President O'Hearn called the meeting to order at 3:03 p.m.

Guests: Gary Nellesen Karen Saldana
        Barbara McNeice-Stallard Matt Judd
        Jemma Blake Judd Linda Baldwin
        Richard McGowan John Nixon

1. Welcome

Dr. O'Hearn introduced and welcomed guests to the President’s Advisory Council meeting. Mohammed Naim announced that he will be the new student representative, replacing Chris McKay.

2. February 16, 2005 Meeting Notes

Meeting notes were approved as presented.

3. Budget Committee Report

Linda Baldwin, along with Richard McGowan and John Nixon, presented the Budget Committee’s proposed Budget Allocation and Budget Review and Development Process.

The Budget Committee wanted the new process to address the following:
- Integration and alignment with the College’s planning process
- Method of allocating new resources
- Review of current “status quo” budgets
- Provide budget flexibility within departments, divisions, teams
- Conclude with an annual review of the process

The proposed new resource allocation process provides for allocating “known” available funds using the prior year ending balance for allocation of increased on-going or one-time funds.

PAC members were asked to review the information distributed. Linda Baldwin, Richard McGowan, and John Nixon will be invited back to the May 4 PAC meeting for further discussion on the proposal.

Action: Linda Baldwin, Richard McGowan, and John Nixon will be invited back to the May 4 PAC meeting for further discussion on the Budget Committee proposal.
4. **Curriculum & Instruction Council Report**

Dr. O'Hearn explained to PAC guests that PAC is considered the planning body for the institution. As such, PAC members have been spending a lot of time familiarizing themselves with all aspects of the college so they are better informed when making decisions. Last year, PAC spent a significant amount of time reviewing and revising the College’s committee structure. It was decided this year to invite the chair of each committee to attend each PAC meeting to report on the committee’s progress.

Vice President Nixon introduced Professor Matt Judd, Co-Chair of the Curriculum & Instruction Council. The Curriculum & Instruction Council reports to the Academic Senate and is responsible for making recommendations about educational assessment, design, and delivery policies and procedures. PAC members had been provided with a listing of the council’s major actions and achievements for 2004-05. Professor Judd highlighted the following two:

- **Nursing program prerequisites.** The Nursing Department recently brought to the Council a proposal to implement a new model for enrollment based on a model created by the Chancellor’s Office. The new model is scheduled for implementation in the 2006-07 academic year. This new model will provide a fair opportunity for all students and will also bring Mt. SAC’s Nursing program into compliance with state regulations.

- **Discussion with the AmLA Department led to total restructuring of AmLA course offerings.** The new structure will better serve students and eliminate compliance issues of non-validated prerequisites. The new AmLA 33R reading class will also help students meet the College reading requirement.

Professor Judd added that a task force has been established to look at the College catalog. They are working toward the goal of having consistent information provided in each section.

5. **Disaster Preparedness Update**

Karen Saldana reminded PAC members that she had attended the last meeting and received suggestions on the proposed tri-fold emergency response guide. She distributed copies of the revised document.

Ms. Saldana was commended on the revisions made. PAC members offered the following suggestions:

- The College phone number and extension for Public Safety should be put on the front of the tri-fold in large print.
- The “Want to know more” information on the back cover should be deleted.
- The guide will indicate that there is an emergency phone in the Social Sciences building.
- Under power outage – wording will be added to the first bullet indicating that students and staff should remain in their classroom/work station until directed to evacuate by a College staff member.
It was also suggested that the College may want to put signage in the appropriate parking lots indicating that they have been designated as evacuation areas.

Ms. Saldana was asked to work with Vice President Yamagata-Noji in order to include this information in the Student Handbook. No further review by PAC is necessary.

6. **Student Learning Outcomes Efforts**

Jemma Blake-Judd, Coordinator for Student Learning Outcomes Implementation Team, provided an update on implementation of Student Learning Outcomes campuswide since its initial kick-off in August. The scope of the College’s approach involves faculty, staff, and administrators with implementation spanning a four-year period.

Professor Blake-Judd shared information indicating how many areas have received the initial presentation and how many are working on outcomes. Currently, 132 units (83%) have received the initial presentation. Twenty-seven percent are working on either the outcomes or objectives.

The Implementation Team is also working on a self-assessment document to determine how effective they are.

7. **Accreditation Evaluation Report**

As promised at the last meeting, Dr. O'Hearn distributed copies of the Accreditation Evaluation Report. He briefly reviewed the four recommendations and commented on how the College is addressing each.

8. **Planning Process Task Force**

Dr. O'Hearn said that as the College begins to integrate its planning processes, we need to define clearly how planning takes place. The President’s Advisory Council is the agent through which all planning processes shall flow. Dr. O'Hearn suggested the formation of a Task Force to work on the planning process.

Volunteers for the Task Force included: Kerry Stern (lead), Jemma Blake-Judd, Sheryl Hullings, and Barbara McNeice-Stallard.

9. **Committee Year-End Evaluation**

Diana Casteel reported that the Task Force, consisting of Phil Maynard, Terri Smith Long, Bob Lee, and herself, met and developed an evaluation form for College governance and Academic Senate committees. Because we wanted to allow committees adequate time to complete the form, Dr. O'Hearn approved sending out the forms prior to PAC’s review. PAC members were provided with a copy of the form as well as the memo that was sent to operational committees asking them to notify the President’s Office of any changes to their committee.

Once all evaluations are returned, the Task Force will meet to compile the information and make recommendations to PAC.
10. **Other**

- Kerry Stern reminded PAC members that the April 6 and 20 PAC meetings will be devoted to developing institutional goals. Kerry will facilitate the first meeting and Cheryl Marshall will facilitate the second. Reminder – PAC members were asked to let Kerry Stern know of any documents you would like to review during the meetings, i.e., accreditation recommendations, 2020 Strategic Plan, etc.

11. **Next Meeting**

The next meeting will be held April 6, 3:00-4:30 p.m., Administration Building, Room 205.

The meeting adjourned at 4:10 p.m.

CCO:dc