



Minutes for Administrative Planning Council

Wednesday, September 10, 2014
8:15 A.M. – 9:00 A.M.
Building 8, Room 119

Present: Gregory Anderson, Robin Richards, Chialin Hsieh, Vickie Nunes, David Ulate, Debbie Joy, Joan Tanka, Mary Chries Concha Thia, and Javier Santos

AGENDA ITEM	FACILITATOR	TIME
1. Minutes and Agenda	PRIE	2 min
APC approved minutes from August 27, 2014 and agenda from September 10, 2014.		
2. Evaluation of the College Benchmark 2013-14	PRIE	10 min
<p>Two questions were asked to APC before David presented the College Benchmark 2013-14:</p> <ul style="list-style-type: none"> (a) Are these institutional-set-benchmark appropriate? (b) How well does we implement these benchmarks? <p>Several questions/suggestions were raised:</p> <ul style="list-style-type: none"> (a) Degree and certificate completion seemed low for 2013/14. PRIE will check with Maria Lara and re-run the data. (b) At the footnote, date when the Benchmarks were set and when the PBC approved the revised Benchmarks. (c) What are our strategies to achieve our goals? Gregory explained how he used “Growth” emails and strategies to create awareness of the college and try to impact FTES and Load. (d) Two VPs were asked their thinking on strategies to achieve our goals. It was suggested to bring to the Cabinet. 		
3. Program Review Timeline	VPI/VPSS/PRIE	15 min
<p>The tentative program review timeline proposals were shared, and pros and cons were discussed.</p> <ul style="list-style-type: none"> • APC favors the End of February timeline because it gives people time to prepare the hiring process and inform budget planning. • APC agreed that the bottom line is all three planning councils are using the same timeline for program review. • APC also agreed to have biennial (every other year) program review. <ul style="list-style-type: none"> ○ 2014/15: PRIE and Office of Student Services ○ 2015/16: Office of Instruction, Office of Administrative Services, and Office of Marketing. (we are in the process of hiring VPAS and Director of Marketing) 		

- APC also discussed which program review form to use. APC agreed to use the [new form](#). For instructional program review, the form was not published.
- For programs who are not doing their program reviews, they can still fill out the resource request if they need any and the resource request will be done every year.
- APC also suggested to create the Program Review Manual and integrate it to the Assessment Manual. This manual will explain the timeline of biennial program review, the template of the program review for all 3 entities (Instruction, Student Services, and Administrative Services), biennial program review schedule, and resource request plan, etc.

4. Assessment Manual	PRIE	15 min
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Draft Assessment manual was introduced. Several suggestions were:

- Change Learning → direct student learning in the first section
- How administrative SAO align to ILO? APC suggested that the impact of SAO to ILO would be indirect.

5. Future agenda and possible future meeting dates	PRIE	2 min
<ul style="list-style-type: none"> a. EMP objective progress 2013-2014 b. Strategic Plan progress 2013-2014 c. ACCJC College Report d. ACCJC District Report e. Student Equity Plan f. Professional development 		

APC agreed to have one meeting in October to discuss item 5a, 5b, 5c, and 5d, and one meeting in November to discuss item 5e, and 5f.

Standard Calendar items

1. Follow-Up Report 2014 review and recommendation (Fall)
2. Evaluation of the College Benchmark (College-set Standards) (Summer or Fall)
3. Participation/Evaluation of the Educational Master Plan objectives (Summer or Fall)
4. Evaluation of the Participatory Governance Process and Action Plan (Spring)
5. Evaluation of Program Review and program review process (Spring)
6. Dialogue of SAO (Service Area Outcome) (Spring)
7. Evaluation/update of resource requests (Spring)