

## PRAC MINUTES

05-07-2024

**Attendees:** Maria Coulson, Jon Horinek, Mia Robertshaw, Meg Pasquel, Holley Schaefer, Kristin Perrone, Lisa Morse, Alexander Jones, Monica Applegate, Dana Quick, Colleen Mihal, Tony Clark, Patricia Hulin, Jesse Klein

**April 30, 2024 Minutes** – *I am not sure if they approved them during this meeting because I had to step away to print something for Mia.*

In reviewing the funding requests by area-division, PRAC members reached a consensus to categorize the requests as low, medium, high priority, or noted where there are areas to be deferred for further discussion or the request may be outside of PRAC's purview.

### College Skills

- Full-time Instructional Specialist for English
  - If this is not a new IS position in the department, meaning a new hire to fill a vacant and budgeted position, then the request does not have to go through PRAC.
  - Defer and prioritize for 2024-25 review cycle
- Umoja Counseling and HBCU Tour
  - Additional unit question versus assignment of workload
  - Tour could be funded through existing funds
  - High priority - Assign existing counselor units to provide services for Umoja students
- APIDA New Learning Community
  - Need more information – check if we could use SEA funds
  - If it's partially funded, how long would it be?
- Educational Success Program AA III
  - There's only one AA III who's supporting both AVP of Instruction and the Dean of Educational Success.
  - High priority – critical for faculty and management support as the programs have expanded and demands continue to increase
- ESL
  - High priority to meet increasing enrollment demands
  - Part time conversion is cost-neutral
- Learning Communities LGBTQ+ Professional Learning
  - High priority - There are some cuts in professional learning funding across campus, but seek funding outside general fund if possible
  - There might be other funding source that's been determined based on the last Deans/Directors meeting

### Science

- MESA Counselor
  - MESA grant is currently paying for the counselor's faculty units.
  - Districts are being required by the Chancellor's Office to invest into MESA.
  - Grant should be used to directly benefit students not for salary and benefits.

- When MESA students see a counselor, this would not change cost in the counselor's FTE.
- High priority – Assign existing Counselor time to provide services for MESA students

## AHL

- Full-Time Hire (Communications)
  - Part-time conversion has sizable impact in the offerings they because of CalGETC requirements and faculty retirement.
  - High priority and cost-neutral(ish) because cost depends on the benefits for part-time and full-time faculty.
  - All part-time conversions would prohibit departments to increase part-time teaching units in order for this to be cost neutral.
  - Request is part of the program review
- 2nd Lab Technician (Fine Arts)
  - Should this be an 8.5-month vs. 12-month position? Part-time positions are hard to fill
  - Sculpture class has 24-25 students per semester
  - Need qualified staff from photography, printmaking, sculpture to provide tech and machinery assistance for students.
  - Lab techs also take time to set up the arts classrooms which require specific configurations.
  - Current lab tech is spending an enormous amount of time to dispose materials in order to comply with the zero-waste management requirement of Marin Sanitary. Performing Arts department is experiencing the same issue. Address workload issue – check appropriate job classification for custodial services
  - Possible enrollment impact to these art courses that may be removed from the CalGETC requirements.
  - Medium priority (possible enrollment changes ahead, possible collaboration with Performing Arts)
- Models
  - High priority - budget to ensure classes can continue to have model components in their syllabi. Life Painting, Life Drawing and Sculpture classes hire models every semester
  - Budget request is to support at least 112 sessions. Sculpture hires a model at least 26 times per semester.
  - COM pays the same as the Bay Area Models' Guild – \$40 per hour. They are hired for a minimum of 3 hours per class.
  - Remove tip jars from classrooms
- Music Instrument Tuning
  - Need more information, requested 4/30/24
  - Revised presentation forthcoming
- Drama Inventorying
  - Instead of a lab tech, student hourlyies could be hired to help faculty and costume designer.
  - Work must be faculty supervised.
  - To be included in the program review currently in progress
  - Medium priority – access federal work study funds to hire students for this work
- JDT Annual Rigging Inspection

- High priority - Inspection has not been done for many years and suggest building into M&O inspections cycle
  - Include in the program review and budget every year.
  - JTD elevators are on rotation and part of the annual M&O inspection series. Need inspection notices to be visible
- Drama Software Updates
  - Medium priority – one-time approval pending program review
- Additional Funding for Drama Costumes
  - Medium priority – one-time approval pending program review and that ASCOM funds should not be requested for Drama programmatic funding
  - Restricted lottery budget could be used for instructional material
  - Most show tickets are being comped currently to make it accessible, but management have met with department chair to consider future budget implications.
- Full-Time Dance Hire
  - Not a priority - PRAC recommends dance complete a program review
  - Enrollment concerns
  - Possible collaboration with Kinesiology
  - Explore opportunities to collaborate with Dance and Music in preparation for Centennial
- Library Tech III
  - High priority - Library has been student-centered and meets the basic needs of the students
  - Positive impact on courses like English 150 focus groups
  - New hire could help with the Library programs transitioning to the new Center for Student Success.
- Budget Increase to Cover Annual Fees – Library
  - High priority - could use lottery fund to provide people counter, lockers, and self-check services
- KTD Library Saturday Hours
  - High priority – could be addressed from a different angle
- Italian Courses
  - Not a priority - department removed summer sections to free up units; most students are community member
  - Recommend World Languages review its offerings as part of program review. PRAC understands that the department has identified units to offer Italian in Summer 2024, Fall 2024, Spring 2025.
- Media Production Facility
  - Part of program review - we don't have anywhere to teach sound production classes
  - Need more information (PRAC recalls there was grant funding for this in the recent past)
- Journalism Teaching Units
  - One-time request - PRAC understands funding has been identified for this.
  - RA brown funds earmarked for teaching units
  - Included in the program review
  - PRAC recalls there was grant funding for this in the recent past – gift or grant from a resident
  - Frank Crosby had a whole plan that was brought up to Academic Senate – need more information about this
  - Village Square 7 dedicated space for production studio
  - Share Village Square 5 for computer editing

- Village Square 6 to be used as classroom space

Assistant Vice President of Administrative Services Eresa Puch is working on a list that will show positions either as funded vacant (recruitment in progress or to be filled) or not funded vacant (which will show vacant, frozen, or terminated)

PRAC will continue to review the funding requests per area-division at their meeting on May 14, 2024.