From: Salvatore Lanzilotti  
To: Charles Sasaki  
Re: Categorized PPAC Issues  
August 11, 2013

1. Consult the stated Mission and Intent of PPAC. Is the PPAC currently fulfilling its stated mission? Why or why not?

PPAC is fulfilling its stated mission, but not living up to its name.
- The name does not reflect the advisory nature of the group.
- Something like Chancellor’s Advisory Council for Policy, Planning and Assessment.

PPAC do review and recommendations of policy.
- PPAC does not set policy.
- PPAC does fulfill certain aspect of PPAC responsibilities, e.g., PPAC reviews assessment policy.

PPAC [does not] have any role in setting budget priorities.
- Constructing the college budget and setting priorities is problematic—no direct role or obvious outcomes being reflected in budget decisions.
  - We don’t have any say in budgets.
  - By the time it gets to PPAC, decisions have been made.

PPAC fulfills its mission Partially.
- Mechanism for Chancellor to “gather and disseminate information” and base decision-making is true.
- PPAC is currently information dissemination.
- PPAC receives directives.
- Would be ideal to have information disseminate with accurate update and follow-up communication.
- Communication seems to be more informational.
- Not a lot of exchange of ideas. We’ve hardly done any of this—it’s a forum for making announcements—explaining decision.
- In other bodies discussion/debate are key words but not part of PPAC reality.
- PPAC integrates some areas.

2. What is working? What doesn’t work? (15 minutes)

PPAC members don’t feel like they are contributing to the campus via PPAC.
- Would like fewer PowerPoint presentations that take up time that could be put to better use.
- If presentations don’t relate to policy, planning or assessment, it shouldn’t be there.
- They are having no impact when they all just presented info.
- The PPAC studies issues and does not decide them.
- Not a working group. Just review and assess.
- PPAC = advisory role, e.g., fulfills the old “Provost Advisory Council” role.
- We do not see how PPAC affects Chancellor’s decision-making.
- No planning and budget construction or setting priorities.
- Not so much info exchange or any action decision-making.
- Not closing the loop on what is coming forward. What’s the resolution or action needed?
- We get off on tangents (can be good or bad). I
- I don’t get the sense that “they” really want our opinion… seems like things have been decided beforehand.
- We don’t make decisions. Can’t think of when we’ve voted or made a decision.

Lack of continuity.
- The meetings don’t build on each other.
- There is no follow-up on what got discussed before.
- Don’t have regular participation by all of its constituent bodies of PPAC.
- Don’t have a sense that PPAC issues/discussions are getting disseminated.
- Minutes are not easily found.
- Seems redundant (with other groups).
- Sometimes people see the same presentation at multiple committees—possibly a symptom of poorly defined roles.
- Some information presented is not pertinent—nice to know but not right for PPAC.
- Don’t meet as regularly as we should.

Discussions aren’t data driven.
- PPAC should be monitoring the performance matrix for the college?
- 2 years ago got a glimpse of instruction timetable but not update since.

Process should be more collaborative
- PPAC should not be just a forum for reporting updates from the different councils.
- PPAC should be more of a mechanism to solicit feedback to be considered before the decisions are made.
- Break out groups are productive (creative problem-solving)

Works
- Get to know people across campus.
- PPAC is a forum for people to bring up issues.
- Agenda items are solicited.
- Friendly and collegial.
- We know what’s happening across campus on a regular basis.
- Agenda is helpful.
3. **What about PPAC could change?**

**Meeting Management**
- Should have more member-submitted agenda items. It is too top-down, too much in one directions.
- Time – 1:30 – 3:00 – 1.5 hours.
- For problem solving, survey the greater campus and representatives; bring them to meeting ahead of time.
- Provide a designated facilitator so that the meeting stays on task.
- Set outcomes first.
- Set tone of meeting.
- Provide a Master calendar of what is going on in campus.
- Change the meeting space to something more intimate and better lit. There is a different energy when we meet outside the Tamarand Room, which may be too fond a venue.
- Have more opportunities to brainstorm, discuss, and debate.
- Change meeting structure so it isn’t all presentations followed by Q&A.
- Action oriented and focus on the mission statement.
- We should have focused discussion groups (like this).
- Revamp the agenda to link it to the purpose of PPAC.

**Share the big picture.**
- How do we fit into the UHCC system?
- We are the Chancellor’s advisory council, but don’t have a sense of his vision of where he sees the college going.
- What does he want for KCC in the future? In international education? In STEM? In CTE? The physical facility (LRPD).
- Share planning resource priorities for potential funding.

**Clarify Role of PPAC**
- Memberships—It’s a large group. But until we decide what the group is supposed to do, hard to know who should be there, e.g., need business office and HR participation.
- Shrink the PPAC so discussion can be meaningful.
- Let community know it’s only advisory body, not policy setting group.
- How open and inclusive do you want PPAC to be in policy-making and setting budget?
- Possibly renaming the groups to add “Chancellor” CPPAC so it is clear that the Chancellor is running the group. Or you could elect a leader and the Chancellor would be a member of the group.
- Shorten the PPAC governance document.
- The document needs to be reformatted like a mission statement.
- The current document is centered on the Chancellor, while the accreditation team was focused on the function: policy, planning and assessment (which is in paragraph 3 of the document).
- More collaborative decision-making and transparency in budget allocation process.
- Create subcommittees or ad hoc committees to delve into big issues (like technology) and bring recommendations back to PPAC.