ASSESSMENT & PLANNING COMMITTEE: MINUTES

November 19, 2003

Present from the A&P Committee:
M. Bates, Recorder
M. Climo
Z. Doucett
M. Duran, Student Representative
B. Farmer
R. Hilger
G. Jara, Chair
B. Kerwin
L. Milke
G. Prostak, Vice-Chair
G. Shapiro
S. Thomsen

The meeting was called to order at 1:12

1. L. Milke moved to approve Minutes from 10-22-03; Gary seconded. Minutes approved by consensus.


3. G. Jara explained that the College Council amended Section 6 of the Technology Master Plan which originally made ITAC, the Information Technology Advisory Committee, into a sub-committee. College Council instead made ITAC into a standing committee of Mission College’s shared governance structure. Based on input from A&P in past meetings, G. Jara was able to approve this revision. B. Farmer noted that this approval would enable TMD’s technology consultant to begin around December 8, 2003.

While A&P believes that ITAC should be a self-governing committee, members voiced concern about how its membership would be structured; L. Milke and B. Farmer recommended that the structure of the committee should consist of a specified number of faculty, staff, administrators and student representatives. Once the formal structure of membership had been established, volunteers could join ITAC.

Block Grant Situation:
4. L. Milke explained that departments and other Mission College units once had to undergo the A&P process of approval in order to obtain Block Grant funding for either instructional equipment or library materials. The challenge was that these units were often requesting emergency funding for necessary materials, or their
base needs, and then had to wait for A&P to rank the request and distribute the funds. At the present, there is carry over Block Grant money that is available; consequently, a sub-committee has formed to circumvent the A&P process of approval and to expedite the granting of baseline, emergency requests.

A&P recognized the need for a streamlined process to distribute emergency funds, but the committee generally does not want a sub-committee to take over A&P’s responsibilities. B. Farmer thus recommended that we should prevent this circumvention from occurring again by developing a “two track process” of approval, as follows: a) a streamlined process that allows units to request base level materials and receive immediate funding from the block grant; b) an approval process for requests beyond the base level needs.

To develop this two track process, A&P formed two sub-committees made up of volunteers:

One sub-committee will work in conjunction with other committees to establish a base-level of funding per unit. Thus far, the members are L. Milke, M. Climo, and G. Jara.

Another sub-committee will streamline the process of approval for those units that request emergency funding. Members now include G. Prostak, S. Thomsen, B. Kerwin, and Maria Bates. This committee will give its first “progress report” to A&P on December 17, 2003.

5. Meeting adjourned at 2:35.