

SAN DIEGO MESA COLLEGE

ACADEMIC SENATE

Virtual Meeting

<https://sdccd-edu.zoom.us/j/99023841887>

November 28, 2022

2:20PM – 4:20PM

AGENDA

DRAFT

- I. CALL TO ORDER & WELCOME** by Academic Senate President John Crocitti:
Parliamentarian – Manuel Vélez/Timekeeper – TBD/Speaker Coordinator – TBD
- II. APPROVAL OF DRAFT AGENDA:**
- III. PUBLIC PRESENTATIONS:**
 - A. Associated Student Government:** President Phoebe Truong
 - B. Classified Professionals:** President Sahar "Mona" King
- IV. PUBLIC COMMENTS:** (6 Minute Maximum Discussion per Item/Topic)(3 Minutes Maximum Discussion per Participant)
- V. APPROVAL OF DRAFT MINUTES:** November 7, 2022 (Please send your changes to Sue Saetia @ ssaetia@sdccd.edu)
- VI. GUESTS:**
 - A. Vice Chancellor Susan Topham & Dean Brian Weston – CA Virtual Campus (CVC):**
 - B. Manuel Vélez - Academic Freedom:**
- VII. REPORTS: 3:00PM**
 - A. Committee Reports:**
 1. Senate Executive Committees:
 - Academic Affairs Committee: Chair Mary Gwin (■ Minutes)
 - Professional Advancement Committee (PAC): Chair Janna Braun (2 Minutes)
 - Committee of Chairs (COC): Chair of Chairs Jill Moreno Ikari (No Report)
 - Curriculum Review Committee (CRC): Faculty Co-Chair Justin Estep (2 Minutes)
 - Program Review Committee (PRC): Acting Faculty Co-Chair Dina Miyoshi (5 Minutes)
 2. Other Committees:
 - The Committee for Diversity Action, Inclusion & Equity (CDAIE): Chair Judy Sundayo (5 Minutes)
 - Mesa Pathways Committee (MPC): Co-Coordinator Marisa Alioto (5 Minutes)
 - Other Committee Reports: (1 Minute Per Committee)
 3. Senate Executive Officer Reports:
 - President Elect Andrew Hoffman (2 Minutes)
 - Vice President: Sakeenah Gallardo (No Report)
 - Secretary: Vacant
 - Treasurer: Thekima Mayasa (■ Minutes)
 - Senator at Large (1): Veronica Gerace (5 Minutes)
 - Senator at Large (2): Vacant
 - President: John Crocitti (10 Minutes)
- VIII. NEW BUSINESS: 3:30PM**
 - A. Resolution 2022.11.1 – Processes for the California Virtual College (CVC):** Fremland
- IX. OLD BUSINESS:**
 - A. Reconsideration of Exceptions to the Brown Act – AB 361:** Crocitti
 - B. Revisit Faculty Hiring Prioritization (FHP) Rubric – Rejected by SDMC AS during Fall 2022:** Crocitti
- X. ROUND TABLE TOPIC: 3:45PM**
- XI. ANNOUNCEMENTS: (4:00PM)**
 - A.** The next Academic Senate meeting is December 12, 2022 @ 2:20PM (Zoom Meeting).
 - B.** The next Academic Affairs meeting is December 5, 2022 @ 4:15PM (Zoom Meeting).
 - C.** The next Committee of Chairs (CoC) meeting is December 14, 2022 @ 2:30PM in Room MC 211 A/B and Zoom (Hyflex Meeting).
 - D.** The next Curriculum Review Committee (CRC) meeting is December 1, 2022 @ 2:15PM (Hyflex Meeting).
 - E.** The next Professional Advancement Committee meeting is December 7, 2022 @ 2:30PM (Zoom Meeting).
- XII. ADJOURNMENT:**



SAN DIEGO MESA COLLEGE (SDMC)
ACADEMIC SENATE (AS)

Virtual Meeting

<https://sdccd-edu.zoom.us/j/99023841887>

November 7, 2022

2:20PM – 4:20PM

MEETING NOTES

DRAFT

Present:

Academic Senate President John Crocitti, Gina Abbiate, Carlyne Allbee, Janna Braun, Henry Browne, Nellie Dougherty, Ian Duckles, Justin Estep, Rob Fremland, Sakeenah Gallardo, Veronica Gerace, Helen Greenbergs, Alison Gurganus, Mary Gwin, Andrew Hoffman, Janue Johnson, Candace Katungi, Jesse Keller, Cesar López, Natalie Mapes, Thekima Mayasa, Dina Miyoshi, Jill Moreno Ikari, Katherine Naimark, Alison Primoza, Anthony Reuss, Robert Sanchez, Kristian Secor, Irena Stojimirovic, Judy Sundayo, George Svoboda, Karen Wait, Sandra Watts and Guests Dean Ailene Crakes, Marisa Alioto, Oscar V. Torres and Manuel Vélez

Absent:

Isaac Arguelles-Ibarra, Michael Brewer (Excused), Rosiangela Escamilla, Geoff Johnson, Inna Kanevsky, Laura Maki (Excused), Jessica Sardo (Proxy to Fremland) and Walter "Duane" Wesley

I. CALL TO ORDER & WELCOME by Academic Senate President John Crocitti @ 2:25PM.

Parliamentarian – Manuel Vélez/Timekeeper – TBD/Speaker Coordinator – TBD

II. APPROVAL OF DRAFT AGENDA:

Motion to Approve:

M/S

Hoffman/Gerace

25 APPROVE

Sardo

(Proxy to Fremland)

III. PUBLIC PRESENTATIONS:

A. Associated Student Government: President Phoebe Truong (Not Present)

B. Classified Professionals: President Sahar "Mona" King (Not Present)

IV. PUBLIC COMMENTS: (None)

V. APPROVAL OF DRAFT MINUTES:

Motion to Approve:

M/S

Allbee/Gerace

27 PPROVE

Sardo

(Proxy to Fremland)

3 Abstain

Gerace

Greenbergs

Sundayo

VI. GUEST:

A. Dean of Student Development Ailene Crakes – Student Equity Plan: [2022-2025 Student Equity Plan](#)

As reported by Dr. Ailene Crakes:

"The previous plan addressed activities and programs funded by Student Equity. The 2022-2025 plan is unique for the following reasons:

- The 2022 Equity Plan maps directly to our Comprehensive Strategic Plan. The vision of the college is to be the leading college of equity and excellence, educating students to shape the future. The commitment to equity and excellence is demonstrated by an ongoing process of programmatic and pedagogical innovation, ongoing conversations that address metrics, culture, actions, and language, and streamlining structural processes.
- Activities are funded by combinations of the general fund, funds from the Student Equity and Achievement Program and other categorical programs, and grant funds. Thus, the work of eliminating equity gaps will be based on intentional institutional practices not limited to the sources of funding.
- Mesa's target groups include Black or African American Hispanic or Latino/a/x, and Asian, Native Hawaiian, or other Pacific Islander with metrics including Enrollment, Transfer level Math and English, Retention, Completion, and Transfer
- The 2022-2025 Equity goals for years 1 and 2 include rebuilding community and a sense of belonging for our disproportionately impacted student groups. Year 3 goal includes a 5% closing of all equity gaps for each metric
- Information on processes, policies, practice and culture that impede equitable outcomes were shared, along with action steps for each area. Please refer to the presentation for additional information."

Carlyne Allbee said Equity included Adjunct Faculty when it was first introduced at Mesa, but Adjuncts Faculty are no longer included in the Equity Plan.

VII. REPORTS:

A. Committee Reports:

1. [Senate Executive Committees:](#)

- [Academic Affairs Committee](#): Chair Mary Gwin
 - * The committee is working on updates to the SDMC AS Constitution Section 6 – Removal of Officers.
- [Professional Advancement Committee \(PAC\)](#): Chair Janna Braun (No Report)
- [Committee of Chairs \(COC\)](#): Chair of Chairs Jill Moreno Ikari (No Report)
- [Curriculum Review Committee \(CRC\)](#): Faculty Co-Chair Justin Estep

As reported by Justin Estep:

"Submissions for Bachelor's degrees are open – due in January.

- Miramar's turn assuming City's gets fully approved
Plan your DE for the end of state of emergency. If you want to continue offering courses online (DE) in Summer/Fall this will require DE approvals ("emergency only" will no longer allow DE). Remote will require DE (fully remote requires full DE).

Last Summer we lost Fridays. We may not have Fridays this Summer either. Try to avoid scheduling Friday classes for the Summer.

In response to AB 928, Juliette is identifying courses that might meet additional GE areas. Please look for emails from her.

Please continue to work on 2/6 year reviews.

Contact me if you have questions and thank you!"

Academic Senate President John Crocitti reported SDMC still has emergency Distance Education approval for our spring 2023 classes."

- Program Review Committee (PRC): Acting Faculty Co-Chair Dina Miyoshi
As reported by Dina Miyoshi:

"The Nuventive build continues with focus on the resource request interfacing with the Request-It portal. The template emailed by the Office of Institutional Effectiveness last week contains the program review questions for this cycle. Concern about the hurdles experienced with the new software system was discussed, along with how this has delayed the entire program review process thus far this academic year. Last Friday at the Program Review Steering Committee (PRSC) meeting, a draft timeline was discussed, along with ideas to address and accommodate the new software training, cumulative program review process, and resource request training. No final timeline has been agreed upon at this time."

2. Other Committees:

- The Committee for Diversity Action, Inclusion & Equity (CDAIE): Chair Judy Sundayo

As reported by Judy Sundayo:

- "CDAIE met on 11-4-22, with 22 people attending.
- This time of year, we join the campus in continuing the celebration of Native American Heritage Month, the Day of the Dead, and Hip Hop History Month. Michael Cox, from the History Dept. is planning a presentation by UCSD's Tribal Rep, on Native Americans & Environmental Justice on Mon. Nov. 28th from 1 - 2 pm.
- The Committee welcomed Sophia Lopez-Orraca, from the Associated Student as a representative to the Committee
- The LGBTQA Subcommittee announced that the Mesa Pride Center would host its Grand Opening on Wednesday, February 8th, between 10 am and 2 pm, with the actual opening ceremony taking place between 11 and 11:30 am
- The LGBTQA announced the date slated for the first "Lavender Graduation" is slated for Wednesday, May 17th, from 5:00 - 7:00 pm
- The International Education Committee announced International Education Week will take place between November 14 - 17th
- The Marketing Subcommittee announced that the Hunger and Homelessness Awareness Week will take place Nov. 14th - 17th,
- The Women's Alliance is planning for Women's History Month, by reviewing proposals from across the campus on events planned in celebration of women during the month of March. In alignment with this, it was suggested that members work on offering an event acknowledging the achievements of Deaf women in history.
- The Women's Alliance continues discussion on the importance of having a Women's Resource Center on Campus.
- CDAIE chair met with Michael Cox, Edeama Jonah and Olivia Puentes Reynolds on a Native American panel event for Cultural Unity Week.
- The Personal/Professional Subcommittee presented a comprehensive summary of their work on the Native American Land Acknowledgement, and they plan to present to all of the shared government constituents for input and recommendations.
- CDAIE chair continues discussion with Carl Luna and Janue Johnson on a Civility event for January.
- CDAIE meets next **Friday, Dec. 2, 2022 from 9 am - 11 am**. Anyone wanting to attend as a guest may send an e-mail to jsundayo@sdccd.edu for the Zoom link"

- Mesa Pathways Committee (MPC): Co-Coordinator Marisa Alioto

As reported by Marisa Alioto:

"Academic and Career Pathways (ACP) Webpages are Live:

The Office of Communications, in conjunction with the Mesa Pathways Committee (MPC) and the MPC Technology Workgroup, is pleased to announce the launch the first version of the San Diego Mesa College (*student-facing*) Academic and Career Pathways (ACP) webpages (landing page and web pages for each category).

By using these web pages – dedicated to each of Mesa's nine (9) Academic and Career Pathways - students can explore the Academic programs, degrees & certificates, resources and career options within each Pathway.

An email was sent to the campus community regarding this launch on Thursday, November 3rd, complete with links and the ways to access this information via:

1. The [Mesa College Homepage](#), first placement under Academics
2. The main navigation, first placement under Academics (2nd most visited webpage)
3. The [Academics Homepage](#), prominently listed after the Welcome message
4. EVERY Academic Program webpage, under "[Related Programs](#)"

This is the first round of deployment, with more updates to come.

Call for Members: Pathways Workgroups and Project Teams: If you are interested in becoming involved in a Pathways workgroup or project team, please reach out to Marisa Alioto (malioto@sdccd.edu) or to Howard Eskew (heskew@sdccd.edu).

Note: The MesaPathways@sdccd.edu email address is currently inactive. If you have sent an email to this address since August, 2022, please resend the email to either of the Mesa Pathways Co-Coordinators.

Next MPC Meeting: Our next Mesa Pathways Meeting is scheduled for Wednesday, November 9th from 12:45 - 2:15 pm (meetings are held online via Zoom)

To learn more about Mesa Pathways: <https://www.sdmesa.edu/mesa-pathways/>

- [Environmental Sustainability Committee \(ESC\)](#): Alison Primoza
 - * The ESC will present the Climate Action Plan to the Planning & Institutional Effectiveness Committee (PIEC) on November 8th.

3. Senate Executive Officer Reports:

- President Elect Andrew Hoffman (No Report)
- Vice President: Sakeenah Gallardo (No Report)
- Secretary: Vacant
- Treasurer: Thekima Mayasa
 - * Thekima Mayasa has arranged for payment for President Elect Andrew Hoffman's course.
 - * Thekima Mayasa will meet with past SDMC AS Treasurer Mary Gwin to discuss this the 2022–2023 SDMC AS Student scholarships.
- Senator at Large (1): Veronica Gerace (No Report)
- Senator at Large (2): Vacant
- President: John Crocitti

As reported by John Crocitti:

Academic Senate for CA Community College (ASCCC) Fall 2022 Plenary Session Resolutions: [LINK](#)

- * "Resolution passed asking that schedules indicate cost of all instructional materials, such as calculators, special equipment, applications, etc.) instead only textbook costs. Instructional materials already is defined broadly by CCCC.
- * The resolution to put GE requirements at 18 units, instead of 21, for high-unit majors ended in a tie. ASCCC President Ginnie May broke the tie by voting down the resolution.
- * Two resolutions related to Ethnic Studies, originating from Mesa College, passed.
- * The resolution calling for a 3-unit GE requirement in lifelong learning for community-college baccalaureate degrees passed.
- * The resolution calling for review of classroom codes of conduct and enforcement passed. This resolution responded to increased challenges in an inappropriate manner in Ethnic Studies classes.
- * A resolution asking CSU to consider making lifelong learning a graduation requirement instead of an upper-division requirement passed."

Thekima Mayasa thanked the SDMC AS, SDMC AS President John Crocitti, ASCCC Area D Representative Manuel Vélez, SDMC Articulation Officer Juliette Parker, the SDMC CRC and current and past CRC Faculty Co-Chairs Justin Estep and Andrew Hoffman for helping to make the passage of the following resolutions possible during the "Fall 2022 ASCCC Plenary Session":

ASSERTING CALIFORNIA COMMUNITY COLLEGE (CCC) FACULTY PRIMACY OVER COURSES PROPOSED FOR CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION BREADTH (CSUGE-B) ETHNIC STUDIES AREA F INCLUSION:

ESTABLISH AN EQUITABLE CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION BREADTH (CSUGE-B) ETHNIC STUDIES AREA F REVIEW PROCESS:

RETAIN OPTION FOR STUDENTS TO TAKE LIFELONG LEARNING AND SELF-DEVELOPMENT AS A LOWER DIVISION COURSE:

VIII. NEW BUSINESS:

A. Reconsideration of Exceptions to the Brown Act – AB 361: Crocitti

1. Approval allows the SDMC AS to hold our December 2022 meeting fully on Zoom without having to adhere to the Brown Act's restrictive provisions for teleconferencing.

Motion to move the item to the November 28, 2022 SDMC AS meeting for discussion and potential vote:

M/S

Duckles/Moreno Ikari

28 APPROVE

Sardo

(Proxy to Fremland)

B. Revisit Faculty Hiring Prioritization (FHP) Rubric – Rejected by SDMC AS during Fall 2022: Crocitti

Motion to move the item to the November 28, 2022 SDMC AS meeting for discussion and potential vote:

M/S

Duckles/Gurganus

30 APPROVE

Sardo

(Proxy to Fremland)

IX. OLD BUSINESS: None

X. ROUND TABLE TOPIC: California Virtual College (CVC)

A. Carlynne Allbee asked what is the relationship between CVC and CalBright.

1. SDMC AS President John Crocitti reported CVC and CalBright are two completely different entities.
 - a. CalBright is still receiving funding, but it has not gotten off the ground.

B. As reported by Rob Fremland:

"I am appalled that ASCCC allowed this to go through with the requirement that a college in the consortium automatically has to accept all courses in the consortium. There needs to be some process....like articulation agreements or a sign off before a college accepts a course from another college. The equity argument is weak as well. If you are giving students access to an inferior education, you are only perpetuating the inequity that already exists and, worse, selling it as if you are mitigating the issues. It is basically a lie. If this is going forward...I forgot to add....towards the equity argument....the incorrect assumption that providing online materials will help students who may not have good internet access."

C. As reported by Alison Gurganus:

"The more we discuss this the more questions seem to arise in my mind. I would like to see someone like Brian Weston, who may know the most about this at our district, come to senate and give us the facts as he knows them and discuss our concerns with us."

FYI, Jill did chime in that he will be coming to Chairs and I responded that I thought that was great however, I thought it would also be beneficial for him to come to senate."

D. As reported by Andrew Hoffman:

"The CVC Online Consortium has been around since 2015, and clearly before Covid it was not gathering much interest. The requirement that colleges join the consortium in order to retain "Hold Harmless" money is a clearly intended to force colleges into doing something they had no interest in doing before. I agree with Rob Fremland that the "equity" argument is weak, and really a back-end argument (a justification that really isn't part of why the consortium was created). This is just another example of Sacramento interests usurping the role of faculty in curriculum. The Assembly and other state officials seek to impose their desires on California Community Colleges, and they're using the power of the purse to do that."

E. As reported by Dina Miyoshi:

"A question about the possibility of broader support for ensuring the cap on number of CVC units/courses allowed does not increase, and/or allowing more autonomy for colleges to make decisions about which/how many CVC courses to accept."

F. Jill Moreno Ikari:

President John Crocitti reported Jill Moreno Ikari put the following information about the CVC in Chat during the meeting: "Home colleges receive credit/funding for the earned degree and teaching colleges receive credit/funding for the course taught on the exchange, per Dean Brian Weston. Two classes per semester may be taken on the exchange. Students will need to have enrolled in at least one course at the home college to participate in the exchange."

XI. ANNOUNCEMENTS:

- A.** Carlyne Allbee reminded the SDMC AS to vote tomorrow and that voters do not have to fill in every ballot item.
- B.** The next Academic Senate meeting is November 28, 2022 @ 2:20PM (Zoom Meeting).
- C.** The next Academic Affairs meeting is November 14, 2022 @ 4:15PM (Zoom Meeting).
- D.** The next Committee of Chairs (CoC) meeting is November 9, 2022 @ 2:30PM in **Room LRC 435** and Zoom (Hyflex Meeting).
- E.** The next Curriculum Review Committee (CRC) meeting is November 17, 2022 @ 2:15PM (Hyflex Meeting).
- F.** The next Professional Advancement Committee meeting is December 7, 2022 @ 2:30PM (Zoom Meeting).

XII. ADJOURNMENT @ 4:16PM.

Motion to Adjourn:

M/S

Duckles/Allbee

UNANIMOUS

Sardo

(Proxy to Fremland)

Submitted by Sue Saetia

Approved by the Academic Senate:



Resolution 2022.11.1 – Processes for the California Virtual College (CVC): Rob Fremland

Move:

Second:

Whereas participation in the California Virtual College (CVC) requires that all classes be accepted for credit by participating colleges and
Whereas Title 5, §55100 gives colleges (<https://www.law.cornell.edu/regulations/california/5-CCR-55100>) local control over their curriculum (see reference below)

Whereas the fact that courses approved for the CVC have not been approved by the participating colleges is in violation of Title 5.

Be it resolved that a process be put in place that requires colleges participating in CVC to use their curriculum processes to determine if courses in CVC will be accepted

Be it further resolved that the default for acceptance of courses in the CVC be changed to “not approved” until a campus accepts the course.

Be it further resolved that this resolution be placed on the agenda with ASCCC for discussion and voting at the spring plenary

Reference:

(a) The governing board of each community college district shall establish policies for, and may approve credit courses pursuant to section 55002, section 55002.5, and the Chancellor's Office Program and Course Approval Handbook prepared, distributed, and maintained by the Chancellor consistent with section 55000.5(a).

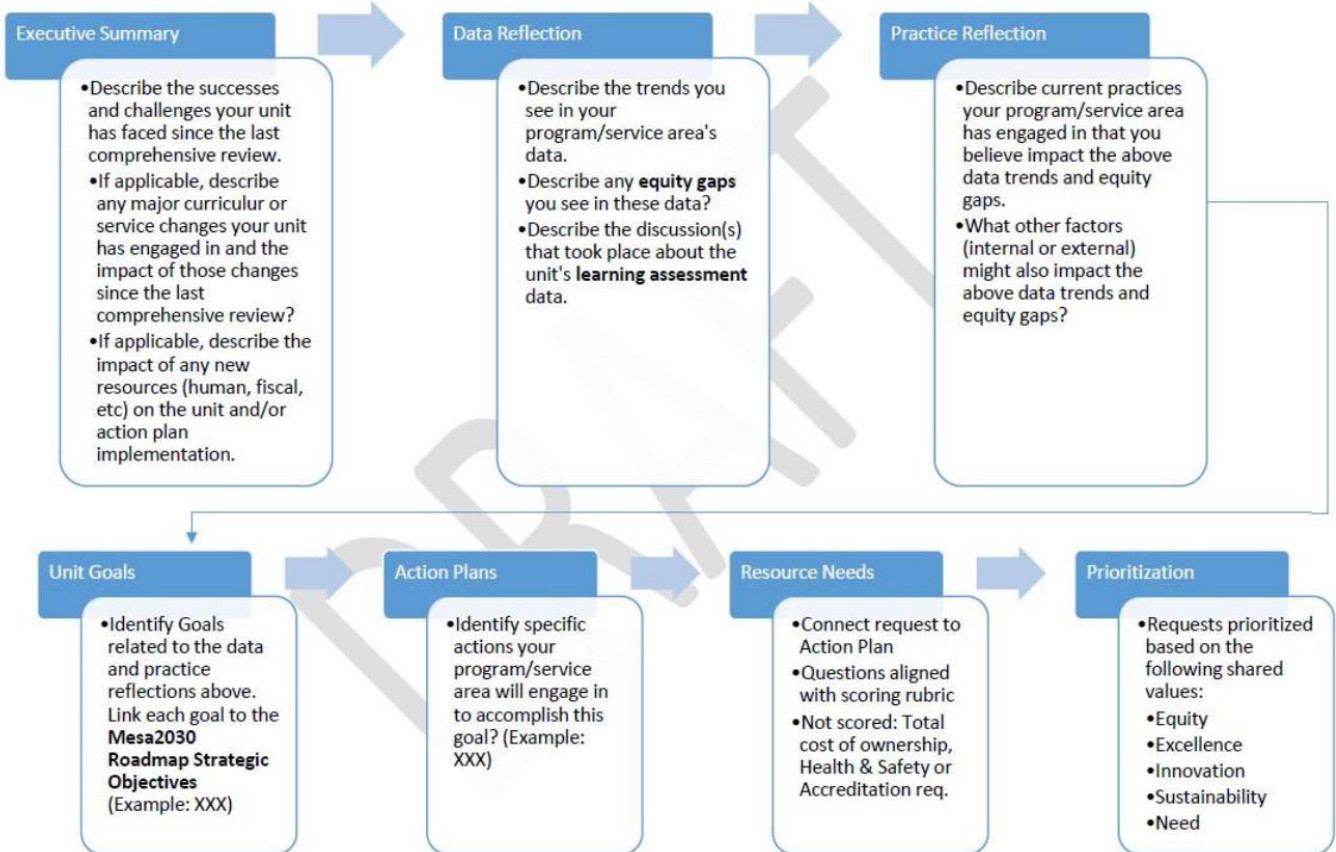
(b) The chief executive officer, chief instructional officer, college academic senate president, and college curriculum committee chair of each college and/or district shall annually certify to the Chancellor, before the conclusion of each academic year, compliance with the following requirements related to the approval of credit courses:

(1) the curriculum committee and district governing board have approved each credit course pursuant to section 55002, section 55002.5, and the Chancellor's Office Program and Course Approval Handbook prepared, distributed, and maintained by the Chancellor consistent with section 55000.5(a);

Presented to the Academic Senate: November 28, 2022

Approved by the Academic Senate:

Program Review Report and Resource Request Structure



Program Request Form Questions and Prioritization Process

Directions: Each response should include accurate and relevant data, meaningful analysis of those data, and a clear connection of those data to the program/unit action plan. Relevant data may include data beyond what is provided by the Office of Institutional Effectiveness. Writers should include any and all data they deem relevant to the request. Responses should include considerations around impact to campus practice, proportion of students/employees impacted, impact on equity, and specialized expertise needed to support programming.

Each question is scored from 0-10 on the following continuum. Additional guidance can be found below.

0	1	2	3	4	5	6	7	8	9	10
Did not address question	Minimally addressed the question		Addressed the question but did not include accurate or relevant data, data analysis, or make clear connection to Program Action plan			Question is well addressed but may be missing relevant data, analysis or narrative on how the data supports program Action Plan			Question is well addressed and includes accurate and relevant data, analysis and clearly connects to programs Action Plan.	

Form Question	Guidance
Explain how your request contributes to improvements in <u>Equity</u> for Disproportionately Impacted groups.	Request will intentionally support practices that have demonstrated success or are research supported in producing parity in outcomes across racial/ethnic student groups or other historically minoritized groups. Examples may include: <ul style="list-style-type: none"> • Student-facing practices, policies, programs • Policies, practices, programs that foster a culture of equity-mindedness • Policies, practices, programs that improve our ability to pursue equity through principles of inquiry and development of equity-minded systems.
Explain how your request addresses <u>Excellence</u> .	Request will intentionally support excellence and completion. Demonstration of excellence may include discussion of the following: <ul style="list-style-type: none"> • high-quality, culturally relevant teaching/learning experiences • supporting students toward timely completion of educational goals • eliminating barriers and providing support for students entering Mesa College, through to completion, and beyond to transfer and employment • partnerships within Mesa's internal and external communities to enhance access and completion efforts • New policies, practices, or structures that intentionally focus on institutional improvement and effectiveness
Explain how your request fosters <u>Innovation</u>	Request introduces something new and/or makes changes to something established. Examples: <ul style="list-style-type: none"> • Innovation in curriculum, pedagogy, student success efforts • New/more efficient or effective campus processes or infrastructure support • Ideas around scaling up an effective practice utilizing a new approach

Explain how your request promotes <u>Sustainability</u>	<p>Request clearly demonstrates a commitment to sustainability of resources (physical, fiscal, and human). Examples include:</p> <ul style="list-style-type: none"> • Commitment to and prioritization of policies or practices that improve environmental justice and sustainability • stewardship of resources (physical, fiscal, and human) • climate action education • Policies, practices, programs committed to reducing Mesa College's carbon footprint • replacement/maintenance of current resources • cross-functional/interdisciplinary request that improves efficiency of resources, practices, and programming
<p>Using accurate and relevant data*, explain the <u>Need</u> for the request beyond what currently exists in the unit.</p> <p><small>*Some data will be provided but writers should include any and all data they deem relevant to the demonstration of need.</small></p>	<p>Request includes accurate and relevant data/evidence</p> <ul style="list-style-type: none"> • Classroom requests should minimally include FTEs/FTEF, Adjunct FTEF, Full-Time Faculty Headcount • Other data could include: student utilization, faculty/employee utilization, growth/demand, time on task, efficacy of services, • Data/evidence is clearly connected to the need and justification for the resource(s) beyond what currently exists within the unit. <p>Request may include discussion of how it will support a new policy, practice or requirement (internal or external).</p> <ul style="list-style-type: none"> • The requirement is clearly articulated with relevant details describing how this request supports the requirement.

***Bold words are included in glossary that will be linked in the workspace**

Alignment and Implementation Steps for Resource Committees*

(*Faculty Hiring Prioritization, Classified Hiring Prioritization, Budget Allocation Recommendation Committee)

1. Meaningful Alignment
 - a. Develop tools and systems that align Program Review and resource allocation processes and practice with campus priorities and a shared vision.
 - b. Implement technology effectively
 - c. Provide samples
2. Radical Transparency
 - a. Communicate with campus the steps of the Program Review and Resource Allocation Process and how to effectively engage in the process to support your program/services area toward achieving goals that are aligned with the campus priorities
 - b. Provide ongoing technical training in multiple modalities to all Program Review lead writers and Liaisons so that they can navigate the system and are aware of expectations
 - c. Communicate with campus throughout the process and respond to feedback in a timely manner
 - i. Open forums, FAQs, what do you need to know to do this well?
 - ii. Chair of Chairs meeting presentations and reminders to attend training
3. Norming within the group
 - a. Within each committee, review and commit to shared values, identify barriers as you go, communicate with campus throughout and openly discuss challenges and ideas for improvement.