PBC Training Session Notes

In support of the Planning and Budget Council (PBC) two training sessions were held on September 20, 2013 to review the implementation of a “Third Party” Review of supporting PBC documents, and to provide training for PBC members to assist them in the review and prioritization of forthcoming PBC requests.

The training sessions were not scheduled PBC meetings and these notes are informal documentation of the meeting discussions.

“Third Party” Reviewer Meeting Notes

1. The supporting document list was revised to separate Academic support into four reports: Computing Services, Library, Media, Testing Center, and Tutoring.

2. The supporting document list was revised by assigning the reports for Remedial and Developmental Reading, and Remedial and Developmental Writing to one reviewer.

3. As the net tally of reports was increased by three, the listed alternate and two members of Student Affairs are to be added to the reviewer list, so that all 23 supporting documents may be reviewed.

4. The reviewers will be anonymously assigned but, in the process of review, may meet with the author of the report if they and/or the author of the report choose to do so. If either the authors or the reviewers don’t want to meet, then only the comments of the reviewers will be passed on to the author.

5. The example review rubric for Departmental Reports was discussed. The ARPDs are similar to the Departmental Reports, so the same rubric can be used. A rubric for Non-Instructional Reports will be developed as these reports have no demand, efficiency, and effectiveness measures.

6. The timeline and process for distributing the documents for review was discussed.

PBC Training Meeting Notes

1. For the general information of PBC members, the “Third Party” review process and how it fits into the PBC process and timeline was discussed.

2. PBC members were requested to review the Policies and Procedures and Timeline for the PBC (posted on the PBC webpage), and to submit suggestions for change by October 4, for compilation and presentation at the October 11 PBC meeting.

3. The results of the PBC Assessment Survey (8/13/2013) were discussed. Suggestions and future modifications based on the responses should be presented at the October 11 meeting.

4. The “PBC Form Notes” which presented additional information pertinent to filling out the PBC Form were reviewed. It was noted the Health and Safety factor of the tier rating rubric would be revised for enhanced congruity; the present rubric would be used for this year’s submittal of PBC forms.

5. In discussion of eligible amounts for PBC requests it was determined that the minimum request amount was set at around $5,000; this number may vary depending on the significance and immediacy of the request. Requests for recurring line or grant items may not be eligible for PBC review. Unit heads were advised to have a budget contingency to accommodate requests not satisfying PBC request guidelines, or to request increased budgets, or to reallocate within unit budgets.