets assigned for their teams. In reference to the [CPR Prompts](#), feedback was provided by Members based on their review. Feedback included suggestions around the format and length of the narrative prompts, consolidation of prompts related to key findings and program aspirations, and other minor wording modifications. Feedback will be revisited and expanded upon in SPARC to finalize member recommended revisions prior to the end of the spring semester.

Some members suggested having all CPR presentations recorded for future presentations. Belinda will inquire with each of the CPR presenting teams for their consent to be recorded.

**4. ANNOUNCEMENT**

The Comprehensive Program Review (CPR) will held at SPARC during the next two regular meetings on Thursday, March 28, 2019 and Thursday, April 11, 2019, respectively, from 2:10 p.m. to 4:00 p.m. in Rooms 6-202 to 6-206.

**5. NEXT REGULAR MEETING**

Next regular meeting will be held on Thursday, March 28, 2019 at 2:10 p.m. in Rooms 6-202 to 6-206.

**6. ADJOURNMENT**

There being no further business, the SPARC meeting was adjourned at 3:57 p.m.

Minutes were approved by Members on March 28, 2019.