



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes from Zoom Meeting

March 20, 2024

APPROVED

Members Present: Co-Chairs: Daniel Berumen; **Faculty Reps:** Jeanette Rodriguez, Jennifer Combs; **Management Reps:** Anita Carlos, Grant Linsell; **Resource Member:** Melisa McLellan; **Members Absent:** Henry Hua, Summer Marquardt, Eddie Prieto.

The meeting was held via Zoom format and commenced at 2:13 pm.

I. Approval of Meeting Notes: Since there was not a quorum, the March 6, 2024 and February 21, 2024 Summary Meeting Notes will be reviewed at the next meeting.

II. Annual Program Review Updates: Daniel screen-shared a draft rubric for the committee to discuss. Thoughts were shared as to the possible content and scoring. Concerns were raised as to whether there should be two separate rubrics tailored to the review of resource requests submitted for the two program review cycles related to Instructional and Non-instructional. The item will be on the next meeting agenda for further discussion and comments. Daniel will share the edited rubric from today's meeting in the PBSC TEAMS folder under the title Brainstorming Rubric.

Daniel reported that he and Henry have a scheduled meeting with Mary Bogan and Bridgette Kominek from the PRPC (Program Review and Planning Committee) on April 12.

Rather than having members add independent comments related to the resource requests in the file posted in TEAMS by Henry, it was decided to first develop a rubric to follow where all members review and provide questions as a group. Reviewing as a group will also allow us to "test" our rubric so to speak. It was also decided to meet in person when we begin to review the resource requests.

III. Other / General Discussion: None.

Meeting ended at 2:58 pm

Meeting Notes typed by Melisa McLellan

Next Meeting: April 3, 2024