
EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: March 21, 2013

MEMBERS PRESENT

- | | |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Michael DeSanto – Campus Police | <input checked="" type="checkbox"/> Dipte Patel – Academic Affairs |
| <input type="checkbox"/> Sean Donnell – ECCFT | <input checked="" type="checkbox"/> Dawn Reid – Student & Community Adv. |
| <input type="checkbox"/> Alice Grigsby – Mgmt./Supervisors | <input type="checkbox"/> Cheryl Shenefield – Administrative Services |
| <input type="checkbox"/> Derrick Moon – ASO | <input type="checkbox"/> Gary Turner – ECCE |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input checked="" type="checkbox"/> Lance Widman – Academic Senate |

Support: William Garcia, Irene Graff, Ken Key, Michael Le, Jeanie Nishime, John Wagstaff, Will Warren
Guests: Emily Rader

The meeting was called to order at 1:07 p.m.

Approval of March 7, 2013 Minutes

Revisions were made as follows:

1. Page 1, under Accreditation Achievement Standards, number 1, **Correct:** I. Graph **To:** I. Graff.
2. Page 1, under Program Plans, number 1b, **Correct:** suggest **To:** suggested.

The approved minutes will be posted to the web page.

Rory proposed a change of the agenda of the meeting of March 21, 2013. The agenda item of the Technology Plan will not be discussed. Further information will be presented at future time.

Institutional Standards – I. Graff

1. Information was distributed and reported on regarding the proposed methodologies for ACCJC institutional set standards.
Beginning this March we need to report on the following on an annual basis is:
 - a. What our performance is and what our minimum standard for that performance is.
 - b. Essentially what needs to be reported is: course success rate, retention rate, degree and certificate completions, and transfers.
2. The process of setting goals through a consultation process will include the planning summit on May 10. Setting standards for a variety of areas/programs will be worked on.

Rubric – ACCJC – I. Graff

1. A copy of the ACCJC Rubric for evaluating institutional effectiveness was distributed to the committee. This information shows where our institution needs to be and what the standards need to be for the accreditation visit for 2014. It was noted that there are three pillars of institutional effectiveness: program review, planning, and student outcomes.
 - a. Program review – We need to be showing improvement in our institution based on the program review process.
 - b. Planning – Must be sustainable. This process needs to be robust and meaningful to all participants. It is the goal to make this a holistic and comprehensive process.
 - c. Student Outcomes – Assessments must be completed and discussed. We want to strive towards sustainability with SLOs. Work needs to be done towards accomplishing a 100% compliance rate with these outcomes.

Planning and Budget Calendar – R. Natividad

1. The planning calendar was presented with the revisions noted from the last meeting. The calendar was further discussed and other changes were made. The calendar with the new corrections will be moved to the website.

Comprehensive Master Plan – R. Natividad

1. It was noted that calendar changes will be updated due to the previous planning and budget calendar discussions.
2. The need for annual discussion of the various area plans was discussed. Ensuring that the three goals identified in the matrix for evaluating effective institutions are met and that our institution is sustainable identifies a solid starting point or focus for the committee. The connections between the plans and budgeting should be a routine roll of the committee. Review of annual items and ensure that the committee has discussion about essential items.
3. Discussion ensued as to the information the committee reviewed up to page 23. The committee was asked to review the document and give possible recommendations where warranted.

Adjournment – R. Natividad

The meeting adjourned at 2:15 p.m. The April 4, 2013 meeting will be cancelled. The next meeting will be held **Thursday, April 18, at 1:00 p.m.**, in Library 202.

RKN/lmo