The meeting was called to order at 3:01 p.m.

Guest: Barbara McNeice-Stallard

1. **Welcome New Member**

   Patrick Martinez was welcomed as the new student member.

2. **October 7, 2009 Meeting Notes**

   Dale Vickers asked that a line be included in the October 7, 2009 meeting notes (under Emergency Preparedness) indicating that PAC members encouraged the College to explore some of the free options available, including Facebook, as a means to notify students/staff in the event of an emergency. The meeting notes were approved with the proposed addition.

3. **Budget Committee Update**

   Dr. Nixon said there is no Budget Committee report, but he commented on the “soft freeze” that has been implemented. As employees leave the college through attrition, the College is taking a close look at all vacancies and will make the decision to fill positions on an individual basis. While the College is trying to save money by not filling positions, it recognizes that some position must be filled. Dr. Nixon used the example of the four grounds workers who retired at the end of the spring semester. Those positions were not filled. However, it has become necessary to fill at least one of the positions.

4. **Institutional Effectiveness Committee Update**

   For the benefit of our new student member, Ms. McNeice-Stallard explained the purpose of the Institutional Effective Committee.

   On November 16, the 2009-10 planning for institutional effectiveness (PIE) structure will be released. The structure is refined each year based on evaluation information submitted by the campus. Ms. McNeice-Stallard said PIE provides the College with an excellent tool to tell us how we are doing using data. PIE information from 2008-09 is now on the web (under
IEC PIE archives). The information posted doesn't include information provided at the unit level, but does include the vice presidents’ summaries.

The 2009-10 Strategic Objectives should be on the web soon. The information will be finalized as soon as more information is received from the Student Preparation & Success Council.

Ms. McNeice-Stallard reported that course-level SLOs are also on the portal for employees and students to see.

Dr. Nixon said that since PAC is the primary group for institutional planning, he believes it would be appropriate for PAC to be the first reviewer of the suggestions and recommendations from the Integrated Planning Summit held on October 12. He asked that this be included on the next PAC agenda.

5. **EAS Update**

Professor Grimes-Hillman said the EAS Steering Committee hadn’t met, so she had no formal report. However, she noted that IT had a list of several hundred items to resolve and they are rapidly being worked on. Faculty have been asked to prioritize issues so they can be given expected completion dates. Ms. Grimes-Hillman said that was very much appreciated.

Ms. Grimes-Hillman also reported on a new software called DegreeWorks that has been purchased and is being implemented. This program will allow students to see how far along they are in getting their degree.

6. **Accreditation Update**

Barbara McNeice-Stallard said the draft self study report is on the web and available for everyone to review and provide input. She distributed copies of the October 2009 edition of *Accreditation Notes* which will also serve as a notice to the college community that the self study is available for review. Staff, students, and community members may access the draft report through the portal or on the accreditation web site. Input is requested by November 30.

The final self study report will come to PAC for approval prior to going to the Board of Trustees. The report is scheduled to go to the Board in May 2010.

Dr. Nixon noted that the College will prepare an addendum to the report to cover anything that may change between the writing of the self study and the actual visit in October 2010.

Ms. McNeice-Stallard commended the work of the standard teams. This was done above and beyond their normal duties and they did an extraordinary job. Dr. Nixon commended the self study co-chairs (Barbara McNeice-Stallard and Kristina Allende) for the hours and hours of work to produce this 330-page comprehensive report.
7. **Budget Review and Development Process**

The Budget Committee is reviewing, and possibly revising, the Budget Review & Development Process document that was provided to PAC last month. This item will be carried forward to the December PAC meeting.

8. **Integrated Planning Summit - Debriefing**

As mentioned above, the debriefing will be added to the next PAC agenda.

9. **Other**

- Patrick Martinez reported that the Student Senate discussed the proposed smoking ban on campus at its meeting yesterday. Students are going to work with IT to see if they can distribute a survey through the portal to students in order to determine how they would feel about a ban. Students were surveyed during the student elections, but only 900 students responded. Discussion continued about problems with enforcing such a ban and its impact on faculty and staff.

- Dr. Nixon said he also wants to add CLASS (California Leadership Alliance for Student Success) to the next PAC agenda. CLASS is a group of Chancellors/Presidents and Trustees (and, for some meetings, a faculty leader) who, over the next two years, will focus on key leadership strategies and policies to promote student success. The intention of CLASS is, through leadership development, to change the practice, culture, and policy of the college; to engage the college (and leadership) in data-driven decision-making; and to mitigate the achievement gaps among groups in any given college.

10. **Next Meeting**

The next meeting will be held December 2, 2009, 3:00-4:30 p.m., in Founders Hall.

The meeting adjourned at 3:40 p.m.

JSN:dc