

PLANNING & BUDGET COMMITTEE MINUTES

Friday, April 20, 2018
1:30 – 3 p.m.
Board Room

Committee's Charge:

The Integrated Planning and Budget Committee supports learning by ensuring that budgeting at College of the Siskiyous is prioritized in a way that meets the institution's short- and long-term strategic plans. The committee accomplishes this by serving as the primary body in the creation or recommendation of budget assumptions, budgets, and short- and long-term plans that further the mission of the College. The recommendations of the Integrated Planning and Budget Committee will be sent to College Council.

Planning and Budget Committee meets the first and third Friday of each month in the Board room from 1:30 to 3 p.m.

- ✓Darlene Melby (Co-Chair)
- ✓Kevin Broussard
- Rhonda Brown
- ✓Deb Dutcher
- ✓Donna Farris
- ✓Mike Graves
- ✓Melissa Green
- ✓Michele Knudsen
- ✓Lori Luddon (recorder)
- Jesse Mullins
- ✓Dennis Roberts
- ✓Cheryl Rosen
- ✓Dr. Stephen Schoonmaker (Ex officio)
- ✓Dr. Michael Tischler
- ✓Alison Varty
- ✓Calvin Wagner
- ✓Chris Wehman
- ✓Dr. Zachary Zweigle
- Resources:
- ✓Kent Gross
- ✓Wayne Keller
- ✓Bart Scott

Guests: Josh Collins, Theresa Richmond, Bev Muelrath, Dawnie Slabaugh, Brynn Fogerty, Kelly Groppi

Item 1. Approval of Minutes

MSP (Broussard, Wagner) to approve the minutes of the April 6, 2018 Integrated Planning and Budget Committee.

14 - ayes

0 - notes

0 - abstain

2 - absent

Item 2. Appointment of Faculty Co-Chair

MSP (Zweigle, Graves) to accept nomination of Dr. Mike Tischler as the faculty co-chair.

13 – ayes

0 – noes

1 – abstain

2- absent

Item 3. Program Review Draft Manual

Mike Graves provided history of the development of this document. Going forward, annual reviews will occur and comprehensive academic program reviews will occur every four years. Career and Technical Education is the only exception, and that program has to do annual updates and comprehensive reviews every two years. Dr. Schoonmaker will be working on a manual for non-instructional program review, but in the meantime, reference to non-instructional program review will remain in this manual.

Bart Scott commented that on page 8, the document indicates that institutional research will supply data, but that the instructors would have the information. Mike Tischler agreed on #1 that faculty should provide this information, not institutional research.

Item 3. Program Review Draft Manual (cont'd.)

Bart Scott pointed out on page 26 that it states that the research area will notify principal instructors by April 1 that their review is due. Dr. Schoonmaker clarified that it is not the responsibility of research to drive program review. On page 10, Bart noted that requests for information on October 1 with a due date for his office to provide information on October 15 is a tight schedule. Mike Graves suggested allowing 30 days between the request and dissemination of information. It was agreed to move the October 15 date to October 30.

Dr. Schoonmaker suggested the title of this document be changed to "COS Academic Program Review Resource Manual." Although the content will focus on instructional program review, he would eventually like it to encompass both instructional and non-instructional program review. Mike Graves stated that he thinks they could get non-academic program review incorporated into the manual in the fall semester. Darlene Melby and Melissa Green offered to help Mike Graves incorporate non-instructional program review into the manual for the fall semester.

MSP (Broussard, D. Roberts) to forward the Program Review Draft Manual to College Council with the title page changed to "COS Academic Program Review Manual Resource Manual" and suggestions on pages 8, 10 and 26 referenced above.

14 – ayes

0 – noes

0 – abstain

2 – absent

Item 4. Open Hearings – District/President/HR/PIO

Dr. Schoonmaker presented a PowerPoint slideshow to explain the requests from the District/President/HR and PIO areas.

Mike Graves mentioned that it would be very beneficial to consider budgeting for training for a staff member to become a notary public.

Item 5. Other

Item 6. Meeting Dates:

April 27 – Open Hearing (Administrative Services)

May 4

May 11

Item 7. Adjournment

MSP (Melby/Graves, unanimous) to adjourn the meeting at 2:52 p.m.