



STRATEGIC PLANNING COUNCIL AGENDA

Date: September 19, 2006
Starting Time: 2:00 p.m.
Ending Time: 3:45 p.m.
Place: **SU-18**

CHAIR: Deegan

MEMBERS: Barton, Bishop, Colwell, Cuaron, Doran, Dowd, Faulkner, Fernandez, Frady, Gable, Gowen, Halttunen, Ivey, Kovrig, Madrigal, McCluskey, Plotts, Thompson, Tortarolo, Versaci, Waite

RECORDER: Ashour

	Attachments	Time
A. <u>MINUTES</u>		5 min.
1. Approve minutes of September 5, 2006		
B. <u>ACTION ITEMS/SECOND READING</u>		5 min.
1. Curriculum Committee Governance Structure Group Request	Exhibit B1	
C. <u>ACTION ITEMS/FIRST READING</u>		30 min.
1. Annual Implementation Plan	Exhibit C1	
2. Professional Development Advisory Board Governance Form	Exhibit C2	
D. <u>DISCUSSION/INFORMATION ITEMS</u>		30 min.
1. AB1417 Update		
2. General Purpose One-Time Funds 06-07	Exhibit D2	
3. FY 2006-07 Budget		
4. Faculty Conferences		
E. <u>REPORTS OF PLANNING COUNCILS</u>		15 min.
1. Administrative Services Planning Council – Bonnie Ann Dowd		
2. Human Resource Services Planning Council – John Tortarolo		
3. Instructional Planning Council – Berta Cuaron		
4. Student Services Planning Council – Joe Madrigal		
F. <u>REPORT FROM RAC</u>		10 min
G. <u>REPORT FROM TRC</u>		
H. <u>REPORTS OF CONSTITUENCIES</u>		15min.
1. Administrative Association – Tom Plotts		
2. Associated Student Government – Curtis Van Engel		
3. Confidential/Supervisory Team – Marsha Gable		
4. CCE/AFT – Becky McCluskey		
5. Faculty Senate – Brent Gowen		
6. PFF/AFT – Shannon Lienhart/Julie Ivey		
I. <u>OTHER ITEMS</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
September 19, 2006**

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, September 19, 2006, in SU-18. The meeting was called to order at 2:00 p.m. by Robert Deegan.

ROLL CALL

Members Present: Barton, Bishop, Cuaron, Deegan, Doran, Dowd, Eichelberger, Fernandez, Gable, Gowen, Halttunen, Ivey, Lienhart, Madrigal, McCluskey, O'Brien, Plotts, Thompson, Tortarolo, Van Engel
Recorder: Cheryl Ashour
Members Absent: Renie Colwell, Molly Faulkner, Tricia Frady
Guests: Mike Dimmick for Trisha Frady; Jayne Conway

A. MINUTES

1. **Approve Minutes of September 5, 2006**
MSC (Plotts) to approve the Minutes of September 5, 2006 with revisions

B. ACTION ITEMS/SECOND READING

2. **Curriculum Committee Governance Structure Group Request (Exhibit B1)**
MSC (Halttunen) to approve the Curriculum Committee Governance Structure Group Request. There was no discussion.

C. FIRST READING

1. **Annual Implementation Plan (Exhibit C1)**
Michelle Barton explained that a workgroup from SPC met to draft an initial Annual Implementation Plan for 2006-2007. All of the objectives were taken from the Strategic Plan 2009. The document was distributed and each objective was discussed. The following revisions were made:
 - Associated Student Government was added as an assigned group in Objective/Activity 5
 - Strategic Planning Council was moved from the primary person to assigned group in Objective/Activity 8
 - The time line date was changed to November, 2006 in Objective/Activity 11
 - Technology Resources Committee was added as an assigned group in Objective/Activity 13
 - Objective/Activity 16 was changed to read "Develop a comprehensive process that addresses the financial implications of program development and implementation.
 - The primary person was changed to the Vice President, Finance & Administrative Services and the assigned group to the Administrative Services Planning Council in Objective/Activity 18

This item will return for action/second reading at the October 3, 2006 meeting.

2. **Professional Development Advisory Board Governance Form (Exhibit C2)**
After discussion, it was decided the committee was not part of the College governance structure. The request was withdrawn by Patrick O'Brien.

D. DISCUSSION/INFORMATION ITEMS

1. **AB1417 Update**
This item was withdrawn.
2. **General Purpose One-Time Funds 06-07 (Exhibit D2)**
Bonnie Ann Dowd discussed one-time funds in the 2006-07 budget. Dr. Dowd distributed and discussed an analysis of one-time allocations. She recommended that each of the planning councils identify funds needed for objectives in the 2006-07 AIP, as well as issues, areas, concerns, and types of projects. However, it is requested that councils do not ask Fiscal Services for a cost projection at this time. Funding

requests will be discussed at a future SPC meeting. Those listed as a primary person in the AIP who do not report to a Council are asked to bring their requests directly to SPC.

There was a question about where to bring a funding request for AEDs, or a similar request that benefits the entire campus. President Deegan responded that it should be brought through individual Councils, and the Council's recommendation would come to SPC for consideration as an institutional cost.

3. FY 2006-07 Budget

Bonnie Ann Dowd announced that the Governing Board adopted the 2006-07 budget at their September 12 meeting. She presented a summary of the budget. The complete budget is located on the College website.

4. Faculty Conferences

Robert Deegan discussed the importance of student retention, especially at the beginning of the semester. This semester student retention from the first day of instruction to census increased by 6%. He recommended that faculty be supported who want to attend conferences, workshops, seminars, etc. on issues related to student retention, student persistence, pedagogy, and specific issues in their academic discipline by augmenting the faculty conference account by \$50,000 on a one-time basis. He emphasized that he is also supportive of staff training, which is one of the AIP objectives this year. Discussion ensued. This item will come back at the October 4, 2006 SPC meeting for a first reading.

E. REPORTS OF PLANNING COUNCILS

1. Administrative Services Planning Council

Bonnie Ann Dowd reported that ASPC will have their first meeting on September 26. They will review staff needs for the science building.

3. Human Resource Services Planning Council

John Tortarolo reported that HRSPC will meet today after SPC. They plan to discuss the organizational development in Human Resource Services, the general purpose allocation, and Model EEO. The Wellness Committee will be giving a presentation. He requested that the Faculty Senate be added to Objective/Activity 6 of the AIP as an assigned group.

3. Instructional Planning Council

Berta Cuaron reported that IPC had its first meeting last week. They reviewed their role and responsibilities as a Council. They looked at the 75/25 funds that are to come back to departments. They discussed the organizational structure, looking long-term at construction. They briefly discussed the one-time funds process and the full-time faculty obligation for fall 2007.

4. Student Services Planning Council

Joseph Madrigal reported that SSPC met September 13. They took action to rename the Financial Aid and Scholarship office to Financial Aid, Veterans, and Scholarship Services, which is in line with the reorganization that occurred under Herman Lee's direction. The Director of Financial Aid and Scholarships' title will be changed to the Director of Financial Aid, Veterans, and Scholarship Services. The name of the STARS student testing and assessment program is going to change to Early Acceptance Program. The program will be working to improve the follow-through of those students who sign up with the Early Acceptance Program. The Police Department reported new activities in their department. There will be two officers on bike patrol throughout the campus. The Police Department will also be offering a non-credit program, Rape Awareness Defense (RAD), course on three Saturdays beginning in October. Mr. Madrigal commended the Student Affairs office for their events during the first week of school.

F. RESOURCE ALLOCATION COUNCIL

Bonnie Ann Dowd reported that RAC met on September 12. They reviewed the 2006-07 budget, the one-time funds, and projected equalization. They will not meet again until October, depending on agenda items. They will start planning for next year's budget development in November.

G. REPORT FROM TECHNOLOGY RESOURCE COMMITTEE

Bonnie Ann Dowd reported that TRC met on September 14. They established three sub-groups: operational, instructional, and resources. They decided that TRC will meet as a whole one time a month. The sub-groups will meet the rest of the month. A closed-captioning ad hoc committee was formed. The SPAM ad hoc committee was disbanded because they completed their work in May, 2006.

H. REPORTS OF CONSTITUENCIES**1. Administrative Association – No report****2. Associated Student Government**

Curtis Van Engel reported that ASG has been working on Comet Celebration, coming up in October, with a 60s carnival theme. They hope to get the faculty and staff involved. Their retreat will be next Friday and Saturday in Rancho Bernardo. They plan to set up a voter registration booth Monday through Thursday until October 19, the last day to register to vote. The smoking survey will be completed by next week. At their meeting tomorrow they will discuss the possibility of having ASG volunteer as a group on a certain day at the phone banks for the Proposition M campaign.

4. Confidential/Supervisory Team

Marsha Gable recognized Brandi Taveuveu for her work on the budget. She stated that CAST will support the bond and will make a public announcement in October. Two positions were moved to CCE and two positions have yet to be filled which is a concern to CAST.

4. CCE/AFT – No report**5. Faculty Senate**

Brent Gowen reported that the Faculty Senate has been refining their goals for the year and will ratify them at their next meeting. They plan to discuss, and may act upon, matters involving TERB, faculty elections, Senate Council, and the EEO Plan. They plan to write an email to all faculty giving them information from the Statewide Academic Senate.

6. PFF/AFT

Shannon Lienhart reported that negotiations will begin on this week. PFF is working on a joint task force with the Faculty Senate to discuss on-line teaching. They are working on the faculty evaluation process.

Julie Ivey reported that benefits are now being offered to our part-time faculty. The office hour verification forms have been distributed.

I. ADJOURNMENT

There being no remaining items the meeting was adjourned at 4:00 p.m.



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Berta Cuaron and Teresa Laughlin, Co-Chairs, Curriculum Committee				Date April 5, 2006			
Proposed Name of Requested Group Curriculum Committee							
	Council	X	Committee		Subcommittee		Task Force
Action Requested:			Add		Delete	X	Change
<p>Role, Products, Reporting Relationships: The Curriculum Committee shall be the preeminent body for the development and recommendation of curricular policy to include philosophy, goals, strategic and long-range planning. The Curriculum Committee shall coordinate, evaluate and review the college curricula to encourage innovation and excellence in instruction.</p> <p>Reporting Relationship</p> <ul style="list-style-type: none"> ● Faculty Senate for ratification of its action and then via the Vice President for Instruction and the Superintendent/President to the Governing Board. 							
Meeting Schedule: 3 – 5 p.m., 1 st and 3 rd Wednesdays, or as needed.							
Co-Chairs: Vice President for Instruction and Faculty Senate Representative							

Members:

- Four faculty representatives from each of the following divisions: Languages and Literature; Social and Behavioral Sciences; Mathematics and the Natural and Health Sciences; Arts, Media, Business and Computing Systems; and Career, Technical, and Extended Education.
- Vice President, Instruction (Co-Chair)
- All Instructional Deans
- Faculty Senate Representative (Co-Chair)
- Faculty Representative from Library
- Faculty Representative from Student Services
- Articulation Officer
- Representatives from appropriate areas will be solicited and appointed by the Senate.
- Student appointed by ASG
- Members will serve a three-year term with 1/3 of the membership confirmed each year.
- Learning Outcomes Liaison (ex-officio)

A. Tasks

It shall be the responsibility of the co-chairs to keep matters of strategic and long-range planning before the Curriculum Committee. Each fall semester, the co-chairs shall identify the strategic planning goals for the year and shall produce a report for Committee review no later than the last meeting of the year on goals met. In addition, the philosophy and goals of the college shall be reviewed annually from the perspective of the College Curriculum Committee.

1. Approval of new instructional, AA Degree, Certificate and Noncredit programs.
 - a. Reviews proposed programs to determine consistency with educational master plan
 - b. Prevents unnecessary duplication and overlap among programs and courses.
 - c. Validates transfer and vocational programs in terms of educational and employment opportunities
2. Approval of new courses for inclusion in the College Catalog.
 - a. Edits language of catalog description
 - b. Validates appropriate unit value
 - c. Assigns placement within Associate Degree and CSU GE requirements
 - d. Approves placement within AA and Certificate Programs
 - e. Approves course prerequisites and co-requisites
 - f. Approves basic skills entrance requirements
 - g. Approves cross-listings
 - h. Validates appropriateness of transfer and vocational courses
 - i. Monitors consistency of course numbers
3. Approval of changes to existing programs and courses in keeping with 1 and 2 above.
4. Approval of deactivations of courses and programs from the College Catalog.
5. Establishes procedures for, and conducts a periodic review of, programs and courses.
 - a. Annually reviews courses inactive for four years
 - b. Receives the annual report of the Articulation Officer
6. Recommends college-wide academic performance standards including, but not limited to:
 - a. Graduation requirements
 - b. Minimum academic qualifications and standards for:
 - (1) Math and English
 - (2) AA Degree applicable courses
 - (3) Non-AA Degree applicable courses
 - (4) Noncredit courses

- c. Writing Across the Curriculum
- d. Reading Across the Curriculum
- e. Critical Thinking Across the Curriculum
- 7. Monitors Course Outline of Record routine reviews.
- 8. Establishes standing and/or ad hoc committees as needed.

B. Division of Labor

Membership to the subcommittees shall be appointed by the Co-Chairs maintaining the balance and continuity reflected in the membership of the Curriculum Committee as a whole. The tasks identified above shall be accomplished through the following subcommittees/or task force:

1. Committee of the whole:

Duties apply to all new courses, programs, and changes in existing courses and programs:

- a. Prevents unnecessary duplication and overlap among programs
- b. Approves placement within AA and Certificate Programs
- c. Approves cross-listings
- d. Develops criteria for a timely and systematic review of Course Outline of Record
- e. Edits language of catalog description and Course Outline of Record
- f. Recommends college-wide academic performance standards including, but not limited to:
 - (1). Writing Across the Curriculum
 - (2). Reading Across the Curriculum
 - (3) Critical Thinking Across the Curriculum
- g. Monitors consistency of course numbers
- h. Validates appropriate unit value
- i. Approves course prerequisites and co-requisites
- j. Approves distance learning offerings.

2. Articulation Officer– General Education and Standards

Duties:

- 1. Assigns placement of new courses within Associate Degree, CSU GE and IGETC.
- 2. Approves changes to existing courses with respect to assigning placement within Associate Degree, CSU GE and IGETC.
- 3. Creates the annual report. Recommends college-wide academic performance standards including, but not limited to:
 - a. Graduation requirements
 - b. Minimum academic qualifications and standards for:
 - (1) Math and English (basic skills)
 - (2) AA Degree applicable courses
 - (3) Non-degree applicable courses

3. Curriculum Planning Subcommittee

Duties: To approve:

- 1. Multicultural courses.
- 2. Equivalency of multicultural courses.
- 3. Review of multicultural status every five years.
- 4. Issues dealing with distance learning.
- 5. Student learning outcomes activities.
- 6. Other issues as assigned

C. Procedure

Any proposal will proceed through the following channels:

Faculty originator, Program/Department, Division Dean, the Articulation Officer and the Curriculum Planning Subcommittee if appropriate, Curriculum Co-Chairs, Main Curriculum Committee, Faculty Senate, Vice President for Instruction, Superintendent/President, Governing Board. The Curriculum

Committee as a whole shall have responsibility for recommending approval to the Governing Board via the Faculty Senate. It shall be the responsibility of the faculty co-chair to facilitate this procedure.

Revised PAC 5/8/99 Approved Strategic Planning Council 12/3/03 Revised Curriculum Committee
5/5/04 Approved Faculty Senate 5/10/04

Revised Curriculum Committee 4/5/06, Faculty Senate 4/17/06

If change is requested, attach current structure and list proposed changes.

Reviewed by Strategic Planning Council: Comments:

_____ Approved/Denied

Approved by PAC: 10/2/01

EXC1



Strategic Plan 2009 Annual Implementation Plan 2006-2007

Objective/Activity 1 <i>Goal: Student Success</i>		Primary Person(s): Vice President, Student Services; Vice President, Instruction
Develop and implement an institution-wide plan that includes strategies to improve retention (course completion) and persistence (semester to semester attendance and completion).		Assigned Groups: Student Services Planning Council; Instructional Planning Council; Student Learning Outcomes Council * IPC and SSPC should consider establishing a working group to prepare a draft plan for review by May, 2007
Estimated Cost:	One Time	Funding Source:
	Ongoing	Time Line: Plan due May, 2007
Nov., 2006	Feb., 2007	May, 2007

Objective/Activity 2 <i>Goal: Student Success</i>		Primary Person(s): Vice President, Student Services; Vice President, Instruction
Increase instructional faculty's awareness and referral of students to services that support student success.		Assigned Groups: Student Services Planning Council; Instructional Planning Council
Estimated Cost:	One Time	Funding Source:
	Ongoing	Time Line: May, 2007
Nov., 2006	Feb., 2007	May, 2007

**Strategic Plan
Annual Implementation Plan 2006-2007**

Objective/Activity 3 <i>Goal : Student Success</i>		Primary Person(s): Vice President, Student Services; Vice President, Instruction	
Define and communicate classroom and college expectations of students that foster shared responsibility for learning outcomes.		Assigned Groups: Student Services Planning Council; Instructional Planning Council; Learning Outcomes Council; Associated Student Government	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007	
Nov., 2006			May, 2007

Objective/Activity 4 <i>Goal : Student Success</i>		Primary Person(s): Vice President, Student Services; Vice President, Instruction	
Increase student awareness and use of services that support student success.		Assigned Groups: Student Services Planning Council; Instructional Planning Council; Associated Student Government	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line:	
Nov., 2006			May, 2007

**Strategic Plan
Annual Implementation Plan 2006-2007**

Objective/Activity 5 <i>Goal : Student Success</i>		Primary Person(s): Vice President, Instruction	
Align scheduling, course and program offerings to meet the needs of students.		Assigned Groups: Deans; Instructional Planning Council; Director, Extended Education; Instructional Department Chairs and Directors ; <i>ASG</i>	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007	
Nov., 2006		Feb., 2007	May, 2007

Objective/Activity 6 <i>Goal : Student Success</i>		Primary Person(s): Superintendent/President ; Vice President, Human Resource Services	
Increase the number of full-time faculty while recognizing the need to increase the diversity among full-time faculty.		Assigned Groups: Strategic Planning Council; Human Resource Services Planning Council for Model EEO Plan	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007	
Nov., 2006		Feb., 2007	May, 2007

**Strategic Plan
Annual Implementation Plan 2006-2007**

Objective/Activity 7 <i>Goal : Teaching and Learning</i>		Primary Person(s): Faculty Senate President; Academic Technology Coordinator	
Integrate campus discussions related to on-line teaching.		Assigned Groups: Faculty Senate Academic Technology Committee; Technology Resources Committee; Academic Technology Group; Professional Development; PFF; Associated Student Government	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007	
Nov., 2006		Feb., 2007	May, 2007

Objective/Activity 8 <i>Goal : Teaching and Learning</i>		Primary Person(s): Co-Chairs of Technology Resources Committee; <u>Strategic Planning Council</u>	
Provide up-to-date technology and related technical and equipment support for instructional purposes.		Assigned Groups: Technology Resources Committee; <i>SPC</i>	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007	
Nov., 2006		Feb., 2007	May, 2007

Strategic Plan
Annual Implementation Plan 2006-2007

Objective/Activity 9 Goal : Teaching and Learning		Primary Person(s): Academic Technology Coordinator; Professional Development Coordinator	
Provide comprehensive technology training for instructional purposes.		Assigned Groups: Academic Technology Group; Professional Development; Technology Resources Committee	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007	
Nov., 2006			May, 2007

Objective/Activity 10 Goal : Teaching and Learning		Primary Person(s): Co-Chairs of Learning Outcomes Council	
Facilitate the discussion and implementation of learning outcomes cycles.		Assigned Groups: Learning Outcomes Council; Institutional Review Committee	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007	
Nov., 2006			May, 2007

**Strategic Plan
Annual Implementation Plan 2006-2007**

Objective/Activity 11 <i>Goal : Teaching and Learning</i>		Primary Person(s): Professional Development Coordinator	
Advance the faculty-to-faculty mentoring program		Assigned Groups: Faculty Senate	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007 <i>November 2006</i>	
Nov., 2006		Feb., 2007	May, 2007

Objective/Activity 12 <i>Goal : Teaching and Learning</i>		Primary Person(s): Vice President, Instruction; Vice President, Student Services	
Provide financial and institutional support to facilitate faculty skill development, knowledge, research and innovation in on- and off-campus venues.		Assigned Groups: Instructional Planning Council; Student Services Planning Council; Professional Development	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007	
Nov., 2006		Feb., 2007	May, 2007

Strategic Plan
Annual Implementation Plan 2006-2007

Objective/Activity 13 Goal : Organizational and Professional Development		Primary Person(s): Vice President, Human Resource Services	
Establish and fund on-going employee training programs for technical and professional skills to assess needs, assure competencies, and identify appropriate delivery methods.		Assigned Groups: Human Resource Services Planning Council; Information Services; Professional Development; Council of Classified Employees (CCE); <i>TRC</i>	
Estimated Cost:	One Time	Funding Source:	
	Ongoing		
Nov., 2006	Feb., 2007	Time Line: May, 2007	
		May, 2007	

Objective/Activity 14 Goal : Organizational and Professional Development		Primary Person(s): Superintendent/President	
Evaluate formal communication channels and improve the vertical and horizontal communication within the governance structure.		Assigned Groups: Strategic Planning Council; Instructional Planning Council; Student Services Planning Council; Human Resource Services Planning Council; Administrative Planning Council; Research and Planning	
Estimated Cost:	One Time	Funding Source:	
	Ongoing		
Nov., 2006	Feb., 2007	Time Line: May, 2007	
		May, 2007	

**Strategic Plan
Annual Implementation Plan 2006-2007**

Objective/Activity 15 Goal : Resource Management		Primary Person(s): Superintendent/President; Director, Research and Planning	
Develop and implement a process for submitting, approving, and managing grants.		Assigned Groups: Strategic Planning Council; Research and Planning; Director, Grant Funded Student Programs; Director, Fiscal Services	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007	
Nov., 2006	Feb., 2007	May, 2007	

Objective/Activity 16 Goal : Resource Management		Primary Person(s): Vice President, Instruction; Vice President Finance & Administrative Services	
Develop a comprehensive process that addresses the financial implications of program development. <i>and implementation</i>		Assigned Groups: Deans; Director, Fiscal Services; Strategic Planning Council	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007	
Nov., 2006	Feb., 2007	May, 2007	

**Strategic Plan
Annual Implementation Plan 2006-2007**

Objective/Activity 17 Goal : Facilities Improvement		Primary Person(s): Vice President, Finance & Administrative Services; Director, Facilities	
Identify and provide appropriate levels of funding to support and ensure implementation of the facilities plan and the ongoing maintenance of buildings and grounds.		Assigned Groups: Administrative Services Planning Council; Facilities Review Committee	
Estimated Cost:	One Time	Funding Source:	
	Ongoing		
Nov., 2006	Feb., 2007	May, 2007	

Objective/Activity 18 Goal : Facilities Improvement		Primary Person(s): Director, Facilities <i>VP F+Admin</i>	
Complete the master signage plan for all district facilities		Assigned Groups: Facilities Review Committee-ASPC	
Estimated Cost:	One Time	Funding Source:	
	Ongoing		
Nov., 2006	Feb., 2007	May, 2007	

Strategic Plan
Annual Implementation Plan 2006-2007

Objective/Activity 19 Goal : <i>Facilities Improvement</i>		Primary Person(s): Manager, Facility Planning/Environmental Health & Safety
Continue to develop procedures to respond to emergency situations.		Assigned Groups: Facilities Review Committee; Director, Health Services; Campus Police Committee
Estimated Cost:	One Time	Funding Source:
	Ongoing	Time Line: May, 2007
Nov., 2006	Feb., 2007	May, 2007



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Patrick OBrien, Chair, Professional Development Advisory Board						Date 9/12/2006			
Proposed Name of Requested Group Professional Development Advisory Board									
	Council	x	Committee		Subcommittee		Task Force		
Action Requested:				x	Add		Delete		Change
Role, Products, Reporting Relationships: The Professional Development Advisory Board provides guidance to the Professional Development Coordinator. The board has established guidelines for the approval of professional development contracts and reviews those that request exceptions to these guidelines. The board also reviews the annual evaluation and guides the development of the annual program.									
Meeting Schedule: 1 st Wednesday of each month.									
Chair: Coordinator, Professional Development									
Members: <ul style="list-style-type: none"> • Coordinator, Professional Development (non-voting) • One Senior Administrator • Eight Faculty members: <ul style="list-style-type: none"> • One from each Instructional Division • One from Student Services Faculty • One from the Library • One Part-time Faculty 									

Reviewed by Strategic Planning Council:

Comments:

Ex 02

	PALOMAR ALLOCATION	REQUIRED MATCH	TOTAL AVAILABLE
06-07 SCHEDULED MAINT	\$219,930	\$219,930	\$439,860
06-07 INSTR EQUIP & LIB	\$219,911	\$73,304	\$293,215
SCHEDULED MAINT (ONE-TIME)	\$820,398	(CANNOT BE USED FOR MATCHES ABOVE)	
INSTR EQUIP & LIB (ONE-TIME)	\$820,398	(CANNOT BE USED FOR MATCHES ABOVE)	
1ST GENERAL PURPOSE ALLOCATION (ONE-TIME)	\$390,226	(CAN BE USED FOR MATCHES ABOVE)	
2ND GENERAL PURPOSE ALLOCATION (ONE-TIME)	\$1,359,576	(CANNOT BE USED FOR MATCHES ABOVE)	
CAREER TECHNICAL EDUCATION EQUIPMENT (ONE-TIME)	\$694,913	(CANNOT BE USED FOR MATCHES ABOVE)	
BASIC SKILLS CURRICULUM DEVEL, RESEARCH, ETC (ONE-TIME)	\$513,421	(CANNOT BE USED FOR MATCHES ABOVE)	
SUB-TOTAL	\$5,038,773		
ARTIC. REAPPROP.	\$5,000		
TOTAL:	\$5,043,773		