PRPP Coordinating Committee  
Friday, September 12, 2013

Attending: Kris Abrahamson, Robin Fautley, K.C. Greaney, Lauralyn Larsen, John Mercer, Megan Lowry Reed, Doug Roberts, Gina Waggoner

Absent: Kathy Matthies

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| 1. Approval of Notes, Introductions and Announcements | 1. Notes for April 11, 2014 were reviewed.  
2. We have several new members, but still no department chair representative. Lauralyn will miss most of the fall meetings, but she will find a substitute. The late April meeting was cancelled, and in May there was a breakfast gathering.  
3. The committee is now listed under IPC as a subcommittee on the Committee and Councils web site. Minutes will be posted in the future. | |
| 2. DISCUSSION | 2a) **Accreditation preparation for March 2015.** Jane felt the PRPP was in terrific shape. Jane thought maybe the college should add an addendum in the Self Study to highlight the PRPP and possibly the Strategic Plan as well. Doug noted that for Standard IIIID, linking planning and budgeting, PRPP helps to provide the direct linkage between the two. Under the drop down menu for Mission, the first option of “Learning” now says “Learning and SLOs” — making that connection. Jane has a concern about the Evaluation Team being able to access PRPP in an easy way and demonstrated throughout the meeting how challenging that can be! PRPP data is readily available and the team should be able to see it. To review data, only one login is required. John Mercer has already created a download for all PRPP reports. Robin noted that some of the PRPPs have not been well edited. Doug was concerned about “unfiltered” information reminder to all – Chrome icon now provides better access to websites. | Reminder to all – Chrome icon now provides better access to websites.  
Doug, Kris and Gina will work together on a list of items reviewers are to watch out for and a draft of a message to be sent to all reviewers noting that the 2014 PRPP reports will be made public on the SRJC website.  
Jane and Kris will work on PRPP timeline and deadlines. |
| a. Accreditation Preparation | | |
| b. PRPP Calendar 2015-16 | | |
| c. PRPP Annual Flow Chart | | |
| d. Institutional Master Plan Flow Chart | | |
being made public. Supervising administrators and managers should be reading the entire PPRP and asking editors to make changes when necessary. Lauralyn stated that those she has reviewed are not inappropriate. Approvers need to do their jobs and be held accountable. Reports should not contain personal information or references. ADA improvements could be an issue if not expressed carefully. What is the solution? Approvers need to be aware of things to look for.

Where are PPRP priorities posted? On the PPRP SharePoint site in the “warehouse.” This is difficult to find. Maybe we should pdf on the Planning website?

2b) **PRPP Calendar for 2015-16.** Each component can “fine tune” the deadlines to meet the needs of their area, so long as the final deadlines are met. Kris and Jane will work on the 2015 calendar regarding AAC deadlines.

2c) **Program and Resource Planning Process (Annual) Flow Chart** (in color). Now includes the strategic plan revised 9/10/14. CTEA report now provided by Jerry Miller. We need to add some brief explanation about a report of prior year expenditures. Overall, the Committee liked the document.

2d) **Institutional Master Plan Flow Chart.** It cannot be located on the web. Planning process includes committee structure for other types of plans. Samples from Cuyamaca were demonstrated on the web. KC and Jane will work on this together, using Cuyamaca as a model for an Integrated Planning Model, working with a web developer. Planning site should have all the current information plus an archive.

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|KC and Robin worked to refine the PPRP Annual Flow Chart and will present revision at next meeting.

Jane and KC will discuss further where to post the PPRP priorities.

Jane and KC will decide where to post the Institutional Master Plan Flow Chart, bringing ideas back to the committee. |
### 3. INFORMATION

**a. Instructional Equipment Expenditures**

The Chancellor’s Office is now requiring a 5-year plan for Instructional Equipment. This helps the Chancellor quantify the need and to document that funds were appropriately spent. Two new fields are required – TOP code and category of expenditures. John is looking at ways to do this in PRPP. Will Baty is seeking more detail on how the Chancellor’s Office wants this information.

Kris, John, and Will Baty will seek more details and propose a solution to bring back to the committee.

### 4. PRPP PROGRESS/ISSUES/UPDATES

Lisa Davis, a CalWorks student with John’s guidance has created a PRPP Quick Start Guide to help with navigation. Posted on PRPP website. This will be very helpful for trainings.

John changed the heading from “durable” to “non-instructional” on one spreadsheet.

### 5. PRPP LONG TERM ‘TO DO’ LIST

Hold for next agenda.

Future: Faculty Staffing Report - When page turns from portrait to landscape, it takes up a lot of pages when printed. Or when one spreadsheet follows another, there is a page break.

Robin is working with John to produce a report for Faculty Staffing that would use the pages more fully.

### 6. FUTURE AGENDA ITEMS

**a. User Survey – KC**

**b. Institutional Planning and Accreditation Cycle**

**c. Section Audit**

**d. Annual Update letter**

**e. PRPP Launch letter**

Schedule items for future agendas.

a) User Survey – not done for 2014. Do we want to do one in Fall 2014? Those were more important when the PRPP was being actively developed and refined.

b) Section audit – over the summer Kris audited sections 4.1a and 4.1b looking for SLO assessment plans. SLO coordinators are following up to assure that Academic Affairs/Student Services programs have included their six-year plan there.