

**Minutes of Strategic Planning and Allocation of Resources Committee**  
**Held on October 31, 2019**  
**Building 6, Room 6-203**

**Chairs Present:**

Eloisa Briones, Kate Williams Browne, Ingrid Vargas

**Members Present:**

Lindsey Ayotte, Wissem Bennani, Karina Morelia Cruz, Connor Fitzpatrick, Kathy Fitzpatrick, Filipp Gleyzer, Lucy Jovel, Barbara Lamson, Joe Morello, Nicole Porter, Leigh Anne Shaw, Jennifer Taylor-Mendoza, Miranda Wang, Kenyatta Weathersby, Karen Wong

**Guest(s) Present:**

Christopher Gibson, Dean of Language Arts

**Members Absent:**

Zachary Bruno, Luis Escobar, Michael Fitzgerald, Angélica Garcia, Melissa Komadina, Athena Nazario, Sonya Pope, Bianca Rowden-Quince, Gabe Saucedo, Andrea Vizenor, second Social Science/Creative Arts Representative

**Resource Persons Present:**

Paul Cassidy, Belinda Chan (co-Recorder), Zahra Mojtahedi

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**1. GENERAL FUNCTIONS**

**1.1. Call to Order**

Kate Williams Browne called the regular meeting to order at 2:13 p.m.

**2. ACTION ITEM(S)**

**2.1. Approve Agenda**

A motion was made by Karen Wong and seconded by Barbara Lam to approve the [October 31, 2019 Agenda](#) as written. Motion carried unanimously.

**2.2. Approve Minutes**

Kate Williams Browne proposed a correction to her name on the Minutes. No other amendment was proposed to the [October 10, 2019 Minutes](#). The Minutes were approved as written.

**3. DISCUSSION/REPORT**

**3.1. Update on Decisions and Next Steps regarding New Fund 1 Dollars Allocation**

Eloisa Briones provided an update to the recommended New Fund One Dollars Allocation. The College Governance Council (CGC) accepted the recommended budget scenario from SPARC with no objection or questions at the October 23, 2019 CGC meeting. After the acceptance of the recommended scenario, the Full Time Equivalent Allocation Committee (FTEAC) has begun the process of determining new full-time faculty hires. New full-time faculty hires are planned to be on board in fall 2020.

**3.2. Comprehensive Program Review (CPR) Training**

Zahra Mojtahedi and Karen Wong, both from the Office of Planning, Research, and Institutional Effectiveness, provided a comprehensive program review (CPR) training to the Committee. The training began with an overview of the program review cycle and elucidating the connections between the Annual Program Plan (APP), Comprehensive Program Review (CPR) and Administrative Leadership Unit Review (ALUR) processes. Feedback based on surveys conducted in 2018-2019 among SPARC members and

programs that underwent CPR in 2018-2019, was also shared to provide context for the role of SPARC in the program review process this year and moving forward.

The training emphasized that the role of SPARC in the CPR process is one of “appreciative inquiry,” in which SPARC review teams will provide CPR teams with feedback and questions to help strengthen the written CPR prior to the public presentations.

Members in attendance were then given a tour of the CPR website and divided into groups to review a sample CPR (e.g. AUTO, MATH, DRC submitted in March 2019) along with the CPR prompt and CPR rubric posted on the CPR website.

Please refer to [CPR Training for SPARC slides](#) regarding SPARC’s roles and timeline of CPR’s submission, reviewing, and consultation.

### **3.3. Update on Presidential Search Committee**

Kate Williams Browne, Co-Chair of the President Search Committee, shared with the SPARC that the Search Committee is in the process of constructing meaningful interview questions through the collections of survey results, comments and questions at the townhall meeting, and a reference book from Aspen Institute. The interview process is scheduled to take place in February 2020.

### **3.4. SPARC Meeting Calendar 2019 - 2020**

Due to a change of agenda items for this and next meeting, the SPARC calendar 2019-20 is in the process of revision. Eloisa Briones provided a brief update to Members that the SPARC will be inviting guests who presented at the Legislative Visit on October 16, 2019 to replicate the presentations at the SPARC. It will allow members to better understand the Strategic Initiatives and how the initiatives tie to the recommended new Fund 1 Dollars.

## **4. COMMENTS AND QUESTIONS**

A question was posed if the CPR presenting teams will be able to receive feedback from the review teams prior to the presentations, so they may address the issues or concerns properly on the presentation days. With the proposed timeline, the CPR presenting teams will receive written feedback from the review teams, to be sent by Belinda Chan, prior to their consultation hours.

## **5. ANNOUNCEMENT**

Eloisa Briones apprised the Committee that due to many SPARC members attending the Equity Institute on November 14, 2019, Members in attendance were asked if the meeting should be rescheduled. Ingrid Vargas shared with Members that the November 14, 2019 meeting will cover topics on Scorecard and Integrated Key Terms and Acronyms Review, which will be accessible via the minutes and SPARC’s website. Members, then, decided to not reschedule the meeting to be held on November 14, 2019.

## **6. NEXT REGULAR MEETING**

Next regular meeting will be held on Thursday, November 14, 2019 at 2:10 p.m. in Room 6-203.

## **7. ADJOURNMENT**

There being no further business, Lindsey Ayotte made a motion, seconded by Connor Fitzpatrick, to adjourn the meeting. The October 31, 2019 meeting was adjourned at 3:59 p.m.

Minutes were approved by Members on January 30, 2020.