I. Call to Order
The meeting was called to order at 3:15.

II. Action Items
   a. Approval of Agenda

   Action Item:

   D. Laffranchini moved to approve the agenda
   Seconded by M. Adams
   Result: Unanimously approved.

   b. Approval of Minutes
Action Item:
E. Fisher moved to approve the minutes
Seconded by D. Laffranchini
Result: Approved. 8 Ayes; 3 Abstain (M. Adams, K. Ennis, H. Townsend)

Business

III. Continuing Business

a. Faculty Hiring Prioritization – Process Review
J. Todd reported that the YFA Exec Board and Academic Senate spoke re; categorical hires. Neither is opposed to categorical hires, but there are concerns that there is no process in place for rolling them into the general fund. YFA wants and he agrees that categorical hires should still go through the faculty hiring prioritization ranking process.

He added that categorically funded CTE hires in Vet Tech and Logistics and categorically funded SSSP hires are coming up. These positions will be kept until the funding ends. If it is desired that these temporary positions become institutionalized they should be reviewed annually to keep them on the radar. There was discussion of ways this can be done that would be productive and beneficial to the prioritization process.

M. Sundquist asked if there would be time to review the Faculty Hiring proposal fillable form to make adjustments to the fillable functions. The form had already been distributed to the deans. Edits will be done next year.

b. Program Review Process, Evaluation and Timelines
J. Todd led a discussion of Program Review. He shared that it does work in CurricUNET and that a second new person has taken over as our CNET Rep. He shared the list of programs due for review this year, due December 31.

- Nursing
- Nursing Skills
- Physical Education
- Physical Education: Coed Activities
- Physical Education: Men's Activities
- Physical Education: Adapted Activities
- Physical Education: Varsity Men's
- Physical Education: Varsity Women's
- Physical Education: Women's Activities
- Physics
- Political Science
- Study Skills
- Welding
- Zoology
If assistance is needed, now is the time to ask. He will work with the Library/ Learning Center and Counseling as they are different than other disciplines. J. Daly would like to see Library and Learning Center as separate programs and have them due in the spring. There was discussion that DE might also need to be considered as a program for PR purposes. A Program Review template was reviewed.

RAC allocations will be forthcoming. He would like to request postponement of the allocations from Al Alt, VPCAS, until January allowing time for this year’s PR to be submitted.

Lengthy discussion ensued covering the following:

- **Creation of a rubric for evaluating PR** - What should the rubric contain? What does IC want to see?
- **Whether or not the 5 year cycle was too long** - A. Smith reviewed the minutes of 9/25 and reminded the group of earlier discussions of the process for changes that needed to be addressed before the 5 year cycle is up. There was general consensus that it remains a 5 year cycle with optional annual review and update.
- **The benefits of updating Program Review information each year** - J. Todd expressed that he is not opposed to this, but expressed the need to get through the process once, get them submitted, evaluated and then begin to put the PR process to work.
- **The best way to do updates over time** - Call CurricUNET to see if there is a way to make the information more editable.
- **What to do once PRs are submitted** - How does IC review them?
- **How does the PR get used?**
- **Whether or not PR is used for resource allocation** - There is a general feeling that PR is not used well for Resource Allocation; that there is no clear explanation of how PR informed Resource Allocation decisions. J. Daly explained that this is the second year that RAC has used PR for allocations and that last year’s process has not yet been evaluated.
- **How do we make PR matter? How do we make sure it is robust?**
- **How do we make the local ownership expand to include a funnel up?**
- **Closing of the loop** - D. Laffranchini stated that PR needs to be used to identify what is occurring in a department/division. It is a way for to really discover what they are doing. As it is reviewed by others, it is an opportunity to highlight what might not be so apparent. She added that there needs to be a closing of the loop. The PR should be revisited to note where resource requests were filled.

A workgroup was assigned with the task of developing a clear process that will address the concerns raised. Workgroup members: Curtis Martin, Kathleen Ennis, Eric Fisher, Mike Sundquist.

It was decided that programs slated for PR this year, will be due December 31 as scheduled. The IC will hear presentations and offer their evaluation. Assessments will be updated. The IC process will be evaluated during the spring and figure out how to get on track with updates.
**Action Item:**
**Who:** Kathleen Ennis, Eric Fisher, Curtis Martin, Mike Sundquist
**What:** Workgroup meet to develop PR review process
**When:** By spring 2014

**Action Item:**
**Who:** All
**What:** Evaluate IC process
**When:** Spring 2014

c. **Student Equity Update**
J. Todd reported that there will be a college-wide discussion on Friday. He encouraged people to attend and asked them to encourage others to attend as well.

IV. New Business
None.

V. Informational Items
None.

VI. REPRESENTATIVE REPORTS
a. **College Council**
D. Laffranchini reported that College Council discussed submitting a proposal to offer a Bachelor’s degree in Respiratory Therapy. Currently Loma Linda is the only university offering a BA in Respiratory Therapy. FON numbers have come out.

b. **Accreditation Council**
No meeting.

c. **Student Services Council**
No report.

d. **Resource Allocation Council**
No report.

e. **Facilities Council**
No report.

f. **Senate Report**
No report.

g. **Student Report**
No report.
h. **Staff Report**  
   No report.

VII. **ADJOURNMENT**  
   Meeting adjourned at 4:55.

**Next meeting:** Special Meeting - November 13, 2014, 2 – 5 p.m., LB 55