

**Cypress College
Planning and Budget Committee
Minutes of November 7, 2019**

Present: Belinda Allan, Carmen Dominguez, Brian Gomber, Eileen Haddad, Alexander Porter, Bryan Seiling, Eldon Young

Resource Advisors: Paul de Dios, Thu Nguyen, Rick Rams, Katy Realista, Gisela Verduzco

Guests: Samreen Manjra, Kristina Oganessian, Regina Rhymes

Recorder: AeYoung Kim

1. **Public comment on agenda items**

No comments at this time.

2. **Minutes** – Minutes from the October 17th meeting were approved.

3. **One-time funding/Program Review- Process outline- Alexander Porter**

The intent of the discussion is to get some initial feedback from the committee about how we can incorporate the Program Review process into the One-time Funding process. A document was shared with the committee and Bryan Seiling went through the topics and sections.

- Mission of the Department- The purpose should support the mission for your division and the college as a whole.
- Trend Data/Department Trends- Information regarding five-year trend report will be provided by Institutional Research and Planning.
- Course Student Learning Outcomes Assessment (CSLOs) & Program Student Learning Outcomes (PSLOs) – Provides faculty with an opportunity for dialogue and for the identification of best practices and challenges in achieving outcomes.
- Curriculum- The Curriculum committee provides information on how they are planning for the future.
- Basic Skills Student needs- The process shall be changed.
- Departmental Objectives- This is where the planning begins and we also specifically want to make sure that any budget ramifications of that planning are able to be captured.
- Identification of needed Resources and Budget Implications- List of all grants or special funding resources that apply to the program including the type of grant, cycle and amount. You will also be asked to summarize the resources needed outside the grant funding, personnel, equipment, supplies, instructional support, clerical support or other.

The dance department is a great example of how we could leverage programs and reviews. The theater dance floor will need to be replaced and with a high volume of use not only by Fine Arts but also campus wide events, this could be considered general use space instead of having the responsibilities lie solely on the Fine Arts Department. There were also suggestions for Fine Arts to collaborate with Foundation for fundraising ideas.

- Division Dean Evaluation- Currently trying to have conversations with the Deans about expressing their needs and how to prioritize them. The hope is, in the future, for each department to be given a baseline budget as part of the process.

Program Review document comments:

- Program improvement versus program maintenance and finding a way to incorporate this in the process.
- Prioritization for the department objectives and a way to make it effective across the college.
- Individual department needs compared to larger division needs and college wide needs.
- Could Program Review evaluate the idea of the separation of the actual resource and include that back into the objectives. There could be an added column, keep the table as is and give an itemized summary or include it embedded back into the objective as long as there is some kind of clear connection.
- Elimination of the identification of the funding source.
- One-time and going expenditures to be part of the discussion.
- Electronic collection of data and not to be a paper driven process.
- Towards the end of the term, capture information on identifying available funds for one-time funding process and capturing ongoing budget needs for base budget increases, and staffing increases.
- The summary will take the place of the program review with a goal to accompany your budget requests. This will give you the beginning of the compliance status. The change was made last year.
- The Program Review committee is working on a form for the compliance element in which they can include what issues need to be addressed. This will also allow one to change your compliance status, but also to amend or add an addendum at any point to your program review.
- Go back to your constituent groups and share information. The committees are considering including the information and build a database of information for evaluation. If the committee can gather information from the data points collected, the program review
- Program maintenance improvements.
- By the next meeting the goal is to pencil a schedule and have a general process in order and will need input from the committee members.

4. Employee Campus Climate Survey- Eileen Haddad

The Committee was informed of an Employee Campus Climate survey which will be sent to all staff via email next week.

5. Mission, Vision, Core Values Update

A survey was shared with the campus to get feedback on the Mission, Vision and Core Values which was followed by an open forum related to the survey. The next steps are forming a workgroup in which several numbers of people have already identified that they would like

to participate in this ad hoc work group. Institutional Research and Planning would like to meet in December with the hopes of working on the mission and get a solid draft to begin sharing with the committee in Spring 2020.

6. Other

Meeting concluded at 2:30 p.m.