

**MINUTES OF THE MARCH 9, 2021  
CLATSOP COMMUNITY COLLEGE  
BOARD OF DIRECTORS  
WORK SESSION**

The Work Session on Program Prioritization was called to order by Chair Robert Duehmig at 5:33 p.m.

**Board Members Present:** Robert Duehmig, Rosemary Baker-Monaghan, Karen Burke, Sara Meyer, Anne Teaford-Cantor, Tim Lyman, and Dave Zunkel. **Board Members Absent:** None. **Others Present:** Jade Jaconetti, Jerad Sorber, Peter Williams, Rinda Johansen, Julie Kovatch, Helen Keefe, Jon Graves, Desiree Noah, Siv Serene Barnum, Eldon Russell, Krystal Brailsford, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Pat Schulte.

Chair Duehmig introduced the work session on Program Prioritization. President Breitmeyer provided an overview of the Program Prioritization work. It was started over two years ago in College Council using the model by Robert Dickeson. President Breitmeyer shared his screen to show the CCC Criteria for Program Evaluation. College Council determined the weights for each criteria. Departments/programs at CCC completed Program Prioritization Worksheets which were then scored by members of College Council using a scoring rubric that provided guidance for scoring each criteria. Scores were either a 1 (minimal/limited), 3 (moderate), or 9 (exceptional/significant). The completed scoring worksheets for each program/department were sent to Pat Schulte who entered the scores in a master spreadsheet. Aggregated total and average scores for each program/department were then made available to all CCC staff and faculty. Regarding the scores, 1 doesn't necessarily mean bad and 9 means good. If a program has a low score, it may mean it needs more resources. The Program Prioritization scores are now in the hands of the Budget Advisory Committee. Program Prioritization is useful for deciding how to allocate scarce resources. However, the College is not contemplating any cuts for next year. Program prioritization won't be an annual process, but it will be a regular process.

College Council members provided feedback on the process of scoring the worksheets:

- Comparing revenue and expenses between the different programs was not comparing apples to apples.
- Some of the responses on the worksheets were very lengthy and some were short. It would be good to limit the number of words for each response.

- Some of the worksheets were incomplete, e.g., did not include revenue and expense data.
- The process of scoring took a lot of time.
- The worksheets provided a great overview of all the programs on campus.
- The worksheets provided information on who is in the different departments and who they reach. It was eye opening.
- It was helpful to learn about what all the programs are doing.
- The worksheets covered the history of the programs, e.g., the maritime program started as a whaling program.
- The worksheets included a lot of information that could be shared with the public.
- The scoring of 1, 3, or 9 was good. If something was really outstanding, you could give it a 9.
- It was helpful to do my own program's worksheet. It was a great learning experience and hope it is continued in the future.

In response to questions and comments from the Board:

- Other institutions who have used Dickeson's Program Prioritization process have used it to make difficult budget decisions. It takes some of the subjectivity out of those decisions.
- External demand looked at incoming students, demand from the business community, etc. It depended on the program.
- President Breitmeyer just received an economic forecast for workforce demands by region.
- The worksheets asked a question about opportunities for growth if there were more resources. Some of the programs were really creative in talking about their opportunities for growth.
- Program Prioritization will help the College look more critically at legacy and other programs to determine if there is still demand for these programs.
- The impact criteria is related to how the program advances the mission of the College and the strategic plan.
- In terms of demand for a program, the College can look at partnering with other institutions to share a program where there is a need, such as the current truck driving program that is a partnership with Tillamook Bay. CCC students can share Tillamook Bay's curriculum.
- Programs and departments were divided into Academic and Educational Support programs. The worksheets had similar but slightly different questions.
- There has been a certain amount of anxiety among some programs after they saw their scores. The President has had conversations with several programs about their scores to allay that anxiety.

- Communication is key. Really emphasized that program prioritization is a dataset, a piece of information – it’s not the “end all.” Program prioritization is not the final answer on any decision.

With no further discussion, the Work Session was adjourned at approximately 6:20 p.m.

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Chris Breitmeyer, President

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Robert Duehmig, Chair

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Pat Schulte, Board Secretary