

Planning Committee Meeting

March 6, 2023, 3:00 - 5:00 pm

Via Zoom

MINUTES

Members/Alternates Present: Pamela Mery (Chair), Kit Dai, Meg Hudson, Craig Kleinman, Lily Lum, Melissa McPeters, Judy Seto, Cherisa Yarkin

Members/Alternates Absent: Susan Boeckmann, William Mosley, Michael Snider, Silvia Urrutia, Enrique Velez

Guests Present: Alexis Litzsky, Alberto Vasquez

No.	Item	Discussion/Outcome	Follow Up
1.	Welcome and Introductions	Quorum achieved.	
2.	Approval of Minutes	No changes to the minutes from 2/6/2023 . Motion to approve by Melissa McPeters, seconded by Craig Kleinman. Minutes approved as drafted.	
3.	Updates on Planning Committee action items and recommendations since last meeting (Standing Agenda Item)	As noted during this committee's February meeting, AP 2.18 (Institutional Planning) completed its second read at PGC on 2/2/2023. PGC's minutes from that meeting and their summary of actions document their recommendation. The Chancellor brings APs to the Board as information items. When he brings AP 2.18 forward, the Board may also review BP 2.18 which lists institutional plans required per Title 5.	It would be useful to develop some talking points about Title 5 required plans.
4.	CPR Follow-up: School Dean Summaries, Reads, PRC Validation Process, etc	Guest Alexis Litzky, chair of the Program Review Committee (PRC), shared that the PRC is currently codifying plans for reflective review of Comprehensive Program Reviews (CPRs) in a yearlong process during AY 23-24 via reading circles centered on main foci: Equity, Student Success and Currency, etc. This goes beyond validation into insights and potential trends/themes. While PRC has primary responsibility for this activity, Planning Committee members are welcomed to participate in the reads. PRC appreciates the School Deans Summaries of CPRs in their respective areas as one form of high-level feedback and public documentation. That said, PRC is seeking ways to elicit more specificity about where high-impact things are happening, e.g., deeper analysis and conversations about programs and services, where there might be intersections with college plans such as the Adult Education Plan (AEP). CPR reflections may also fit with upcoming Mission reflections, serving as a data point for the Mission review.	

		Committee members wondered if there might be a way to explicitly integrate SLO/GELO/ILO assessment reports into the CPR reading circles, and to connect them to program advisory groups? Are CPR writers making use of available tools to help them identify areas for improvement, or standout exemplars? Is there consistency between CPR and GELO assessments which might elevate findings for greater visibility and a larger, coherent conversation., e.g., GELO findings about larger opportunity gaps for younger equity-population students? In addition to these questions, it was noted that the Office of Research & Planning (ORP) will conduct internal-to-ORP reads to look at data use so that we can improve what/how we provide data for SLOs and beyond. Committee members noted that we need to be honest about the labor involved in the reads and find ways to connect conversation. The efforts required may vary by focus, e.g., Mission Statement read may be quicker, equity might take longer, if looking at plans such as AEP will need to involve that lead administrator. Since PRC intends to involve different constituencies and areas, it is looking to incorporate some reads into Flex activities during AY 23-24, along with lots of smaller opportunities. Inclusion is important, PRC now formally has seats for staff and students.	
5.	Planning & Budgeting Timeline: 2023-2024	An accelerated process was used to prioritize and allocate the \$750k Supplemental U-funds this year, i.e., requests put forward in Fall 2022 were prioritized for expenditure within Spring 2023. This took considerable effort by the Student Equity Strategies Committee (SESC) which developed a rubric and scored requests, which were then recommended to the Chancellor. Given the heightened focus on the accelerated process for the \$750k, folks may be confused about the overall timeline for 2023-2024 and may be unaware that regular prioritization and allocation processes are moving along on the usual timeline, i.e., requests put forward in Fall 2022 are under consideration for the upcoming (2023-24) budget. For example, Fan5-related processes for categorical funding associated with college-wide plans are moving along as usual. Similarly, FPAC has been meeting to review and prioritize requests for full time faculty positions. Also, FTEF allotments have been announced for next year. Members of the PRC have been looking for a predictable information schedule about these types of decisions. Outstanding budget questions include what departments can reliably expect in their local budgets in the upcoming year so departments can plan accordingly with regard to supplies, lab aides, etc.	

		Other observations: Newly expanded uses allowed for lottery funds including some direct student support. Deans and chairs are involved in a position control clean-up effort.	
6.	Facilities Master Plan Implementation Check-in ○ New Construction CCSE	Guest Alberto Vasquez, Interim AVC, presented on Facilities Master Plan (FMP) implementation. The FMP was developed through participatory processes in 2017-2019, initially adopted by the Board in 2019, with a final version adopted June 2021. Implementation follows general concepts delineated in the FMP, with some adjustments to size, scale, and location. PGC's Facilities Committee provides opportunities for continued constituent involvement via monthly updates on larger projects. In addition, implementation of major projects can be viewed on the New Construction website, which includes separate pages for: ● STEAM building - groundbreaking occurred December 2022, sitework in progress; ● Student Success building - Conlan Hall being vacated in preparation for demolition to make space for the new building; ● Diego Rivera Theater/ Performing Arts Education (building name yet to be determined) - in design phase with recent upward budget adjustment; ● Construction timeline with maps by term, e.g., map for Spring 2023; ● List of other buildings and grounds projects updated monthly, e.g., list for February 2023. Committee members asked a variety of questions and engaged the AVC in conversations about communication, locations (particularly Evans), parking, future plans based on enrollments, and meeting space for students: ● How do facilities communications occur beyond the new website? Updates are shared by the Chancellor at various meetings and via email. ● Website seems focused on Ocean campus, not Centers. Any facilities updates for Evans? Evans is awaiting a decision between two options: with or without Aircraft Maintenance Technology (AMT). ● Balboa Reservoir parking entry and egress has become more challenging, has thought been given to minimizing car/pedestrian interactions? The developer for the lower reservoir will build Lee Avenue all the way out so it connects to Ocean Ave, which should reduce the problem. ● Any updates on the Creative Arts building? Creative Arts and Visual Arts will be addressed after it is done being used for swing space as the buildings described earlier are built out. Some departments will move into the STEAM building.	

		• Impact of changes in enrollments and balance of online versus in person post-pandemic? Will fewer or smaller buildings be needed? Likely parking will be needed regardless. Possibly there will be more collaboration to make more efficient use of space, and a balance of classrooms and cars. Intend open, transparent communication model. • Are there plans to replace the Student Union? The Student Union is not currently on the list of buildings addressed in the FMP, intent is to continue to assure space is available for students. Idea for future conversations: consider how we might structure additional content in the next Education Master Plan (EMP) to more directly help with the next FMP.	
7.	Communications Check-in (Standing Agenda Item)	Communications were addressed in the preceding agenda items, especially PRC and Facilities.	
8.	Future Agenda Items	The ACCJC Annual Report is due in April and will provide an opportunity to discuss the College's current institution-set standards.	