

**JOINT TASK FORCE ON REDUCTIONS & DISCONTINUANCE OF PROGRAMS**  
**Meeting Notes**  
**July 29, 2011**

Members Present: Renee Kilmer, Wanda Garner, Kathie Welch  
Peter Shaw, Rick Fillman, Steve Hodges, Michele Rivard

The TF reviewed minutes from last meeting, July 27, and clarified intent of previous meeting discussion specifically on student success. We focused most attention on criteria #4 ("access") & #5 ("community")

**Criteria #4: Access** The Task Force discussed whether this category should actually be "equity" (as the state defines it, ie: Student Equity) rather than "access," and whether we should use the CCCCO definition of equity as well as the focus of the senate discussion (ethnic diversity)? Or should we broaden the definition differently, such as a socio-economic definition? Should we include gender, especially in the CTE fields that are heavily male-dominated. After much discussion, the Task Force leaned toward underrepresented populations (as defined in official state and educational documents: ethnicity), which seemed to be the intent of the Faculty Senate discussions.

**Final metric for this criterion: in order to determine programs that are predominately underrepresented, underprepared students, we would use the same calculation method as used for criteria 1, 2, 3, including standard deviation.**

**Criteria #5 - community profile (most visible):** The Task Force discussed the differences between this criterion and criterion #4. This one primarily addresses community support of the program. After much discussion about how to measure community support, we determined that the most objective method would be to use financial support as the basis of the metric. We would look at program budget, and the amount of financial support from donors or patrons. We would then weigh the percentage of external funds (donor funds, fundraising, sales) to the general fund. We discussed whether we should omit one-time funds.

Final decision:

1. We will look at consistent external funding.
2. Any donation to the college as a whole will be excluded from specific programs even if some of it benefits a particular program.
3. We will not include 1 time funds.

**Final Metric: use average of 5 years of donations in program-specific foundation accounts, ancillary accounts, sales, other revenue-generation. Weigh the percentage of external funds to the program's average annual expenditures (donor funds, fundraising, sales) over the same five year period.**

**Decided weighting of Criteria 4 & 5 - change from 10% and 5% to 7.5% each**