ASSESSMENT AND PLANNING COMMITTEE

Minutes
March 20, 2002

Present
Joyce Holloway, Sandy Thomsen, Deborah Paulsen, Geri Shapiro, Mary Louise Mendoza, Guadalupe Jara, Rosalie Hilger, John Cantley, Maury Pearl

Absent
Enrique Gonzalez, Bill Farmer, Joe Flores, Gary Prostak, Cleveland Rush, Jayne Thomas

Guests
None

Presiding
Leslie Milke

1. Request for Funds Over base
The committee has received four requests for funds over base. Deadline for fiscal year 2002-03 is March 22, 2002.

2. Partnership For Excellence (PFE) Funds
Several programs on campus are funded entirely from PFE funds. It was suggested that the committee discuss and agree upon a process for sending on-going requests from PFE funds through as an automatic renewal. Several departments are affected:

- Transfer Center
- Career Center
- Citizenship
- Student Center for Success
- Placement Office
- Library Books
- DSP&S – tutors
- Math – tutors
- Multi-Media – tutors
- Science – tutors

At the last meeting there was discussion of developing a Task Force to bring PFE funded programs into program 100. A task force meeting was held this week but no one from A&P was in attendance. It was understood that at that meeting, the task force discussed how to incorporate salaries currently in PFE (program 109) into program 100 (basic). The A&P committee will be recommending that this task force be comprised of members from all the standing committees. Further discussion will take place at College Council.

3. Funding Program 109
The automatic renewal of PFE funds for the on-going projects was agreed upon but the committee wanted a way to measure success of these projects. There is an issue of having funds reallocated to other object codes and utilized for projects not originally authorized by the A&P and funded by the Resource Analysis (RA)
committees. M. Pearl suggested that the committee request a success measurement to be submitted for those projects approved. It was discussed that for some of the projects, it may be too soon to have sufficient data. J. Cantley suggested that the committee develop a form that requests data or a report based upon the success indicators in the original request. J. Cantley and M. Pearl will develop the form. For request in which data is not available, the requestor can indicate “no data available at this time” on the form.

4. Recommendations for College Council

The committee needs to develop a policy that requires all changes to the original approved requests go through some type of review process. There was discussion as to why this occurs and how well budget changes are monitored. It was decided to recommend to college council the following:

*If a request is granted through this governance process, the initiator is obligated to spend funds as approved. Any budget changes to previously approved requests must be resubmitted to the A&P Committee. The A&P Committee would be responsible for determining if the changes would alter the original intend or purpose of the request. If so, the request would be reevaluated as a new request.*

The committee needs to develop a task force to handle the resubmitted request. This task force would need to meet weekly or when ever there is a request to reevaluate. J. Cantley has offered to assist new members not familiar with the process in his area. Call for his availability.

5. Disk

L. Milke has distributed a disk to all members that has a copy of the Unit Plan form, a template to write objectives and several samples of previously written objectives.

Next Meeting

The next regular meeting of the AP Committee will be **April 17, 2001 at 1:00 p.m. in Campus Center, Room 4.**