



Planning and Budget Council

Minutes – **APPROVED**

April 8, 2024

1:30 – 3:00 PM

Attending: Li Collier, Patty Collis, Stephanie Dirks, Maggie Fishman, Angélica Garcia, Benjamin Goldstein, Robert Holcomb, Kate Jolley, Sara Jones, Sean Martin, Eve Miller, Monica Ohkubo, Nancy Persons, Joshua Pinaula, Theresa Richmond, Whitney Schultz, Molly Senecal, Sandy Sigala, Jeremy Smotherman, Debbie Weatherly

Absent: D’Juan Brundidge, K. Frindell Teuscher, John Stover

Guests: Linda Jay

1. **Approval of 03.25.24 Minutes**

The minutes were approved for posting.

2. **Member Announcements and Questions**

None.

3. **Educational Master Plan Update**

Nancy Persons and Robert Holcomb serve as the Co-chairs for the District Education Plan Committee. District Education Plan reflects a more accurate title than Educational Master Plan. Dominique Benavides, a researcher, has been contracted as a consultant. The committee is in the foundational phase defining the purpose and scope, how it relates to overall planning and other institutional plans, and reviewing the 2014 plan, current institutional plans and other college plans. The goal is to create a comprehensive plan relevant to education within SRJC and in the community that relates to all component areas. The plan is to complete by spring 2025 for final review and to present to the Board of Trustees.

4. **Strategic Plan Goals and Objectives / Update**

Dr. Garcia discussed integration and collaboration of the various planning processes to ensure alignment with the Strategic Plan. The [Strategic Plan Goals and Objectives](#) were presented to the Board as an informational item, and Academic Senate submitted recommendations around Strategy1, Goal 1. She is prepared to respond to Academic Senate, however, emphasized the importance of not working in isolation and to consider the broader context of institutional planning.

Discussion included:

- A need for coherence among planning efforts and for ongoing discussions to understand how the Strategic Plan, District Education Plan and other institutional plans relate and complement each other and ensuring alignment with the District’s mission, vision and values.
- The importance of annual reviews and updates to ensure alignment between plans.
- The need for coordination not only at the institutional level but within departments’ PRPP process.

The goal is to create a framework where each plan complements and informs the others, leading to a more unified and purposeful approach to institutional planning.

5. **ACCJC Institutional Set Standards** – Jeremy Smotherman

We are required to report on enrollment, number of degrees, success rates, job placement rates, and licensing pass rates for the ACCJC Annual Report. Institutional Set Standards and stretch (aspirational) goals are reviewed and set annually, and modifications were made last year. The recommendation is to make no changes to the aspirational goals or set standards this year.

It was noted the number of certificates far exceeds the stretch goal set. This is a result of including CSU certificates which were not previously included. A recommendation for a change will be made once a trend has been determined.

Recommendations are brought to PBC as an aspect of accreditation and then presented to Academic Senate. The [2023 ACCJC Annual Report](#) can be found on the [Accreditation website](#).

6. **Institutional Planning Calendar** – Jeremy Smotherman

This agenda item will be moved to a future meeting.

7. **Accreditation Oversight Committee**

Dr. Garcia presented a [draft proposal for an Accreditation Oversight Committee](#) for consideration. The proposal outlines the charge, membership, meeting schedule, and priorities for 2024-2025. There was a recommendation Committee Tri-Chairs represent administration, faculty and classified professionals.

In response to ways to engage and advocate that the development of ACCJC standards are responsive and reflect the reality of community colleges, especially instructional experience, three avenues of influence were identified: the United States Department of Education, Council on Higher Education responsible for oversight of accrediting agencies, participation in the ACCJC Commission, and engagement in public sessions. Faculty can also engage in the accrediting process through peer review teams to gain insight into the accreditation process and for professional development. It was noted the Academic Senate President sends out communication whenever there are open meetings of ACCJC on the development of the standards.

There was disagreement over the relevancy of participating in the accreditation process to the agenda item, and the discussion was redirected to the forming of an Accreditation Oversight Committee.

There was agreement to move forward with a recommendation to College Council to create an Accreditation Oversight Committee, a sub-committee of PBC.

8. **Proposed Agenda Items for Next Meeting – April 22**

There was a proposal for an agenda item on conducting professional discussions on the broad scope of issues PBC addresses.

The meeting adjourned at 2:15 p.m.

[PBC Committee Function](#)