Cañada College

Minutes for Administrative Planning Council

Wednesday, April 22, 2015
8:00 A.M. – 9:00 A.M.
Building 8, Room 110

AGENDA ITEM	FACILITATOR	TIME
1. Minutes and Agenda	PRIE	1 min
2. Present/Assess Administrative Program Review--Administrative Services	VPAS	10 min
Michelle presented Administrative Services Program Review. The report is posted at the APC website. APC discussed about the SAOs and provided feedback to Michelle. Members acknowledge the program review process is transparent and we need to continue this open review and process.		
3. Process for Evaluating Resource Requests Evaluation of Program Review Process	PRIE	10 min
Chialin emphasized on the timeline and process for resource requests and shared the draft timeline. APC endorsed the timeline and process. This timeline and process will be shared at other planning councils.		
4. Review ACCJC Fiscal Annual Report	VPAS	5 min
Michelle explained the Fiscal Annual Report.		
5. Institutional Effectiveness Goal Setting	PRIE	10 min
Chialin and Michelle shared the history, reason, and process of the Institutional Effectiveness Goal setting. APC recommended the goals to bring to PBC.		
6. Budget Development Process	VPAS	10 min
Michelle starts the budget trainings with deans and program directors and develops various modules to help managers to better monitor their budget.		
7. Professional Development	VPAS	10 min
Michelle updated that the position of the director of professional development and innovation is in progress to post.		

8. Evaluation of Participatory Governance process	PRIE	1 min
APC reviewed the results of the participatory governance process survey and concluded that we have continue making progress on the process. The room for improvement is transparency of budget process. Michelle has been working on the transparency of budget via meeting with managers, providing training, and share budget information at various committees and planning councils.		
9. Future agenda and possible future meeting dates		2 min

Standard 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)