



## Minutes for Administrative Planning Council

Wednesday, September 26, 2018

11:00 am – 11:55 am

Building 8, Room 110

Present: Char Perlas, Tammy Robinson, Debbie Joy, Tracy Huang, Megan Rodriguez,  
Mary Chries Concha Thia, Dayo Diggs

Absent: Jamillah Moore, Barbara Bucton, Karen Engel

1. Membership & Purpose of the Committee	Mary Chries Concha Thia
<p>The committee reviewed the 2018-19 membership list.</p> <ul style="list-style-type: none"> <li>• President Jamillah Moore</li> <li>• VPI Tammy Robinson, Interim VPSS Char Perlas, PRIE Karen Engel, Interim VPAS Mary Chries Concha Thia, and PIO Megan Rodriguez (classified), Interim Director of Operations Dayo Diggs</li> <li>• Barbara Bucton, Debbie Joy, Chrissy Molina, Tracy Huang,</li> </ul> <p>In collaboration with SSPC and IPC, this council develop, implement and evaluate the Administrative Program Plan cycle, which then makes recommendation to the Planning and Budgeting Council. APC agreed that there are no bylaws at this moment and Dayo Diggs will continue to work on developing the bylaws for APC.</p>	
2. Program Review Process Update	Tracy Huang
<p>The committee briefly discussed the new timelines for program review and the change of the system. Instead of SPOL, TracDat would be use to enter program review. Programs that are not due will complete an annual review to enter any resource requests.</p>	
3. Program Review 2018-19	Mary Chries Concha Thia
<p>During the discussion, the committee reminded the programs to complete their 2018-19 program review by November 1<sup>st</sup>. The programs that are due for program review are Office of VPSS, PRIE, and Office of VPAS. The committee will wait for the approval of the new rubric form by PBC on 10/03/18 and utilize this rubric for the evaluation.</p>	

#### 4. 2018-19 Action Plans

Chair advised that there were no action plans during this meeting.

#### 5. Plan future meeting (November)

After discussion, the council suggested meet again in November. The council would evaluate and provide feedback to the programs that are due during this meeting.

#### 6. Proposed Agenda items

- Evaluation of Administrative Program Plans
- Program Review resources requests