



**Office of the Assistant Superintendent/
Vice President of Student Learning & Student Services**
835 College Avenue Kentfield, CA 94904
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November 22nd, 2022

Dear College of Marin Divisional/Area Leaders:

The Planning & Resource Allocation Committee is preparing for our annual process of soliciting presentations (to occur February-April) from College Divisions (Math, Science, & Business; Arts & Humanities/Library; Career Education; Nursing; Kinesiology & Athletics; Educational Support Programs; Instructional Support; Student Services; Community Programs; Administrative Services; President's areas) outlining their ongoing planning efforts and associated resource needs.

PRAC wants to make sure this is a good experience so we are getting you this information well in advance and are asking the following:

1. Refer to the attached Guiding Principles document, which PRAC will use to frame our institutional look at all of the data/requests presented.
2. Use the attached template—but know you have some flexibility to accurately and fully outline your area and your personnel/program projections. *NOTE: A slide about program review has been added this year—please be sure to discuss and gather information, as PRAC will be using the program review progress as a factor in prioritizing requests.*
3. Consult and collaborate with each area in your division. Nothing in the presentation should be a surprise to anyone in your area(s). Include the names/roles of those who participated in the presentation's development and invite faculty and staff to attend.
4. Submit your presentation to me at least one week prior to your presentation date. PRAC commits to reviewing the presentations in advance so we will be prepared to ask thoughtful questions.
5. We know how great every area is, so there is no need for this to be a public relations presentation. In other words, we will not be spending any time on the overview slide(s). We will review them in advance, but will ask that you go right into your specific planning agenda and resource needs.
6. Be sure to consider how every piece aligns with the guiding principles (included in the template and attached again here), with specific attention paid to intentional efforts to advance the College's equity agenda. If a piece does not align, be honest about that and call it out.
7. Be sure to speak to any pros/cons or lack of consensus surrounding any particular item. This isn't necessary for items with large-scale support in your area, just for those where there are strongly differing views on how to proceed.
8. Be sure to include, either in a slide or in your comments, a summary of your consultations that led to the items included in your presentation.

9. You must invite those who have participated in development of your recommendations to attend your presentation once the date is set (we will be back in touch in the new year to set presentation dates).
10. Try to keep your presentation to 20-25 minutes, which will allow for in-depth discussion immediately following. PRAC may ask for you to come back with additional information.
11. If items in your presentation have implications for other areas, be sure to name that in your presentation (and consult/coordinate with that area in advance).
12. Please consult across the College as appropriate. For example, academic deans should talk about how they are calculating/representing student and faculty data and represent it similarly.
13. If you have any questions, please contact me. I will consult with members of PRAC and we will respond quickly.
14. Thank you!

As the quote in one of the template slides reads, “Change is hard because people overestimate the value of what they have—and underestimate the value of what they may gain by giving that up.” I want to thank you in advance for your creative thinking and commitment to the College’s mission and the principles guiding this important exercise.

Thank you, and I’m happy to assist however you might need!

A handwritten signature in black ink, reading "Jonathan Eldridge". The signature is written in a cursive, flowing style with a large initial 'J' and 'E'.

Jonathan Eldridge
Assistant Superintendent/Vice President of Student Learning & Success