

**Cypress College
Planning and Budget Committee
Minutes of October 1, 2015**

Present: Santanu Bandyopadhyay, Phil Dykstra, Mary Forman (Prof. Dev.), Marcia Jeffredo (Sub for Rod Lusch CSEA), Bryan Seiling (Ac. Sen.) Jolena Grande (Ac. Sen. Pres.), Christina Johannsen (UF), Michael Kavanaugh, Daniel Sabastian (AS), Grace Suphamark (CSEA)

Resource Advisors: Joyce Carrigan , Paul de Dios, Steve Donley, Richard Fee, Yongmi Han, Mark Majarian, Rick Rams, Dave Wassenaar

Guest: Eileen Haddad, Christina Oganessian, Regina Rhymes, Eldon Young

Recorder: AeYoung Kim

1. **Minutes**
The Minutes of September 17th approved as amended.
2. **One-Time Budget Requests status- Santanu Bandyopadhyay**
Santanu reviewed the list provided to the committee showing the One-Time Funding requests by ranking. Jolena Grande and Bryan Seiling reported that Academic Senate concurred with the rankin by PBC. Tina Johannsen commended Bill Pinkham on the fabulous job of representing the Athletics and PE Department for the Athletics hall of fame and 50th Anniversary marketing.
3. **Counseling 140 at AUHSD**
Paul de Dios shared that they are currently working with AUHSD to offer Counseling 140 courses at the high schools and will be taught by Cypress instructors. This program will allow seniors to transition to Cypress College. Counseling 140 has recently been approved as a UC transferable course. There is also one, Math250 class currently being taught at Los Alamitos. Due to logistics and laws regarding underage students there are not many Cypress College courses available in the high schools at this time.
4. **College Educational Master Plan- Phil Dykstra**
The 2nd taskforce meeting will be held on Tuesday, the committee covered topics such as the structure of the master plan, Demographics and college trends as well as College strategic directions. 3 questions asked were to affirm mission or is there need for change? Where do you see your department in 10 years? What is success to you and your department and Tina Johannsen added to the last question, what is success for the students? Grace Suphamark asked if these questions were sent to each department and if it is possible to send to all users, Phil will find out at the next meeting. The goal is to have results by spring 2016 Opening Day.

5. **Facility, Long Term Cost and Safety Implications with Curriculum Development/New Course/Program- Santanu Bandyopadhyay**
Once a program is developed there is no mechanism to determine and approve the infrastructure costs of the program. There is a linkage between program development and a 3 year program review. The first step is the funding implication for the new program. It is then forwarded to the Planning and Budget Committee. During the process of completing the program review, it was suggested by Bryan Seiling that it would be helpful if there was a box to check if it needed to go to PBC. The need to have a process to link funding with program development was felt; a solution/process will be developed to address this issue.

6. **Legacy Update- Phil Dykstra**
Phil provided a handout with a sample outline of the Legacy evaluation Procedures. He has met with Leadership and listened to their suggestions and feedback. The next step will be a meeting on October 29th between Phil, Santanu and Dr. Simpson to discuss methodology focusing on questions such as what should be done? What do we want to see? And what is our intent? Regina Rhymes showed concern about the handout and felt it looked very similar to the procedures that did not work in the past and feels that the evaluation should be similar to the Puente Program and also feels strongly that the program needs more time before being evaluated. Santanu explained that each program has different challenges and cannot be evaluated the same way and also explained that they are not looking for overnight changes but to see where there will be changes and future plans for the program. Phil reassured Regina as well as the committee that the provided information is just framework and further discussion will be made at the next meeting. The committee agreed that evaluation needs to be done and the evaluation instrument will be developed by IR & P in consultation with Legacy Leadership.

7. **Special Requests- SEM**
The Committee supports the request by SEM for \$4,826 STEM Scholar, Lynnette Reed was selected to participate on a 10 week National Science Foundation Research Experience for Undergraduates within the Sarasota Dolphin Research program and after successfully completing her research, has been encouraged to apply for the 2015 National SACNAS Conference and was recently chosen to attend as a presenter. Yanet Garcia will be traveling with Lynnette Reed. The cost will cover Travel, Registration, Lodging, Ground travel and meals. The original cost requested was \$4631.72. The PBC recommend an increase of \$195 to cover meals for both Yanet Garcia and Lynnette Reed.

8. **Other**

Next meeting will be held on October 15, 2015