Meeting notes were approved as presented.

Barbara McNeice-Stallard reminded Committee members that, at the February meeting, they were asked to share the proposed Mission Statement with their constituents and bring any feedback to the April 2 PAC meeting.

2. **Educational Master Plan**

Interim Vice President Burley provided an update to PAC as the College moves closer to begin development of an Educational Master Plan. She shared what is anticipated to be the content of the Master Plan. The general structure of the Plan is that it will contain four chapters:

   Chapter 1 – Introduction (purpose of plan, general description, etc.)
   Chapter 2 – The College – Present and Future (data information – growth targets, population projections, etc.
   Chapter 3 – Educational Plan – Data and Informed Opinion (historical and current enrollment and personnel information; enrollment, personnel and space projections; recommendations based on information received)
   Chapter 4 – Linkages between Educational Master Plan and Facilities Master Plan (content to be determined)

Dr. Burley said that a typical timeline for development of an Educational Master Plan is nine months. We are currently in month two.

3. **Strategic Plan**

President Nixon said that, as we work on the development of an Educational Master Plan and engage in revising the College Mission Statement, he is interested in beginning a
dialogue related to development of a College Strategic Plan. He said the overall structure of planning and evaluation at the College is not where it should be. Dr. Nixon said that while we may not be revising and/or developing these items in what would be an ideal order, in the context of an upcoming accreditation visit, we have to be able to demonstrate good faith effort and product in some of the domains of planning and evaluation.

The College has done well with regard to facilities planning. Going back to approval of the bond in 2001, the College has regularly updated its Facilities Master Plan. Ideally, the Facilities Master Plan would be driven more by the Educational Master Plan.

At the next PAC meeting, Barbara McNeice-Stallard will come back with more information on a proposed Strategic Plan. Dr. Nixon distributed copies of the Ohlone College Strategic Plan, just for committee members' information. Director McNeice-Stallard said that the College will be using a bottom-up approach in developing a plan. Dr. Burley said the Institutional Effectiveness Committee might be able to use such a plan to strengthen and support the committee’s work in terms of developing and evaluating College goals.

Dr. Nixon reminded committee members that PAC is the governance body for planning and evaluation. He hopes that, through our discussions, we can have mutual understanding of where we want to go.

Dr. Nixon said his own bias in the development of a strategic plan is that it is a continually evolving document with broad based participation and a connection to resource allocation.

4. **EAS Update**

Academic Senate President Michelle Grimes-Hillman reported that Board approval is pending for the fiscal accountability process. The anticipated payroll timeline is January 2009. HR is working on some unforeseen issues with PeopleAdmin and the online application process. Budgets are now available through Banner. Budget Managers can bring up real time budget expenditures. Sungard is working on Title 5 changes for Banner and is relying on local Senates to take action in a timely manner on all Title 5 changes. The campus community can expect "hands on" Banner & Luminus Portal training soon; in the meantime workshops related to Banner Web & Luminus Portal are being offered through POD. Faculty will be invited to participate in some focus groups on online grade submissions, rosters, online roster maintenance and Luminus Portal design/development. Some processes will have to change but faculty input is needed, e.g., how many grades are required to be entered, can faculty process their own drops, etc. Pick-a-prof is requesting grade distributions electronically; the College is providing paper copies only.

5. **Annual Review of College Committees**

Diana Casteel distributed a sample memo used in 2006 for the annual review of College committees. She also shared copies of the email sent out in September 2007 asking College committee to establish goals for the year. It was agreed that we will ask committees to submit two reports – information related specifically to the operation of their committee, and information related to the goals set by the committee.
There was brief discussion about committee members who regularly do not attend meetings. Committee chairs should contact the appointing body (i.e. Academic Senate, Associated Students, etc.) when a member doesn’t attend meetings.

**Action taken: Diana Casteel will send information out to committees. She will then gather the information and bring it back to PAC in June for review.**

6. **Next Meeting**

The next meeting will be held April 2, 3:00–4:30 p.m., in Founders Hall.

The meeting adjourned at 3:55 p.m.

JSN:dc