SAN DIEGO CITY COLLEGE
Master Planning, Assessment, and Resource Oversight Council (MPAROC)
Wednesday, May 8, 2013
3:30 to 4:30 p.m.
Room D-102

MEMBERS

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

GUESTS PRESENT:  Mike Reese, Grossmont College, ACCA Mentor Participant

STAFF PRESENT:   Desiree van Saanen, Student Services
I. HIRING RANKING PROCEDURE UPDATE
The revised Hiring Ranking Procedures were taken to Academic Senate on Monday. Several people who are also on the ad hoc committee were also present at the Academic Senate meeting and were able to answer questions.

II. VOTE ON COLLEGE PROGRAM CLOSURE AND PROGRAM ADDITION/EXPANSION POLICIES AND PROCEDURES
Copies of the draft Program Closure Policy and Procedures were distributed for review/comment. Randy B. reminded Council that the MPAROC task is to assess the overall college impact and program relevance to the institutional mission. The revised procedures were approved by consensus and will be taken to Academic Senate in the fall.

III. VOTE ON GRANT DEVELOPMENT GUIDELINES
Council members reviewed SDCC’s Grant Development Guidelines. Several key issues were discussed including:

- Including “LRC/Library” and “Research” to the list of services potentially needed for grant development (see #2).
- Developing language pertaining to the SDCC Foundation, since the Foundation has fiduciary responsibility over many grants.
- The venue/committee for initial review of grant proposals. It was recommended that grant proposals be introduced at Instructional Cabinet. The grant proposal would be forwarded to MPAROC for review and recommendation; then to the president for authorization.
- The importance of working with Business Services during grant development to insure all costs—especially those relating to salaries and benefits—are accurately projected.

Today, Randy will email a revised draft with recommendations to Council.

Other Items: Council briefly discussed the Master Planning/Program Review cycle changes recently disseminated to Council members.

Dear MPAROC members,

Here is a draft of a message I plan to send to faculty regarding our change to our planning timeline. Please review and we can discuss at our meeting today. If we are in agreement, I can send out this evening.
Dear Colleagues,

The Master Planning, Assessment, and Resource Oversight Council (MPAROC) has been discussing the timeline for our Program Review and Master Planning annual cycle, and the council recently voted to conduct Program Review/Master Planning during the fall semester to better align with our spring budget development cycle. Previously, Program Review/Master Planning was conducted at the end of the spring semester. The new process will make program review data packets available from our Research Office at the beginning of the fall semester, with Program Review/Master Plan information to be entered into TaskStream by November 1. Deans and Vice Presidents will summarize information for our annual Educational Master Plan, to be completed by the beginning of the spring semester. Our goal is to better inform the budget development and resource allocation process for the subsequent fiscal year.

MPAROC also proposed that the continuous process of Student Learning Outcomes identification, measurement, and assessment be done all year, but annual data be logged into TaskStream at the end of each spring semester or during fall FLEX/early in the fall. SLO data will then be available for use in TaskStream for Program Review/Master Planning in the fall. We hope that this will spread this work over a more manageable time frame.

If you need assistance with TaskStream, more information is available at www.taskstream.com. Berta Harris and Dotti Cordell are also available to help with group or individual sessions. Weekly opportunities are available Thursday at 1:00 p.m. in CitySite (basement of LRC). Please let Berta know if you plan to be there.

Please let us know if you need more information.