

SADDLEBACK COLLEGE
Planning and Budget Council (PBC)
Minutes
January 13, 2009

Attendance: Tod Burnett, Tony Lipold, Lise Telson, Jennie McCue, Tammy Rice, Rajen Vurdien, Carol Hilton, Connie McClain, Miki Mikolajczak, Bob Cosgrove, JoAnn Alford, Russ Hamilton, Mary Williams, Sophie Miller

1. President's Discussion

- Campus Security will be reporting to Vice President of Student Services, Lise Telson.
- President's Cup Basketball Game vs IVC Friday, January 16, 2009 in the Saddleback College Gym.
- Presidential Inauguration, Tuesday, January 20th - Student Clubs are having an event in SSC 212.
- No PBC Next Tuesday, January 20th.

2. Approval of Minutes – December 9, 2008

ACTION: APPROVED BY PBC

3. Strategic Planning (Tod Burnett)

- a. Reviewed PBC Retreat Notes.
- b. Director of Planning, Research and Grants is being researched for range placement.
- c. Vision and Mission Campus-wide Workshop January 28th, 2pm-5pm, SSC 212.
- d. Draft Refined Planning Process
- e. District Goals are due 2/2/09. A copy of goals will be distributed to PBC members to take back to their constituent groups to evaluate District Goals. At the next PBC meeting 1/27/09 the input will be reviewed. At the 2/3/09 meeting the District Goals will be finalized by PBC.

4. Accreditation (Rajen Vurdien)

Rajen thanked the Academic Senate Leadership Miki Mikolajczak, Bob Cosgrove, and Carmen Dominguez for all of their hard work and input in creating the Accreditation Self Study Timeline, as well as, thanked President Burnett for his leadership. Rajen distributed the Accreditation Self Study Timeline and reviewed membership, timelines, and preparation.

Accreditation Self Study Timeline

Spring 2009

1. Analysis of each standard.
2. Review past plans of actions, evaluations, and recommendations from letters, and reports not addressed from Fall 2004 visit.
3. Identify data and coordinate with District and College to establish data needs.
4. Review 2003 Attitudinal Survey, remove unnecessary questions and suggest new questions to Research Office by February 12
5. Administer survey between March 9 and March 27.

6. Survey results will be presented to Steering Committee and the four Standard Chairs on May 1.

Summer 2009

1. Prepare all materials needed for Fall 2009 In-Service.
2. Analyze survey results.
3. Draft descriptive summary of standards.
4. Start work on self-evaluation.

Fall 2009

1. Review and disseminate survey results.
2. Complete first draft for each of the four standards.
3. Begin editing first draft of each standard.
4. Plan for publication arrangements.
5. Prepare all materials for Spring In-Service.

Spring 2010

1. Present the first draft of the response to each standard to the College community at the Spring In-Service for input.
2. Hold College-wide meetings to receive feedback from the College community on first draft.
3. Discuss feedback for inclusion or non-inclusion in final self study report.
4. Complete the second draft of the self study report.
5. Edit the completed second draft self study report.
6. Present Report to the Board of Trustees for review at May Board meeting.

Summer 2010

1. Board of Trustees review final document at June Board Meeting.
2. Publish and distribute final self study document.
3. Get all signatures on signature page.
4. Mail final self study report to WASC/ACCJC end of June.

Fall 2010

5. Prepare for Accreditation Visit (Date TBD)
- 5. Academic Senate Discussion (Bob Cosgrove)**
Bob informed PBC that there are some critical areas that need to be filled; Flex/In-Service Chair, Curriculum Chair, Institutional Effectiveness Chair, as well as, several other positions. Bob requested that if there are any suggestions of faculty that may be interested in filling these positions please let him know. Someone needs to be identified for the Curriculum Chair position as soon as possible since Howard Adam's will not be returning.

Mission

“To provide access to learning opportunities that promotes student success; to foster intellectual growth, individual expression; and to support a dynamic and diverse environment of innovation and collegiality.”