SAN DIEGO CITY COLLEGE
Master Planning, Assessment, and Resource Oversight Council (MPAROC)
Wednesday, February 26, 2014
3:30 to 4:30 p.m.
Room D-102

MEMBERS

Awana Payne  Vice President, Classified Senate
X Barbara Ring  Professor, Librarian
Berta Harris  Student Learning Outcome/Administrative Outcome Co-Coordinator
Debbie Berg  Associate Dean, Nursing
Denise Whisenhunt  Vice President, Instructional Services
X Dotti Cordell  Professor, Student Health Services
X Edwin Hiel  Professor, Counselor
Elva Salinas  Title V Professional Development Coordinator
X Gwyn Enright  Professor, English
Heidi Bunkowske  Public Information Officer
Helen Elias  Dean, Student Development and Matriculation
X Jacque Bell  Vice President, Administrative Services
X Jaime Estrada  Professor, Spanish
X Jan Jarrell  Associate Professor, English/ESOL, Basic Skills Initiative Co-Chair
Jeanie Tyler  Off Campus Director
X Jennifer Ignacio  Senator, Classified Senate
X June Cressy  Senator, Classified Senate
Kathy McGinnis  Dean, Health, Exercise Science, and Athletics
Lori Erreca  Dean, Behavioral and Social Sciences, Consumer and Family Studies
Minou Spradley  Dean, Engineering, Math, Sciences, and Nursing
Mitch Charlenes  Professor, Physical Education
Nick Slinglend  Associate Professor, Mathematics
X Randy Barnes  Acting Vice President of Instruction, MPAROC Co-Chair
X Robbi Ewell  Dean, Information and Learning Technology
Rose LaMuraglia  Acting Dean, Business, Information Technology, and Cosmetology
X Salley Deaton  Professor, Business/MPAROC Co-Chair
X Susan Fontana  President, Chairs Cabinet
Tanya Medina  Professor, Communications
Trudy Gerald  Dean, Arts, Humanities, and Communications
Xi Zhang  Campus Researcher

GUESTS PRESENT:  Carlos De La Lama, Professor/Dept. Chair Mathematics; Nancy Crispen, Professor/Dept. Chair Physical Sciences.

STAFF PRESENT:  Lydia Gonzales, Instruction
I. SLO ASSESSMENT UPDATE

Dotti Cordell reported that the college continues to improve in documentation of outcomes in student services and instruction. However, the college needs to demonstrate one hundred percent compliance for every program and department by the next accreditation visit in Fall 2016. The college annual report is due to the accrediting commission (ACCJC) in March. Currently, 100% of the college courses have an SLO. Of those, approximately 30% have not documented assessment, action plan, or review cycle. The college will announce another campaign similar to “SLO September.” Randy reported that at a recent ACCJC workshop the emphasis was placed on integrated planning. The college has taken steps towards a fully integrated planning cycle. Last year, the college changed its program review and master planning deadline to November 1, in order to use the information to develop the 2014-2015 budget (due to district April 2014).

II. FUNDING PRIORITY RUBRIC SUBCOMMITTEE

The Funding Priority Rubric Subcommittee is a working group of MPAROC. The subcommittee is tasked with developing a rubric for prioritizing funding requests. The members of the subcommittee are Randy Barnes, Dotti Cordell, Salley Deaton, Jan Jarrell, Jennifer Ignacio, Denise Whisenhunt, Minou Spradley, Lori Erreca, and Robbi Ewell. Randy distributed notes from Monday’s meeting. The college budgets now works, but it is not always informed by program review or department planning. The rubric that results from the subcommittee will not be effective in determining 2014-2015 funding because faculty completed program review and master plans last fall without being informed that requests would be rated using a rubric. Jan Jarrell shared that the subcommittee extensively discussed how to handle ongoing needs like maintenance and upgrades and that the needs ought to be centralized. Further, master planning ought to be for new program needs, not routine maintenance and replacements. Randy stated that the subcommittee discussed creating one category for ongoing needs and another category for emergency needs. Rob said he and his staff maintain a systems list for items that cost over 200 dollars. The faculty’s use of Form T in the master planning process is helping identify needs that were off the radar of the college information technology groups. The college is moving towards centralizing resources and getting a healthy cycle of systems. New buildings have technology that will need to be replaced so there is an increase in the baseline of needs. The college will need to plan to spend an estimated $596K per year in order to keep systems current and within warranty. For example, the V-Building systems will be out of warranty this summer. Systems should be replaced after the warranty expires, which is every four years. Randy asked if we will need new systems every four years. Rob replied that if absolutely necessary, the systems can last up to five years, but they must be replaced in year five. Randy agreed that a four-year cycle should be a goal.

III. IELM Funding Priority Discussion

The college received Instructional Equipment and Library Material (IELM) funds that need to be encumbered by June 30 and the deadline to submit blanket requisitions to the college business office is March 27. Based on information about the needs of the college provided by Rob, the subcommittee recommended to MPAROC that the current year IELM dollars be divided between instructional equipment needs and library materials. Randy proposed that 50K be used for library materials with the remainder used for equipment needs identified in program review/master planning. If encumbered, the IELM money can be spent after June 30. Should the college have an ending
balance, more equipment could be purchased. However, the college won’t know the ending balance until the blanket requisition deadline. Rob asked whether the college and district internal systems prevent money being spent. There is an extensive list of items needed and any ending balance funds could be used to spend the money. Urgent needs for this year’s IELM money could go towards classroom projectors, video magnifiers, and replacement projector bulbs. Instructional need is anything that is needed for instruction in a classroom. There are also 40 podium computers that need to be replaced. Rob will send the list to Randy, but asked the council to keep in mind that the list is fluid and changes as needs are met. MPAROC makes a recommendation to the President’s Council. In the best scenario, the requisition process requires the approval to spend be done in November.

The nature of purchasing library materials requires doing the work before October or November. Susi Fontana asked if MPAROC is being asked to approve the spending of the IELM as recommended by the subcommittee and is concerned that faculty and department chairs will see this as forced, rather than collaborative decision-making. Jan advocated that having an agreement that the college is going to monitor and replace equipment as needed is beneficial to all faculty. Susi asked who makes the decision on when equipment needs becomes an emergency. Randy stated that the emergencies are usually obvious, like replacing specialty light bulbs in the theater. Jan said that Rob and the Information Technology Council are the most informed to determine an equipment emergencies and equipment needs. Rob acknowledged that there are a number of different needs where people have suffered quietly or the new administration is not aware of the issue. Jan further stated that faculty have to rely on administrators to know what the needs are campus wide. Rob shared that he has three different inventory lists, knowing the needs of the college is the IT Council’s business. He is encouraged that the college is moving to a resource enterprise system. He asked the council and faculty to understand there is a need to be nimble.

Randy stated that perhaps the college doesn’t need to separate emergency items and those items will inherently rise to the top. Further, Rob reminded the council that some equipment, such as podium technology, will not show up on program review because it is not the responsibility of faculty. Susi advocates for transparency in the allocation of money for equipment. Randy agreed to get the equipment lists from the deans by Monday. Also, the spending of IELM money will be on Monday’s Instructional Services Council agenda. Jan commented that there are other pockets of money that faculty are not scrutinizing to this level of detail.

II. REQUEST FOR FACILITY – WORKERS RIGHTS OFFICE.

Briefly, Randy announced that the vice presidents received a request for office space for a Workers’ Rights Office. The office has been operating in the A-Bldg. With the renovation of the A-Bldg, the office needs to find another home. The office is run by an adjunct instructor whose pay is reimbursed by AFT. The office is a part of Labor Studies Program, however the instructional connection is not evident students do not work in the office. It seems to function as an information center for working students. We need to be flexible and understand college priorities, who do they report to, we need a process. Randy asked the council to think about coming up with a process for these types of requests.