Budget Committee Agenda	Wednesday, May 29, 2019 L-201 2:30 p.m. - 3:30 p.m.

Type of Meeting: *Regular*
Please Review/Bring: *Agenda, Minutes and Supporting Documents*

Committee Members:

Diana Keelen, Co-Chair	Executive Director of Business Services (Co-Chair)	Standing
Ty Mettler, Co-Chair	Academic Senate President or Designee (Co-Chair)	Standing
Berta Bilbao	Adjunct Faculty Representative	2018-2019
Taleen Rose	ASO Representative	2018-2019
Maria West	Classified Representative	2017-2020
Nichelle Williams	CMS Representative	2018-2021
Riley Dwyer	Dean of Academic Affairs	2016-2019
Jill Zimmerman	Dean of Student Services	2017-2020
Vacant	Enrollment Management Committee	(3-year term)
Jared Simmons	Facilities	2017-2020
Karen Heinzman	Faculty Representative	2017-2020
Sergio Gomez	Human Resources	2018-2021
Rick Shaw	Information Technology Committee	2016-2019
Richard Fleishman	Outcomes Committee	2018-2021
Vacant	Program Review Committee	(3-year term)
Vanessa Gibson	Student Success Committee	2016-2019
Pamela Ford	Classified Union	2017-2020
Violet Christopher	Faculty Union	2018-2021

Ex-Officios:

Vacant	VP Academic Affairs, Ex-Officio	Standing
Mark Bryant	VP HR & Employee Relations, Ex-Officio	Standing
Erin Vines	VP Student Services, Ex-Officio	Standing
Vacant	VP Academic Affairs, Ex-Officio	Standing

Items	Person	Action / Notes
I. **Approval of Minutes:** March 27, 2019 Meeting	Ms. Keelen	
II. **Information Items:** Presentation of 2019-2020 Tentative Budget Draft	Ms. Keelen	
III. Program Discontinuance of A) Clothing and Textiles Program	Ms. Keelen	

	B) Interior Decorating Program (AP 4021)		
IV.	**Discussion Items:** Accomplishments for 2018-2019	Ms. Keelen	
	NEXT MEETING DATE: **No June Meeting** **July 24, 2019 / TBD**		

Budget Committee Minutes	Wednesday, March 27, 2019 SSV-151 2:30 p.m. – 3:30 p.m.

Type of Meeting: *Regular*
Note Taker: *Rhonda Burgess*
Please Review/Bring: *Agenda, Minutes, Supporting Docs*

Committee Members:

Diana Keelen, Co-Chair	Executive Director of Business Services (Co-Chair)
Ty Mettler, Co-Chair	Academic Senate President or Designee (Co-Chair)
	(By Proxy-Van Rider)
Berta Bilbao	Adjunct Faculty Staff
Taleen Rose	ASO Representative **- ABSENT**
Maria West	Classified Representative **- ABSENT**
Nichelle Williams	CMS Representative
Riley Dwyer	Dean of Academic Affairs
Jill Zimmerman	Dean of Student Services **- ABSENT**
Vacant	Enrollment Management Committee
Jared Simmons	Facilities
Karen Heinzman	Faculty Staff
Sergio Gomez	Human Resources
Rick Shaw	Information Technology Committee
Richard Fleishman	Outcomes Committee **- ABSENT**
Vacant	Program Review Committee
Vanessa Gibson	Student Success Committee **- ABSENT**
Pamela Ford	Classified Union
Violet Christopher	Faculty Union

Ex Officios:

Mark Bryant	VP HR & Employee Relations, Ex-Officio
Erin Vines	VP Student Services, Ex-Officio **- ABSENT**
Vacant	VP Academic Affairs, Ex-Officio

	Items	Person	Action
I.	**Approval of Minutes:** February 27, 2019 Meeting	Ms. Keelen	Minutes were approved as presented.
II.	**Discussion Items:** Review Budget Requests Scoring Results	Ms. Keelen	Ms. Keelen reviewed the prioritization lists for the one-time and ongoing resource allocation requests.

III.	Budget Committee Participatory Governance Committee Goals	Ms. Keelen	Committee reviewed samples listed on the agenda. Decided on several goals to work on this year. • Budget request alignment with Strategic Planning committee • End of cycle process improvement and streamlining budget request process • In-depth review of the funding formula and what it means to the District
IV.	Process Improvement in Resource Allocation Process	Ms. Keelen	Committee discussed process improvement with the resource allocation process and the possibility of expanding the process for all resource requests regardless of funding source. Will incorporate the Chancellor's Office Sound Fiscal Management checklist into the budget processes and documents, also the tentative and adopted budgets. A review of the checklist will be scheduled annually in April.

NEXT MEETING DATE:
April 24, 2019 (Joint SP & BC)
May 22, 2019

2019 MEETINGS:
June 26, 2019

Budget Committee		**Chairs/Co-Chairs:** Diana Keelen/Ty Mettler (Proxy Van Rider)

Annual Report - Goals
2018/2019

List Committee Goals for 2018/2019	
I.	Budget request alignment with Strategic Planning committee
II.	End of cycle process improvement and streamlining budget request process
III.	In-depth review of the funding formula and what it means to the District
IV.	

Describe accomplishments made to meet your committee goals:	
I.	Joint meeting held 4/24/19 to review planning and resource allocation
II.	Process improvement discussed at 3/27/19 meeting
III.	In-depth funding formula reviewed at 3/27/19 meeting/handout comparison advanced and P1 for State and AVC discussed
IV.	

What did your committee accomplish to further the College Mission?

Mission: Antelope Valley College, a public institution of higher education, provides a quality, comprehensive education to a diverse population of learners. We are committed to student success offering value and opportunity, in service to our community.

Accomplishments:
We are able to ensure that the mission is accomplished by aligning our resource allocation with the planning process of the institution.

What did your committee accomplish to further the 2018/2019 College Goals? (To be provided after all-campus planning meeting)

Goal 1: *Accomplishments:*

Goal 2:
Accomplishments:

Goal 3:
Accomplishments:

What issues do you foresee your committee working through in the upcoming year?

Stability in funding

Recommendations for change in membership or function:

AP 4021   Program Discontinuance

Reference:

Education Code 78016;
Title 5, 51022, 55130
ACCJC Accreditation Standard II.A.15

Educational Program Evaluation and Discontinuance Procedure

Antelope Valley College is committed to support programs that fulfill the goals of the Mission Statement and the Institutional Learning Outcomes for students as stated in the Educational Master Plan. Title 5 (Section 55000) defines an educational program as "an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education." These educational programs are subject to approval by the System's Office and are then entered on Inventory of Approved and Projected Programs. Primary consideration in the decision to consider program discontinuance will be given to the service the program provides to the college and community, not to budgetary considerations. Only programs with low or declining enrollment, decreasing demand for service, or clear obsolescence will be considered for discontinuance. A program discontinuance review will be initiated and carried out according to the following steps:

I.   When a declining trend has been identified by the division/area dean and faculty of a specific program, the division/area dean shall contact the appropriate Vice President and Academic Senate President. A declining trend will be identified using the following key performance indicators:

    a.   Statistically significant decline in class enrollment throughout the program over four consecutive semesters.

    b.   A consistently low enrollment of 50% below maximum seat load capacity over four consecutive semesters.

    c.   Retention of less than 50% from the beginning term class roster for four terms (need not be consecutive semesters).

    d.   Student success of less than 50% of students obtaining a grade of C or better and /or credit for the final course grade in all courses of the program over four terms (need not be consecutive semesters) in that program.

II.   A Taskforce will be convened that consists of no more than three faculty members from the discipline, the respective Division/Area Dean, the Dean of Occupational Education, a representative of the Counseling Department, a faculty representative of the Academic Senate who is not a member of the division in question, and a representative of the Faculty Union who is not a member of the division in question. The Director of Institutional Research and Planning will be a resource for the subcommittee.
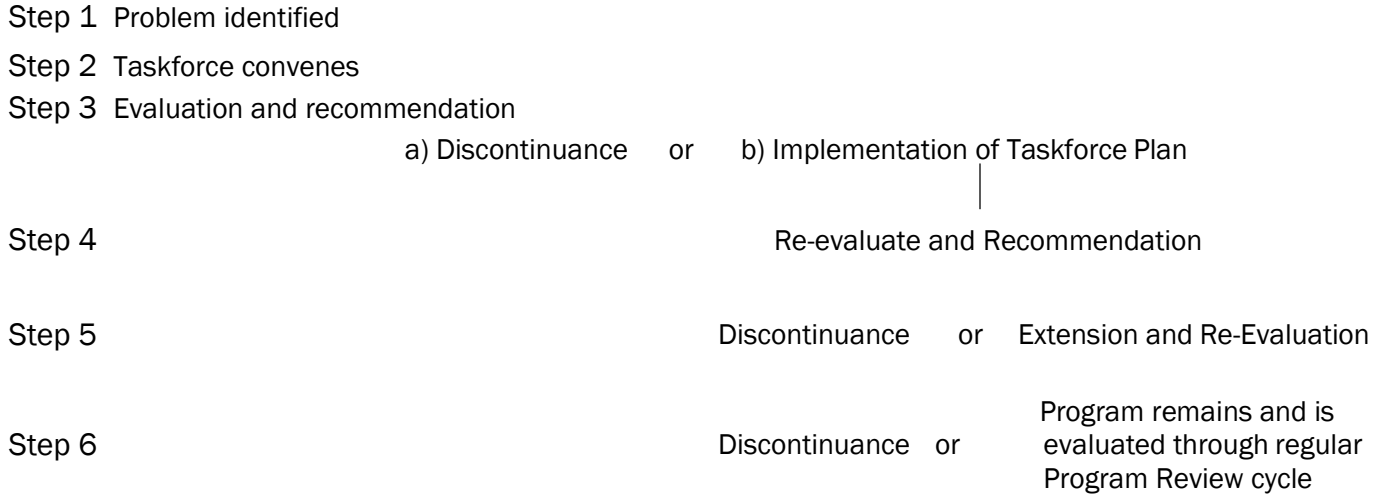
The role of the Taskforce shall be to consider the following in keeping with good intentions and enrollment management requirements, in order to determine the disposition of the programs identified as having a declining trend:

•   Needs of the community

•   Workforce development

- Program Review (most recent)

- Core indicators from System's Office

- Integration/cross discipline in which the program is involved

- FTES generated by program

- Local labor market information through EDD/employer program advisory committees and surveys

- Or initiate an independent, external needs assessment to determine market demand

III. The Taskforce, by consensus, may agree to one of the following to address the declining trend:

1) to declare the program obsolete and create a plan for discontinuance that respects the needs of students and fulfills contractual obligations to faculty and staff; or

2) to devise a process/plan to revitalize the program and a timetable to accomplish this goal agreed upon by the discipline faculty with the help of the other involved parties. Resources shall be allocated by the Administration in order to improve enrollment or retention. Some areas to be considered are: in-depth revision of the program's courses, update of facilities, or other program enhancements to assure currency, vitality, and relevancy of the program. Other considerations might include seeking support from or collaboration with other campus areas that could help promote student success and retention.

IV. If there has not been a statistically significant increase in key performance indicators after three semesters of the implementation of the process to revitalize the program, the Administration will reconvene the Taskforce to determine the appropriate course of action from the following:

1) Give the Program an extension of two semesters. At the end of the extension, the committee will reconvene and re-evaluate.

2) Accept the program in its current state if it serves a community, instructional, or training need.

3) Create a plan to improve recruitment and enrollment. This plan will then be implemented over the following three semesters.

4) Discontinue the program.

V. The final decision on either program discontinuance or program continuance is sent by the taskforce to the appropriate Vice President and Academic Senate President. If the decision is to continue the program, evaluation will occur through the regular program review cycle.

VI. If the decision is to discontinue a program, the Academic Senate President will inform the Academic Policies & Procedures Committee so that they may formally ratify the decision of the Discontinuance Taskforce. The Academic Policies & Procedures Committee faculty co-chair will then inform the Academic Senate and Strategic Planning and Budget Council.

VII. The Strategic Planning and Budget Council will then notify the College President/Superintendent, who will take the decision of the taskforce to the Board of Trustees.

VIII.   The Vice President of Academic Affairs will notify the Systems
Office to have the program removed from the inventory.

PROGRAM DISCONTINUANCE TASKFORCE TIMELINE

Step 1 Problem identified

Step 2 Taskforce convenes

Step 3 Evaluation and recommendation

a) Discontinuance   or   b) Implementation of Taskforce Plan

Step 4   Re-evaluate and Recommendation

Step 5   Discontinuance   or   Extension and Re-Evaluation

Step 6   Discontinuance or   Program remains and is evaluated through regular Program Review cycle

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Career and Technical Education Program Discontinuance

The discontinuance process for Career and technical Education Programs remains the same as the process above, with the following exceptions:

1. Each Career and Technical Education Program will be reviewed in a two year cycle to ensure that they meet legal standards

2. If a CTE program is not compliant with legal standards and does not become so within an academic year, the Superintendent President shall make the determination to discontinue the program or extend the date to meet compliance. The Superintendent/President will inform the Academic Senate President and Vice President of Academic Affairs if a CTE program is discontinued due to legal non-compliance.

5/8/06
Revised: 11/13/06
Revised: 12/11/17