ASSESSMENT AND PLANNING COMMITTEE

Minutes
February 20, 2002

Present
Joyce Holloway, Sandy Thomsen, Rick Scuderi, Deborah Paulsen, Geri Shapiro, Bill Farmer, Mary Louise Mendoza, Jayne Thomas, Guadalupe Jara,

Absent
Enrique Gonzalez

Guests
John Cantley, Maury Pearl, Angela Echevarri, Adriana Barrera, Shari Borchetta

Presiding
Leslie Milke

1. Reading Assignment:
Members of the Resource Analysis (RA) and Institutional Effectiveness (IE) Committees were invited to this meeting of the Assessment and Planning Committee (AP) to discuss the unification of our efforts for the purpose of reducing confusion and eliminating duplication.

The IE committee has prepared a set of goals and measurements for self-assessment to be given to the teaching disciplines and the library. Each unit will be provided with budget data and will write an assessment of how they measure up to the standard. Each unit will be asked to prepare a plan for improvement and the method to measure those improvements. These goals will be distributed in conjunction with a cover letter from AP.

The RA committee has developed a budget report that will be distributed to each division head, Academic Affairs, Student Affairs, Administrative Services and President. Each division is requested to validate the correctness of the budget data (base line budget). After validation, the data will be returned to Administrative Services for data input. Winter inter-session is part of the base line budget.

The AP committee will send out the above-mentioned letter in conjunction with the IE committee delineating the deadlines for submission of request for over base allocation.

2. Let’s Talk Deadlines
The Administrative Service Department needs to have the validated baseline budget by March 7, 2002. The RA committee decided that March 20, 2002 would be the deadline for submitting requests for over base funding. It was decided that the RA committee would hold requests for over base funding that could not be funded for fiscal year 02-03 until year-end in case additional funding becomes available.

3. Assessment of Requests
There are several issues that the AP committee needs to address.

- The committee, new members especially, need to understand the process for writing objectives.
- How are non-funded request from previous years handled?
- How will requests for on-going funding be handled?
- How are the evaluations of success indicators handled? The yearly cycles for new funding come before the success data can be determined.
- How do we handle requests that ranked low (three or four) and were not funded in the previous year? Should they be resubmitted? Should they automatically be considered for funding? It was suggested that because they received a low rank there were problems with either the request itself or the objectives were unclear.
- How do we handle priorities ranked one or two that were not funded due to insufficient funds? The committee decided to deal with this issue later in the year.

**Next Meeting**
The next meeting of the AP Committee will be **March 6, 2001 at 1:00 p.m. in Campus Center, Room 4.** The room will be available to us until 3:00 p.m. This will be a training meeting for the membership. It is important that you attend so that we are all clear on the process of writing objectives. Objective writing will be the focus, but future meetings will focus on clarifying other processes.