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Putting Access Into Action

Minutes
Date: February 23, 2010 Time: 1:30 p.m.
Location: Biology Conference Room 5212

Attending: Nhung Tran, Paul Starer, Richard Galope, Chris White & Bernie Day

Summary

Item	Notes
Agenda	Review new timeline for our SIP Review models placing SIP goals into Ed Master Plan grid
Goals	Draft language for SIP goals on Ed Master Plan grid Discuss any commitments to actions our SIP wants to suggest Strategize how to handle resource request priorities
Next Meetings	March 9, 2010 at 1:30 p.m. in room 5212 (Tentative) Tuesday, March 16, 2010-Joint SIP Meeting/training on prioritization process and considerations (1 hour) Tuesday, March 23, 2010 1:30-3:00 in room 5212

Discussion Detail

Timeline Discussion
- It was noted that the tri-chairs received the Educational Master Plan template only two hours before the previously scheduled PAIA meeting. That meeting had already been cancelled for lack of an agenda.
- PAIA tri-chairs met with John Mummert on 2/11/2010 to ask questions and to share their concerns about the timeline.
- Committee members reviewed the calendar and noted it will be impossible to meet some deadlines because we have not yet received resource requests nor have we reviewed the program planning goals.

Educational Master Plan Grid
- It was decided that all three PAIA goals are appropriate for each of the four core missions: basic skills, transfer, workforce and stewardship of resources. Chris volunteered to draft a document identifying how the goals relate to each of these four missions (included at end of 2/23/2010 minutes). Commitments to Action for each of the four mission areas will be developed after reviewing the Program Planning Goals.

(All agendas and minutes will be archived online through the President's Office.)

Calendar
- On March 16, all SI groups will meet for a one-hour training on prioritization procedures. It was noted that this meeting occurs at the same time as the College Curriculum Committee, precluding some PAIA committee members from participating.
- As we wait for the requests to come through, we'll maintain the established meeting dates, but members are requested to be as flexible as possible with their schedules in order to accommodate additional meetings that arise in order to review requests and meet college deadlines. This will be especially true during the review period between March 16 and April 30. It is estimated (conservatively) that we will be reviewing *at least 200* resource requests. Finding a common time for committee members to meet has become a challenge.
- Note: Spring break is March 29-April 4.
- Committee will meet in April to finalize rankings (meetings are scheduled for 4/13 and 4/27). It was noted that this process requires a substantial amount of time by committee members outside of the regular PAIA and PaRC meeting times. Members are encouraged to plan their time accordingly. We may explore alternative meeting formats if identifying a time and place for conducting additional in-person meetings proves impractical.
- May 14-Round 1 priority rankings due to PaRC
- May 19-PaRC will discuss Round 1 priority rankings.
- May 28-Round 2 priority rankings due to PaRC
- June 2-PaRC will discuss Round 2 priority rankings
- June 16-President Miner will disclose her resource allocation plan after reviewing PaRC recommendations

Next Steps

- The Office of Instruction and Institutional Research agreed to pay the expenses for producing Program Planning Goals binders for committee members (as long as committee members commit to reading the materials). After a brief discussion, it was determined that receiving individual binders was the preferred means for accessing the information. Paul volunteered to make arrangements with Darya Gilani for the binders to be produced and made available to committee members (in campus mailboxes) by Friday, 2/26.
- Committee members are requested to read the contents of Program Planning Goals binder and identify 3-5 common themes related to Putting Access into Action-as derived from the Program Reviews and other supporting documents. Readers should ask: "What do these common themes suggest in terms of a commitment to action?"

Other Items
- The committee will review the Foothill College student intake, application and assessment process as one of our goals.

Respectfully submitted by Bernie Day

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Putting Access Into Action
Goals & Commitments to Action

Strategic Initiative: **Putting Access Into Action**	Core Mission: **Basic Skills**
Supporting sentence from initiative description: … the doors of our institution remain open to all students who will benefit regardless of means, academic preparation, or personal circumstances.	**Goal:** Development of comprehensive engagement strategies that address the needs and challenges o all students' populations, constituent groups, and community stakeholders (business etc.). **Commitments to Action:**
	Goal: Streamline entry functions and activities into one cohesive system. **Commitments to Action:**
	Goal: Engage in a highly coordinated effort to equip students with the means to identify and achieve their self-defined goals. **Commitments to Action:**

Strategic Initiative: **Putting Access Into Action**	Core Mission: **Transfer**
Supporting sentence from initiative description: Meaningful access recognizes the needs of students beyond the realm of academic student support services and acknowledges the complex lives of our students.	**Goal:** Development of comprehensive engagement strategies that address the needs and challenges o all students' populations, constituent groups, and community stakeholders (business etc.). **Commitments to Action:**
	Goal: Streamline entry functions and activities into one cohesive system. **Commitments to Action:**
	Goal: Engage in a highly coordinated effort to equip students with the means to identify and achieve their self-defined goals. **Commitments to Action:**

Strategic Initiative: **Putting Access Into Action**	Core Mission: **Workforce**
Supporting sentence from initiative description: Meaningful access recognizes the needs of students beyond the realm of academic student support services and acknowledges the complex lives of our students.	**Goal:** Development of comprehensive engagement strategies that address the needs and challenges o all students' populations, constituent groups, and community stakeholders (business etc.). **Commitments to Action:**
	Goal: Streamline entry functions and activities into one cohesive system. **Commitments to Action:**
	Goal: Engage in a highly coordinated effort to equip students with the means to identify and achieve their self-defined goals. **Commitments to Action:**

Strategic Initiative: **Putting Access Into Action**	Core Mission: **Stewardship of Resources**
Supporting sentence from initiative description: We endeavor to capitalize on the charitable as well as business, corporate, and grant-based support of our programs and services…	**Goal:** Development of comprehensive engagement strategies that address the needs and challenges o all students' populations, constituent groups, and community stakeholders (business etc.). **Commitments to Action:**
	Goal: Streamline entry functions and activities into one cohesive system. **Commitments to Action:**
	Goal: Engage in a highly coordinated effort to equip students with the means to identify and achieve their self-defined goals. **Commitments to Action:**