



Fullerton College

**Planning and Budget Steering Committee**

Co-chairs: Henry Hua and Bridget Kominek

<https://vpas.fullcoll.edu/pbsc/>

Meetings 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays from 2-4pm Room 227

# Planning and Budget Steering Committee

## February 5, 2025 Meeting Agenda

MAIN AGENDA			
TIME	TOPIC	PRESENTER	PURPOSE and ACTION
2-2:05	Call to order, approval of the agenda, approval of notes	Henry and Bridget	<ul style="list-style-type: none"><li>11/20/24 notes for committee approval</li></ul>
2:05-2:10	Public comments	Henry and Bridget	<ul style="list-style-type: none"><li>Members of the public are welcome to make comments on agenda items during this time period. Time may be extended as necessary for comments.</li></ul>
2:10-2:20	Co-chair report	Henry and Bridget	<ul style="list-style-type: none"><li>Introductions and welcome to new members</li><li>Reminder for planning forum 9:30am-12pm on Friday, 2/7</li></ul>
2:20-2:40	Program review, planning, and resource allocation software process update	Henry and Daniel	<ul style="list-style-type: none"><li>Update the committee on process for developing software for our program review, planning, and resource allocation processes including timeline</li><li>Discuss plans for resource request section of the online submission form: separate sections for resource requests associated with strategic action plans versus those associated</li></ul>

			with operational needs ( <a href="#">refer to Fall 2025 Instructional Program Review Comprehensive Self-Study template</a> )
2:40-3:20	Fall 2025 resource request rubric	Henry and Bridget	<ul style="list-style-type: none"> <li>Review and revise <a href="#">draft of rubric</a> for Fall 2025 resource requests</li> <li>Discuss usefulness of the rubric for evaluation of Fall 2024 resource requests. Does the committee want to use this as we evaluate resource requests we receive from PRPC?</li> </ul>
3:20-3:45	Spring PRAU resource request evaluation process planning	Henry and Bridget	<ul style="list-style-type: none"> <li>PBSC reads and evaluates Program Review Annual Updates and resource requests at 2/19, 3/5, 3/19, 4/2, and 4/16 meetings</li> <li>Senate considers PRPC/PBSC recommendations as a first read on 5/1 and second read on 5/15</li> <li>PAC considers PRPC/PBSC recommendations as a first read on 5/14 and second read on 5/28</li> <li>How should PBSC evaluate the resource requests in a timely manner?</li> </ul>
3:50-4	Next meeting planning	Henry and Bridget	<ul style="list-style-type: none"> <li>What are the committee's priorities for Spring 2025 beyond evaluating resource requests from Program Review Annual Updates</li> <li>Note: the April 16 PBSC meeting will take place in Room 107 in the Humanities Building</li> </ul>

## RESOURCES

- [Integrated Planning Build](#)
- [Fall 2025 Instructional Program Review Comprehensive Self-Study template](#)
- [Draft 2025 resource request rubric](#)