



**Minutes of Strategic Planning and Allocation of Resources Committee**  
**Held on April 12, 2018**  
**Held in Building 4, Room 4-301**

**Chairs:**

Eloisa Briones, Jacqueline Honda

**Members Present:**

Michael Fitzgerald, Nina Floro, Angélica Garcia, Filipp Gleyzer, Christopher Gibson, Michelle Hawkins, Evan Leach, Melissa Komadina, Barbara Lamson, Christine Roumbanis, Gabe Saucedo, Linda Whitten, Karen Wong, Soodi Zamani

**Guest(s) Present:**

Adam Windham

**Members Absent:**

Claudia Sofia Acuna, Wissem Bennani, Kathryn Williams Browne, Eric Brenner, Luis Escobar, Bridget Fischer, Kathy Fitzpatrick, Zaid Ghori, Jennifer Taylor-Mendoza, Michelle Tam

**Resource:**

Belinda Chan (Recorder), Paul Cassidy, Judy Hutchison (Recorder)

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**1. GENERAL FUNCTIONS**

**1.1. Call to Order**

Eloisa Briones called the regular meeting to order at 2:16 p.m.

**1.2. Approve Agenda**

A motion was made by Barbara Lamson and seconded by Chris Gibson to approve April 12, 2018 Agenda as written. Motion carried unanimously.

**1.3. Approve Minutes**

A motion was made by Linda Whitten and seconded by Karen Wong to approve March 22, 2018 Minutes as written. Motion carried unanimously.

**2. ACTION ITEMS**

**2.1. Recommendation to Adopt the Annual Program Plan (APP) Prompts**

The [Annual Program Plan \(APP\) prompts](#) have been reviewed and used for the program review since 2016. APP was not under the purview of the Curriculum Committee, thus, the APP prompts were not reviewed and approved by the Curriculum Committee. The APP, submitted yearly by each instructional and non-instructional department, helps prepare the Comprehensive Program Review (CPR), which is to be submitted by the same department every six years. With the shift of hosting CPR to the Strategic Planning and Allocation of Resources Committee (SPARC) starting from Academic Year 2018/19, it is appropriate to approve the recommendation and move forward the APP prompts to the College Governance Council for adoption.

**Approved Minutes**

Christine Roumbanis made a motion and moved by Barbara Lamson to adopt and recommend the Annual Program Plan (APP) Prompts to the College's Governance Council. Motion carried unanimously with one abstention vote.

**2.2. Recommendation to Adopt the Comprehensive Program Review (CPR) Prompts**

The [Comprehensive Program Review Prompts](#) were approved and adopted by the Curriculum Committee to be used for Academic Year 2017/18. Although the CPR prompts were approved and adopted by the Curriculum Committee in Fall 2017, with the facilitation of CPR moving to SPARC, it is appropriate for SPARC to adopt and recommend the CPR prompts to the College Governance Council

Christine Roumbanis made a motion and moved by Eloisa Briones to adopt and recommend the Comprehensive Program Review (CPR) Prompts to College's Governance Council. Motion carried unanimously.

**2.3. Recommendation to Adopt the Comprehensive Program Review Rubric**

The [Comprehensive Program Review \(CPR\) rubric](#) incorporated the suggestions collected from the last SPARC meeting held on March 22, 2018.

Members appreciated the prompts alignment, which are found useful and easier to follow for both the presenters and evaluators. The CPR rubric will be purveyed as a guiding tool for evaluators to provide feedback to the presenting groups on the written submission of CPR.

Michelle Hawkins made a motion and moved by Christopher Gibson to adopt and recommend the Comprehensive Program Review (CPR) Rubric to College's participatory governances. Motion carried unanimously.

**3. DISCUSSION/ REPORTS**

**3.1. Comprehensive Program Review (CPR) Implementation**

In Spring 2018, the Curriculum Committee has officially handover the authority of hosting Comprehensive Program Review (CPR) to the Strategic Planning and Allocation of Resources Committee (SPARC), and the SPARC will begin reviewing, evaluating, and providing feedback to CPR submissions beginning AY 2018/19. With more non-instructional programs participating in the Comprehensive Program Review, it is befitting to host the CPR by a committee, such as SPARC, where its charge is for college's planning and budget to provide invaluable feedback from representatives of a wide array of areas. Thus, SPARC will be hosting CPR presentations starting in Academic Year 2018/19.

Jacqueline Honda and Karen Wong provided an overview of the CPR process to the Committee. There will be ten comprehensive program review submissions in 2018/19. The CPR implementation is tentatively proposed as below:

1. CPR groups will attend a training in May 2018
2. The SPARC members will be divided into sub-groups review of 2 assignments of CPR submissions per group. All reviewing, evaluation, and discussion will and can be executed during SPARC meeting time.
3. Each group will share their findings with the Committee and pose any questions to the CPR groups.
4. CPR groups will meet with the SPARC to address their questions/concerns.
5. CPR groups will have a presentation to SPARC and the College



**SP2018-04**  
**Approved Minutes**

**4. NEXT REGULAR MEETING**

Next regular meeting will be held on Thursday, April 26, 2018 at 2:10 p.m. in Room 4-301.

**5. ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:33 p.m.

Minutes were approved by Members on May 10, 2018.