



**Fiscal Advisory Committee
March 2, 2016
Minutes**

Present

Members: Erin Farmer, Neil Glines, Curt Johnston, Jeff Lehfeldt, Joshua Scott, Francesca Sisto, Lavonne Slaton, Michael Wyly

Advisory: Gregory Brown, Yulian Ligioso, Leslie Minor

Guests: Laura Convento, Dale Crandall-Bear

Absent:

Members: Krysta Daily, Vacant – ALG, Vacant-Faculty

Call to Order

The meeting was called to order at 2:06 p.m. by the Chair, Vice President Yulian Ligioso.

Approval of Agenda

It was moved by Jeff Lehfeldt and seconded by Curt Johnston to amend the agenda to move item 3 to number 2, and move item 2 to 3.

The motion passed unanimously.

(No motion to approve amended agenda)

Approval of Minutes

No minutes to approve.

Public Comments

None

Purchase of CurricUNET module on Student Learning Outcome assessment

Vice President Leslie Minor reported on the CurricUNET module.

CurricUNET is part of a global curriculum network, which is run by GoverNET. She noted that colleges all over the country use CurricUNET to store data about curriculum. CurricUNET is in the process of building CurricUNET Meta, which is more user friendly and the data holding process is updated. VP Minor mentioned she would like to add another module to collect and store assessment data from student outcome results.

She explained student learning outcomes (SLO) and how it is reported. This data is used to show accrediting agencies how well we are doing as a college. We need a way to store data safely and accurately.

The current systems are inconsistent and homegrown. Each school on campus has a coordinator that inputs the data, but the processes between schools are not consistent. Basically we don't have good tracking/security or a way to pull data out from the information. CurricUNET will store assessment results, data is entered once (you enter it yourself), hosted (independent of banner). It overall will make the process efficient.

VP Minor reported that the module costs \$24,000 and for an additional \$3,000 the site will be hosted. The fees includes service calls, hosting and train the trainer events. The fee will be taken out of Institutional Effectiveness Partnership Initiative (IEPI), where \$80,000 was freed up. Of the \$80,000 VP Minor proposed to spend \$27,000 on this module.

Michael Wyly voiced his support for the purchase of this module.

Jeff Lehfeldt inquired about the cost savings. VP Minor noted the five assessment coordinators are on are 20% release time, which amounts to about 1 FTE. She noted it will be a cost savings.

It was moved by Joshua Scott and seconded by Michael Wyly to approve the purchase of the additional module.

The motion passed unanimously.

Distance Education (DE) Budget

Dale Crandall-Bear (History Faculty, DE Coordinator) provided the committee with the latest copy of the proposed Distance Education budget. He provided some background to the DE program. He noted that this program originated 2-3 years ago in the Governor's office. For a 2-year college, the Governor's office determined it would take an average of seven years to complete the AA or courses needed to transfer due to classes not being offered, or being cancelled. Which was a tremendous bottleneck for moving through the system. The solution three years ago was massive online open courses (MOOCs), but it was determined to be a bad idea.

The alternate solution was the Online Education Initiative (OEI), which is run by the Chancellor's office. The OEI is funded for four years. Which made it possible for any community college student in California attend an online course at any of the 113 colleges in the system.

He noted for this program to be success, all 113 schools should be on the same platform. The Chancellor's office recommended the use of CANVAS which the school already uses. (75 colleges need to move to Canvas). Since the Chancellor's office is now paying the LMS (immediate savings of about \$150,000), the money saved should be used to enhance the program and to assist with retention and success rates.

The Distance Education Committee recommends the following:

- Roll out online tutoring/anti plagiarism programs - no hard numbers at this time
- Bring in additional software, computer resources, teaching technology
- Video – creating a human presence, talk/live
- Faculty Professional Development
 - Conferences, flex workshops, speakers, trainers
- Create a budget in the General Fund
- 20% to set aside, for contingency funding

VP Ligioso clarified, District will fund a majority of the one-time costs (equipment piece), and \$120k will move into 2016-2017 to strengthen the DE program. In addition, \$30k will be set aside for the next four years, so \$120k will be available in case the OEI program is cancelled.

The committee discussed the instructional designer position, pedagogy issues, and some of the details in the proposed budget.

It was moved by Michael Wyly and seconded by Joshua Scott to recommend the approval the Distance Education Budget as discussed. (Note: job description was not approved yet)

The motion passed unanimously.

Dale Crandall-Bear offered to come back to present the 2016-2017 DE budget when available.

Adjournment

It was moved by Curt Johnston to adjourn the meeting.

The meeting adjourned at 3:01 p.m.

Respectfully submitted by Laura Convento