



Minutes of Strategic Planning and Allocation of Resources Committee
Held on February 8, 2018
Held in Building 6, Rooms 6-204 to 6-206

Chairs:

Eloisa Briones, Jacqueline Honda

Members Present:

Eric Brenner, Michael Fitzgerald, Christopher Gibson, Michelle Hawkins, Barbara Lamson, Christine Roumbanis, Jennifer Taylor-Mendoza, Karen Wong, Soodi Zamani

Guest(s) Present:

Adam Windham

Members Absent:

Claudia Sofia Acuna, Wissem Bennani, Kathryn Williams Browne, Luis Escobar, Bridget Fischer, Kathy Fitzpatrick, Nina Floro, Angélica Garcia, Filipp Gleyzer, Zaid Ghori, Melissa Komadina, Evan Leach, Michelle Tam, Linda Whitten,

Resource:

Belinda Chan (Recorder), Judy Hutchison (Recorder), Zahra Mojtahedi

1. GENERAL FUNCTIONS

1.1. Call to Order

Jacqueline Honda called the regular meeting to order at 2:12 p.m.

1.2. Approve Agenda

Due to the absence of a quorum, agenda items were informational only. An addition item was added in the discussion.

1.3. Approve Minutes

Due to the absence of a quorum, approval of the Minutes was deferred to the next Committee meeting.

2. DISCUSSION/ REPORT

2.1. Comprehensive Program Review Update

Adam Windham, Curriculum Committee Co-Chair and Physics Faculty, apprised the Committee of changes to the Comprehensive Program Review (CPR) submission and review process. Beginning in Academic Year 2018/19, CPR will no longer be administered in the Curriculum Committee. Instead, it will possibly be reviewed in Strategic Planning and Allocation of Resources Committee (SPARC) due to: 1) an increase of non-instructional program reviews in the recent years, 2) a connection to institutional planning and resource allocation, which fall under SPARC's purview.

To accommodate a smooth transition, a Comprehensive Program Review Rubric Task Force, a subcommittee of the Institutional Effectiveness Committee (IEC) and member of SPARC, has been formed. Members include Karen Wong, Chair of IEC, Jessica Hurless, Academic Senate and Curriculum Committee Co-Chair, Evan Leach, Member of IEC and SPARC, Christine Trujillo, Member of IEC and Classified

Senate, and Zahra Mojtahedi, Planning and Research Analyst. Task Force members are in the process of developing a rubric, which will be piloted this semester with CPRs.

Windham will continue attending the SPARC in Spring 2018 to help ease the transition as well as answer any questions pertaining to CPR.

2.2. 2018/19 Budget Update [Added item]

Eloisa Briones provided a brief update pertaining to 2018/19 Budget.

Upon receiving budget from the District, scenarios of budget will be presented to the Committee. The headcount of International Student Program (ISP) has become the driver for budget allocation. Last year, Skyline College projected a higher number of international students to be enrolled at Skyline College, but the actual is lower than projected, thus, the District will take money away from us, which is to expect a reduction in the site allocation for next year.

2.3. Educational Master Plan

Skyline College's Education Master Plan expires in 2018 and the College Strategic Plan expired in 2017. Members were divided into groups to align College's strategic goals with District's strategic goals and reviewed the progress of the listed initiatives. Below listed the comments from each group:

Instruction

- Communities of Practice/Service Learning (investigations high impact practice to improve instruction)
- Professional Development (ongoing)
- STEM/Engineering/FAB
- Acceleration Project (in Math and English)
- Meta-Majors/Guided Pathways
- Learning Communities (to connect students to other programs)
- Middle College (new student pipeline)
- Skyline Promise Scholars

Equity and Excellence

- Equity training series
- Academic Senate Resolution
- College Redesign – promise scholarships, pathway redesign
- Multiple Measures placement (disproportionate impact)
- Acceleration
- Guardian Scholars/CIPHER/Veterans (equity minded programs)
- Online PD for Canvas
- Environmental justice – sustainability
- SparkPoint
- Dream Center

Facilities/Technology

- Building 1
- Online Webinar class/model – expanding what online can be – music department – synchronous teaching
- Electronic signage and to have better signage
- Faculty access to most current technology (need level of tech needed to do videos, etc.)
- San Mateo Athletic Club at Skyline College
- Student Housing
- STEM Center

Fiscal

- Reserve for Contingency (keep)
- Alternative Revenue Streams (keep) – grant infrastructure, facilities rental, int'l students program (review District ISP allocation model for equity between campuses)
- New/add – fundraising (president's breakfast for PIF, Promise, Other); small scale innovative programs (passport office, automotive, cosmetology, Fab Lab, possible study abroad program fees)

Community Connection

- BAEC
- Oceana High School (unified school district)
- Dual Enrollment with Jefferson Unified High School District (math, business, etc.)
- Middle College – early college for 9th and 10th graders; also reaching their family
- Strong Workforce – in conjunction with career workforce – increase CTE and more relevant, enhance employer engagement; redesigning CTE curriculum and industry driven (community and industry outreach)
- Transportation – Shuttle
- President's Breakfast – connections with community
- STEM Connections –
- Partnerships with industry
- College for Working Adults – gardening, other for incarcerated adults; also reaching their family
- Service Learning component – so beach cleanup and other environmental projects

3. NEXT REGULAR MEETING

Next regular meeting will be held on Thursday, March 22, 2018 at 2:10 p.m. in Room 6-203.

4. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:00 p.m.

Minutes were approved by Members on March 22, 2018.