

Budget and Resource Allocation Committee (BRAC)
End of Year Summary
2016-2017

The Budget and Resource Allocation Committee “BRAC” had a productive fiscal year 2017/18 with ongoing discussions about California’s economy and budget developments and the corresponding impact on PCC’s operating budget. In addition, BRAC had in-depth dialog relative to fiscal IEPI indicators and the District’s other post-employment benefit “OPEB” liability leading to recommendations that were supported by the College Council.

District Technology Committee –
End of Year Report 2016-17

The District Technology Committee (DTC), developed a set of goals in fall 2016 for this past year. These goals are listed below. Items in green have been completed, while items in yellow will be revisited and worked on next year. BP/AP 3740 on District websites was removed from the list as the department overseeing the District Website preferred a different approach in governing the website. A major accomplishment this year was finalizing the Technology Master Plan. The last plan was more than 8 years old and developed by consultants rather than District resources.

Areas of focus next year will include accessibility and updating the Technology Master Plan. The DTC will be developing procedures to increase the level of accessibility of electronic and information technology at PCC. These procedures will include training for all employees. It will also involve auditing new or existing resources and expanding processes for reporting accessibility issues to allow the appropriate response in reducing such barriers. This will be a broad effort which will involve many College groups. The Technology Master Plan calls for annual updates and these updates will note which of the 36 current recommendations in the current plan have been met as well as add new or modify existing recommendations based on the latest District needs.

2016-17 District Technology Committee Goals

- I. Develop, update and/or adopt procedures
 - a. BP/AP 3720 - Computer and Network Use
 - b. BP/AP 3411 Accessibility of Electronic and Information Technology
 - c. AP 6365 Accessibility of Information Technology
- II. Assess feasibility of developing standing or ad-hoc working groups to review enterprise software and end user computing adds/changes
- III. Develop and audit a catalog of district software and services
- IV. Work with the Professional Development Committee and Strategic Communications & Marketing to structure and advertise ongoing technology and data security training for new and existing employees.
- V. Review progress on the recommendations in TMP.

IEC Standing Committee End of Year Report and Recommendations 2016-2017

I. IEC Overview: Institutional Effectiveness Committee meets every other Friday 1-3pm

- Coordinates and supports program review and unit review process
 - a. Instructional Programs (78)
 - b. Units & Divisions (29)
 - c. Student Services (9)
- Dynamic committee, members work well together
- IEC Leadership Committee meets every other week ahead of the regular IEC meeting to guide and plan work of IEC

II. Membership

- Co-Chairs: Crystal Kollross (Management) and Sonya Valentine (Faculty)
- Faculty: Myriam Altounji (Counseling), Dany Chammas (NS), Krista Goguen (Library), Kirsten Ogden (English), Blanca Rodriguez (HS), Kimberly Shediak (Business, E&T), Jude Socrates (Math & CS), Terry Stoddard (Kin, Hlth, Ath), Christopher West (Social Sciences), Dice Yamaguchi (VAMS), Zoe Wu (Lang & ESL);
- Management: Rocco Cifone (Dean CTE), Niki Dixon (Dean AS temp), Armando Duran (Dean SLS); Carlos "Tito" Altamirano (Mngt), Dyan Miller (Mngt);
- Classified: Carrie Afuso, David Colley, Tamiya Cousins, Gloria Wong
- Students: Nune Garipian, Dean Wyrzkowski
- Resource Expert: Melissa Anderson, Chemistry, SLO Faculty coordinator
- **Representatives needed for 2017-18:** Noncredit (1), Performing arts (1), Management (2), Students (2)

III. Summary 2016-2017

- Switched to "working committee" format in computer lab
- Became standing committee of College Council
- Introduced Comprehensive Program/Unit Review 4 year cycle

	Type	Year
Year 1	Units & Divisions	2016-2017
Year 2	Certificates	2017-2018
Year 3	Local AA Degrees; Basic Skills Sequence (English, Math, ESL)	2018-2019
Year 4	ADTs	2019-2020

- Process submitted Program/Unit Reviews including Student Services (out of Taskstream – residual of past, worked with each area to facilitate completion)
- New member training and team work
- Continuously working to streamline PR process, David Colley and Leadership worked to Align PR/UR and Annual Update
 - a. For example, use of same language/terminology in questions or instructions
 - b. AU recommendations can better be used and incorporated into PR

Updated 6/22/2017

- Presentations by eLumen, CampusLabs, & Taskstream – ongoing feedback is that having different management systems is not ideal or efficient. Would be great to have a more streamlined integrated system/ process.

IV. Goals 2017-2018

- Full committee
- Process any incoming 2016-2017 PRs/URs
- Support authors completing 2017-2018 Instructional PRs (Certificates)
- Revise AP3251 to incorporate changes in organization of college and role of CC
- Campus-wide and program recommendations to College Council by year end

**Planning and Priorities
End of Year Report and Recommendations
2016-2017**

Planning and Priorities (PnP) underwent a change this year with the formation of the Accreditation Standing committee. A primary responsibility of PnP had been guiding the colleges' accreditation process.

Thus the Committee Co-Chairs brought before College Council a revised Charge:

In order to facilitate a continuous cycle of evaluation and improvement of the college's Integrated Planning Process, the Planning and Priorities Committee (P&P) will guide and support the college's annual and strategic planning activities during development, implementation, and evaluation of all annual, master and strategic plans. In addition, the committee will work with other College Council Standing Committees, Academic Senate, Classified Senate, and the Management Association to support collegial communication on these matters as well as those relating to Board Policies, Administrative Procedures, shared Governance.

And a revised membership list to reflect the work of the Charge.

The committee spent the spring semester working on understanding the IEPI Indicator Goals framework and suggesting 1-year and 6-year goals for Student Performance and Achievement.

The committee also worked on the development of a strategic planning process that could be used to guide the college now and in the future to develop strategic plans. The college currently has master plans for technology education, student and learning services and is in the final stages of the Facilities Master plan but a coherent and focused Strategic Plan has not been developed. The college currently uses the Educational Master Plan (EMP) as the strategic plan but this too needs to be revised and focused. As part of this process PnP reviewed strategic plans from other colleges and tasked a working group to do a literature review and provide an alternative process for the committee to review and bring forward.

Recommendation

PnP recommends that the college establish a central process for the application for and approval of all certificates, including those less than 18 units and those that may not be currently approved by the Chancellor's Office and report all certificates to the Chancellor's Office MIS system.