



Minutes of Strategic Planning and Allocation of Resources Committee
Held on May 9, 2019
Held in Building 6, Room 6-203

Chairs:

Eloisa Briones, Kathryn Williams Browne, Ingrid Vargas

Members Present:

Lindsey Ayotte (substituting for Leigh Anne Shaw), Wissem Bennani, Kathy Fitzpatrick, Angélica Garcia, Filipp Gleyzer, Pearl Ibeanusi, Barbara Lamson, Evan Leach, Athena Nazario (Replacing Pia Walawalkar), Sonya Pope, Nicole Porter, Bianca Rowden-Quince, Karen Wong

Guests Present:

Christopher Gibson, Interim Dean of Language Arts
Lasana Hotep, Dean of Student Equity and Support Programs Division

Members Absent:

Zachary Bruno, Luis Escobar, Michael Fitzgerald, Melissa Komadina, Christine Roumbanis, Gabe Saucedo, Jennifer Taylor-Mendoza, Miranda Wang

Resource:

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

1. GENERAL FUNCTIONS

1.1. Call to Order

Tri-Chair Kathryn Williams Browne called the regular meeting to order at 2:17 p.m.

1.2. Approve Agenda

A motion was made by Barbara Lamson and seconded by Karen Wong to approve the May 9, 2019 Agenda as written. Motion carried unanimously.

1.3. Approve Minutes

No amendment proposed to the [April 23, 2019 Minutes](#). The April 23, 2019 Minutes were approved as written.

2. DISCUSSION/REPORT

2.1. Student Equity Plan Update

Angelica Garcia provided an update to the Student Equity Plan. The draft will be completed on June 30, 2019 and submitted to Board of Trustees for approval on September 30, 2019. The Student Equity Plan (2019-2022) will address the following four questions:

- How were the equity funds used for 2016 through 2019?
- What were the outcomes of the funds used?
- What is the institution doing in the designated areas campus wide?
- How was the equity funds being used for the disproportionately impacted students?

The goal of the Student Equity Plan is to close the gaps and to improve outcomes on students who are in need. See [Student Equity Plan Update slides](#) for details. SPARC Members will receive the final draft in the first SPARC meeting in fall 2019.

2.2. Comprehensive Program Review (CPR) Debrief, Part III

Karen Wong and Zahra Mojtahedi shared the results of two surveys administered among the SPARC Committee and Comprehensive Program Review presenters. Both surveys concluded with high response rates.

Highlight of the feedbacks collecting from both surveys included:

- To keep the same presentation format: 10 minutes presentation and 5 minutes Q & A
- To have administrator presence on presentation days
- To (maybe) have live streaming on presentation days
- (CPR presenters): To have written feedback and in-person consultation from CPR review teams

For details about the survey results, please see [Strengthening Comprehensive Program Review \(CPR\) Cycle slides](#).

With the feedback and comments received, the SPARC will incorporate the following things for CPR preparation for the next cycle:

1. To incorporate CPR rubric
2. To review the CPR prompts
3. To engage larger campus community's involvement

2.3. 2019/20 Budget Scenario Update

Two sets of worksheets were tabled.

Paul Cassidy explained to the Committee that only budget organizations (programs/ divisions) that requested for additional budget for the upcoming year will be included in the augmentation. Once the operating funds have been institutionalized, the funding source will be allocated to Fund 1 for funding stabilization. Thus, the Vice President of Administrative Services Office recommends to institutionalize the augmentation from the past years into based budget in Fund 1.

Zahra Mojtahedi expressed gratitude to Paul Cassidy for providing budget literacy sessions in the beginning of the term. Members nodded with strong agreement.

3. ACTION ITEM(S)

3.1. Recommendation of 2019/20 Budget Scenario to College Governance Council (CGC)

After reviewing and the 2019/20 budget scenario, Pearl Ibeanusi made a motion and seconded by Nicole Porter to recommend the 2019/20 Budget Scenario to College Governance Council (CGC). Motion carried with unanimous votes.

4. ANNOUNCEMENT

No announcement was made.

5. NEXT REGULAR MEETING

Next regular meeting will be held on Thursday, September 12, 2019 at 2:10 p.m. in Room 6-203.

6. ADJOURNMENT

There being no further business, Angélica Garcia made a motion and seconded by Eloisa Briones to adjourn the meeting. May 9, 2019 meeting was adjourned at 3:36 p.m.

Minutes were approved by Members on September 12, 2019.