



## Minutes for Administrative Planning Council

**Wednesday, August 27, 2014**  
**8:15 A.M. – 9:00 A.M.**  
**Building 8, Room 119**

Present: Gregory Anderson, Robin Richards, Chialin Hsieh, Vickie Nunes, David Ulate, Debbie Joy, Joan Tanka, Maggie Souza, Mary Chries Concha Thia, Javier Santos  
 Guess: Kim Lopez

AGENDA ITEM	FACILITATOR	TIME
1. Minutes and Agenda	PRIE	2 min
APC approved minutes from April 16, 2014 and agenda from August 27, 2014.		
2. Draft Accreditation Follow-Up Report 2014	VPSS/PRIE	10 min
The Draft Accreditation Follow-Up Report 2014 was sent to the College community via Accreditation News on August 24, 2014. APC members were reminded to review this document prior to the APC meeting. Robin and Chialin shared the Accreditation Follow-Up Report 2014 with APC and explained the process and content of the report, and asked for feedback from APC. There was one question about the difference between recommendation of deficiency and recommendation of effectiveness. The first one needs to be addressed in the Follow-Up Report. The second one needs to be addressed in the Midterm Report. APC approved the Follow-Up Report 2014.		
3. Draft Student Success Support Plan	Dean of Counseling	10 min
Kim presented the draft Student Success Support Plan (SSSP) and budget. The overall history of SSPC was introduced, as well as the process of drafting this plan including involvement of various stakeholders. Kim would delete the personnel's names and kept positions when she submitted this plan. The plan and budget were clearly articulated. APC had no further questions and approved the SSSP.		
4. Evaluation of the College Benchmark 2013-14	PRIE	5 min
Moved to next APC meeting.		

5. Program Review Template/Process (including SLO Manual--SAO)	VPI/PRIE	10 min
<p>APC reviewed and discussed the new program review template including the Service Area Outcomes (SAO). The term of Administrative Unit Outcomes (AUO) was changed to SAO so that the term is consistent with student services program review's SAO. The draft Assessment Manual was also introduced, especially related to SAO. APC agreed to use this new template for 2014-2015.</p> <p>APC also discussed the new timeline for the program review. There was confusion on the timeline—end of January (new timeline) or end of March (original timeline). APC asked for clarity and explanations/reasons for moving to the end of January. APC also suggested that the timeline needs to be consistent throughout the College's program reviews, and maybe the answer needs to come from PBC.</p>		
6. Brief update on EMP Objectives progress.	President, VPI, VPSS, PRIE	10 min
Move to next APC meeting		
7. Update on Program Review resources requests	CBO	2 min
Vickie received all the resources requests except APC. Chialin forwarded APC requests to Vickie.		
8. Future agenda		
<ul style="list-style-type: none"> <li>• Student Equity Plan</li> <li>• Brief update on EMP Objectives progress.</li> <li>• Evaluation of the College Benchmark 2013-14.</li> </ul>		

Possible agenda items:

- Assessment Manual
- Program review timeline

Future Calendar items

1. Follow-Up Report 2014 review and recommendation (Fall)
2. Evaluation of the College Benchmark (College-set Standards) (Summer or Fall)
3. Participation/Evaluation of the Educational Master Plan objectives (Summer or Fall)
4. Evaluation of the Participatory Governance Process and Action Plan (Spring)
5. Evaluation of Program Review and program review process (Spring)
6. Dialogue of SAO (Service Area Outcome) (Spring)
7. Evaluation/update of resource requests (Spring)