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SPECIAL Meeting Minutes

May 29, 2018

1:00 pm, SSB 414

Attending: H. Bailey-Hofmann, A. Boateng, A. Chang, C. Dones, M. Hernandez, F. Leonard, J. Limbaugh, L. Peterson, C. Sermenio, O. Shewfelt

This special meeting of the College Council was called to order at 1:10 p.m. to consider the Prioritized List of Resource Requests from the May 11, 2018 Prioritization Retreat – attached, along with the following recommendations from the PIE Committee. Agyeman provided background information, along with these recommendations:

- A. That programs engage in comprehensive Program Review and Unit Planning every two years
 - Provision for an annual update within this framework
 - o 2018-2019 Cycle (Spring 2019) would then be a Unit Plan Annual Update
 - o 2019-2020 Cycle (Spring 2020) would then be a Comprehensive Program Review Unit Plan Annual Update
 - Evaluate this change after the Spring 2019-2020 Cycle

 - B. That the Budget Committee provide a framework for the resource allocation process.
 - By Fall 2018 there be a draft of a framework to be presented to PIE and recommended to College Council
 - The framework will provide clarity (including process and timeline) about:
 - a. the annual operational budget process
 - b. types/categories of resources that fall outside of the annual operational budget process that should be requested through unit planning
 - c. emergency budget requests
 - d. recommended processes & timeline for (a) (b) and (c)
- In conversation with the Budget Committee, PIE will then recommend a framework providing clarity as to how program review and unit planning are connected (as mandated by standards IB6, IB9) to the resource allocation processes by Spring 2019.

Note: Language in Accreditation standards relating to program review and resource allocation:

I.B.6 ... "The college's resource allocation is driven by program review" ...

I.B.9 ... "The institution integrates program review, planning, and resource allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality..."

I.B.9 ... "Institutional planning integrates program review, resource allocation, strategic and operational plans, and other elements."

After discussion, O. Shewfelt suggested that PIE and Budget hold a summit before the next program review cycle to present the framework to provide clarity as to how program review and unit planning are connected.

ACTIONS: The Council approved the Prioritized List of Resource requests 2017-18 Planning for the 2018-19 Budget, along with the recommendations regarding program review and unit planning and that the Budget Committee provide a framework for the resource allocation process.

The meeting adjourned at 1:40 p.m.