PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE
POE is the district-level planning and accreditation oversight and coordinating committee that makes recommendations to District

A G E N D A

Wednesday, August 22, 2018
Time: 3:30pm-5:00pm
District Office – Santa Ana Room #103

I.   **MINUTES FOR REVIEW AND APPROVAL** – April 25, May 23 & June 20, 2018

II.   **POE COMMITTEE -** Review
   a.   Review Committee Responsibilities
   b.   Review and Approve 2018-19 Committee Goals- Draft *(item attached)*
   c.   Review Membership *(item attached)*
   d.   Appointment of Faculty Co-Chair

III.   **RSCCD MISSION STATEMENT -** Information

IV.   **2019-2022 STRATEGIC PLANNING RETREAT**
   a.   Possible Dates: April 26, May 3, May 10 or other *(item attached)*
   b.   Location: Bower Museum
   c.   Create Agenda: Review Draft *(item attached)*

V.   **REVIEW FUNCTION MAPPING -** Information

VI.   **GUIDED PATHWAYS**
   a.   Santiago Canyon College
   b.   Santa Ana College

VII. **PLANNING AT THE COLLEGES**
   a.   Santiago Canyon College
   b.   Santa Ana College

VIII. **GRANT DEVELOPMENT SCHEDULE –** Information *(item attached)*

IX.   **OTHER**

   NEXT MEETING: ***Wednesday, September 26, 2018***

POE COMMITTEE MEMBERS:
Michael DeCarbo • Dr. Marilyn Flores • Erika Lara • Enrique Perez • Nga Pham • Kristen Robinson • Craig Rutan • Sean Small • Mark Smith
Aaron Voelcker • Monica Zarske

RSCCD Mission Statement

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

2013 – 2023 RSCCD Goals

RSCCD Goal 1
RSCCD will assess the educational needs of the communities served by RSCCD and will adjust instructional programs, offerings, and support services and will allocate resources as needed to optimize the alignment of students' needs with services and fiscal resources.

RSCCD Goal 2
RSCCD will assess the educational needs of the communities served by RSCCD and then pursue partnerships with educational institutions, public agencies, non-profit organizations, and business/industry/labor to collaboratively meet those needs.

RSCCD Goal 3
RSCCD will annually improve the rates of course completion and completion of requirements for transfer, degrees, certificates, and diplomas.

RSCCD Goal 4
RSCCD will support innovations and initiatives that result in quantifiable improvement in student access, preparedness, and success.

RSCCD Goal 5
RSCCD will use a cycle of integrated planning that will demonstrate the effective use of resources.

PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

Draft – MINUTES

Wednesday, April 25, 2018 - Time: 3:30pm-5:00pm
District Office – Santa Ana Room #103

MEMBERS PRESENT:
Dr. Marilyn Flores, Erika Lara, Enrique Perez, Nga Pham, Kristen Robinson, Mark Smith, Aaron Voelcker, and Monica Zarske
Staff: Patricia Duenez
Not Present: Michael DeCarbo, Craig Rutan, and Sean Small

Mr. Perez called meeting to order at 3:37pm

I. **MINUTES FOR REVIEW AND APPROVAL – March 21, 2018**
No corrections were made. Abstentions from Ms. Pham as she was not present at this meeting
It was moved by Ms. Zarske, seconded by Ms. Lara and carried to approve the March 21, 2018 minutes.

II. **UPDATE ON STRATEGIC PLANNING**
Ms. Pham thanked the committee for agreeing to move the planning presentation at the Board of Trustees meeting to fall semester. It was suggested that a team of three to strategize the planning. Mr. Voelcker is to meet with Ms. Pham for the 2016-2019 planning.
Action #1: Ms. Pham will send the committee a proposed strategic planning timeline.

III. **REORGANIZATION REQUESTS**
Ms. Pham is reviewing the district office and the five governance committee's flow charts and reorganization requests. Mr. Perez is meeting with FRC & HRC regarding the reorg requests flow charts. Discussion ensued on the flow charts, the augmentation request process, the RSCCD Budget Allocation Timeline for 2018-2019, the October month needing clarification and the need to finalize these forms before June.
Action #2: these items will be placed on the May 23 meeting agenda.

IV. **GUIDED PATHWAYS**
Ms. Zarske reported that the Board of Trustees approved Mr. Al Solano as a consultant. Mr. Solano was present at the Guided Pathways meeting. Ms. Zarske reported on the April workshops involving faculty, staff and students and what the next phase will involve.

Dr. Flores reported on the student focus workgroup meeting and the compiling a list of 'who needs to be at the table'. Dr. Flores reported on the upcoming Guided Pathways in Costa Mesa, the attendees for that meeting, and next steps of identifying the core team.

V. PLANNING UPDATES AT THE COLLEGES

a. Santa Ana College
Ms. Zarske reported on some meetings being on hold until the two new Vice Presidents for Academic Affairs and Student Services start so that they can be part of the discussions.

b. Santiago Canyon College
Mr. Voelcker reported on the Educational Master Plan and waiting for the Board of Trustees and District Council's approval, the changing of the colleges vendor to either Ilumen or Inventive (this would replace CurricuNet), and the college updating their program review template as a result of the accreditation visit.

VI. GRANT DEVELOPMENT SCHEDULE - Enrique Perez

Mr. Perez reviewed the grant schedule. Dr. Flores clarified that SCC's Humanities grant was a 'resubmittal'
Action item #3: Ms. Duenez will follow up with Resource Development.

VII. OTHER

Mr. Perez reported on the 'Report to the Community', a report of the status of what RSCCD does with taxpayer's dollars. This report will be sent to all registered voters in the district and the RSCCD community. Funding for this report was made through indirect funds.
Mr. Perez reported on the INTERACT marketing presentation scheduled for the May 14th Board of Trustees meeting which will cover what INTERACT is doing with marketing at the four orange county districts. It was mentioned that of all the colleges in Orange County, Santa Ana College has the most survey results. Mr. Voelcker requested a copy of the results.
Action item #4: Ms. Pham will forward Mr. Voelcker the survey results when she receives them.

The next meeting is scheduled for May 23, 2018.

Mr. Perez called the meeting adjourned at 4:57pm

Approved: _____

PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

draft MINUTES

Wednesday, May 23, 2018
3:30pm-5:00pm - District Office – Santa Ana Room #103

MEMBERS PRESENT:
Dr. Marilyn Flores, Enrique Perez, Nga Pham, Kristen Robinson, Sean Small, Aaron Voelcker, and Monica Zarske
Staff: Patricia Duenez
Not Present: Michael DeCarbo, Erika Lara, Craig Rutan, and Mark Smith

Mr. Perez called meeting to order at 3:40pm

I.   **MINUTES FOR REVIEW AND APPROVAL** – April 25, 2018
         Minutes were not available. These will be forwarded via email to committee for approval.

II.   **STRATEGIC PLAN COMPLETION – Timeline**
         Ms. Pham reviewed the 2016-2019 RSCCD Strategic Plan Timeline for Completions (handout #1) and advised on the need to assign a workgroup to oversee completion of the project. Discussion ensued.
         Action item #1: Ms. Pham will update the Strategic Plan Timeline as direction given during discussion.
         The planning for and a date was discussed for the retreat to form the 2019-2022 RSCCD Strategic Plan. Discussion ensued.
         It was agreed that the retreat be scheduled for spring 2019, late April/early May, with the purpose of having the data (external scan and data to support 2016-2019 Strategic Plan be available) needed and available early February, to come to POE in March, and to be ready in April. The spring 2019 Retreat Timeline (handout #4) will be used for planning.
         Action item #2: Mr. Perez will draft list of those recommended to attend the retreat based on those who attended last year's retreat and to include the new SAC Vice Presidents. This list will be forwarded first to committee members for review.
         Action item #3: **Mr. Perez** will research options for location of the retreat.
         It was suggested for IEPI to be on the agenda for the retreat.
         Action item #4: **Ms. Pham** will conduct an external environmental scan for the group to consider for planning 2019-2022.

III.   **DISTICT OPERATIONS RESOURCE AUGMENTATION REQUEST PROCESS – Flow Chart/Timeline**
         Ms. Pham provided an update on handouts #5, 6, 7 and reported having made the suggested revisions from the April 25th meeting. This process will be implemented for 2018-19.

IV.   **REVIEW FUNCTIONS MAPPING & TIMELINE FOR COMPLETION**

Ms. Pham provided an overview of handout #2. Discussion ensued on functions listed and concern that we update the document to be current and inclusive to ensure what the district does and what the colleges does. Direction was given.

Mr. Perez recommended a sub-committee be formed to look at functions first. The sub-committee will come back to POE with suggestions. The representatives should include one from each college and one from the district office.

Action item #5: Ms. Pham will draft an email to the Vice Presidents/Vice Chancellors specifying the need to conduct such review and delineate specific functions to the district to those at the college, to be returned in time for the next scheduled POE meeting on June 20.

The next phase of the project will include a comprehensive functions list will be distributed among Vice Presidents/Vice Chancellors to be reviewed with staff for specific responsibilities within each functions. The projected completion date will be December 2018.

V.   2019-2022 RSCCD STRATEGIC PLAN RETREAT
See item II. for discussion.

VI.   GUIDED PATHWAYS
SAC: Ms. Zarske reported on the committee meeting being effective with design key people and received feedback from faculty.

SCC: Dr. Flores reported on the initial core team meeting, next steps were discussed, and an 'all call' was sent across the district. 48 responses were received. These responses will be available at the next organizational meeting, tentatively scheduled for a Friday in June.

VII.   PLANNING UPDATES AT THE COLLEGES
Santiago Canyon College

Mr. Voelcker reported on the Educational Master Plan to be on the Board of Trustees docket for the June 11 meeting for approval; College Council approved ILUMEN for the curriculum management system and college planning system, and SLO's.

Santa Ana College

Ms. Zarske reported on planning being on hold while the new VP's start; an ACCJC visit for the BA program which resulted in receiving a commendable letter.

VIII.   GRANT DEVELOPMENT SCHEDULE (Information) - Enrique Perez
Action item #6: Mr. Perez will connect with Resource Development and forward the RFP and Fiscal Agent information on the Key Talent Administration & Sector Strategy Fiscal Agent award, the MUN funding for SCC, and feedback from the SCC Forensics application.

IX.   OTHER
Mr. Perez reported Ms. Carri Green as a finalist for Vice Chancellor of Human Resources. This will be a docket item for the June 11 Board of Trustees meeting.

Next meeting: Wednesday, June 20, 2018

Mr. Perez adjourned the meeting at 5:02pm

approved:_____

PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

draft MINUTES
Wednesday, June 20, 2018
3:30pm-5:00pm - District Office – Santa Ana Room #103

MEMBERS PRESENT:
Michael DeCarbo, Dr. Marilyn Flores, Enrique Perez, Nga Pham, and Aaron Voelcker.
Staff: Patricia Duenez
Not Present: Kristen Robinson, Craig Rutan, Sean Small and Mark Smith and Monica Zarske

Mr. Perez called meeting to order at 3:40pm

I.   **MINUTES FOR REVIEW AND APPROVAL** – April 25 & May 23, 2018
       Approval of minutes were tabled for next meeting as quorum was not established.

II.   **2016-2019 STRATEGIC PLANNING COMPLETION TIMELINE**
       A correction was made to reflect 2018 for June. The timeline was accepted as presented.

III.   **2019-2022 STRATEGIC PLANNING RETREAT**
       a. Review Timeline
           The timeline was reviewed and accepted as presented
       b. List of Participants
           Discussion took place on attendees for the retreat and the selection process.
           Action #1: place retreat on agenda for the August 22 POE meeting and subsequent
           meetings.
       c. Agenda
           Ms. Pham provided a draft agenda for the retreat. Discussion took place on location,
           content, and the possibility of having a facilitator for future retreats. It was suggested to
           add 'Review Design Manual' as the new item VI and item VII be revised to
           'Develop/Align'.

IV.   **FUNCTIONS/MAPPING OF RESPONSIBILITIES**
       a. Review Timeline
       b. Review Input from college/district leadership on functions ne
           Ms. Pham provided a draft of the input received to date. Discussion took place on
           revisions.
           Action #2: Ms. Pham to follow-up with individuals on functions in question. Ms. Pham
           will forward updated functions and responsibilities to the college/district leadership.
           The college/district leadership will then work with their staff to clearly delineate,

document, and communicate the operational responsibilities and functions of the district to those of the colleges.

V.   **GUIDED PATHWAYS**
Santiago Canyon College: Mr. DeCarbo reported on the meeting scheduled on the 29th to actualize the two matrices in place for next year.
Santa Ana College: SAC was not present to report.

VI.   **PLANNING UPDATES AT THE COLLEGES**
Santiago Canyon College: Mr. Voelcker reported on the Educational Master Plan being approved by the Board of Trustees and it being submitted to Publications.
Santa Ana College: SAC was not present to report.

VII.   **GRANT DEVELOPMENT SCHEDULE** (Information) - Enrique Perez
Mr. Perez presented the Grant Schedule.

VIII.   **PROPOSED MEETINGS FOR 2018-2019**
The proposed meetings were accepted as presented. Mr. Perez encouraged everyone to add these dates to their calendars.

IX.   **OTHER**
None.

Next meeting: Wednesday, August 22, 2018

Mr. Perez adjourned the meeting at 4:38pm

approved:_____

PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

Committee Goals 2018-2019

1. Update the RSCCD Planning Design Manual to reflect current practices and processes.

2. Oversee the implementation and completion of the RSCCD IEPI-PRT Institutional Innovation and Effectiveness Plan.

3. Complete the 2016-2019 RSCCD Strategic Plan that includes assessment, narrative, presentation, and distribution of the report to the Board of Trustees and the colleges/district communities.

4. Create the 2019-2022 RSCCD Strategic Plan that includes an environmental scan, alignment of college and district objectives to the 2013-2023 RSCCD Goals, as well as quantitative metrics for assessment.

5. Ensure integration of clearer responsibilities between the Fiscal Resources Committee (FRC) and POE.

6. Ensure district governance committees understand their respective roles in accreditation so they may serve as a support to the colleges.

The Planning and Organizational Effectiveness Committee is the district-level planning and accreditation oversight and coordinating committee that makes recommendations to District Council.

Committee	Responsibilities	Membership
Planning and Organizational Effectiveness	Coordinate the development ~~Develop~~ and monitor implementation of the RSCCD Comprehensive Master Plan and the RSCCD Strategic Plan Ensure that District planning processes follow the processes and timelines outlined in the RSCCD Planning Design Manual Provide leadership for coordination of district and college planning activities Prepare the annual Progress Report on the RSCCD Comprehensive Master Plan Coordinate data to be presented at annual Board of Trustees planning activity Coordinate accreditation activities between colleges and District Services including the delineation of District/College Functions Review institutional research activities and results Review resource development initiatives	• ~~Executive~~ Vice Chancellor~~, Human Resources~~ & Educational Services (chair) • Assistant Vice Chancellor, Educational Services • RSCCD Director of Research, Planning & Institutional Effectiveness • Vice President, Academic Affairs, Santa Ana College • Vice President, Academic Affairs, Santiago Canyon College • Institutional Effectiveness Coordinator, Santa Ana College • ~~Assistant~~ Dean of Institutional Effectiveness, ~~& Assessment~~ Learning Support & Learning Support Services, Santiago Canyon College • Two faculty members appointed by each Academic Senate, Santa Ana College & Santiago Canyon College • A faculty member appointed by FARSCCD • Three Classified representatives appointed by CSEA (District Office, Santa Ana College & Santiago Canyon College) • ~~One of the faculty representatives~~ shall serve as committee co-chair (2-year term) • Student representatives (SAC, SCC, when possible)

2019-2022 RSCCD Strategic Plan Retreat
Spring 2019 Retreat Timeline

May 23, 2018
- POE plans retreat (agenda, location, timeline, resources, participants, etc.)
- POE forms workgroup to oversee:
  - the planning of retreat to create the 2019-22 RSCCD Strategic Plan
  - the alignment of district goals/objectives to that of the colleges' goals/objectives,
  - the updates of RSCCD Functions/Mapping of Responsibilities document
  - the environmental scan (internal and external)

June - August 2018
- POE workgroup completes alignment of 2016-19 RSCCD Strategic Plan objectives to colleges' current goals and objectives

June - September 2018
- District Research Department works on environmental scan
- POE workgroup gathers data to support 2016-19 strategic objectives
- College/District updates RSCCD Functions/Mapping of Responsibilities document (to include approval of presidents' cabinets/chancellor's cabinet)

October 2018
- POE committee reviews/approves:
  - alignment of 2016-19 RSCCD Strategic Plan objectives to colleges' current goals and objectives
  - updated RSCCD Functions/Mapping of Responsibilities updates

December 2018
- District Council reviews/approves updated RSCCD Functions/Mapping of Responsibilities

March 2019
- POE committee reviews/approves data to support 2016-19 strategic objectives (whatever is available as of March 2019)
- District Research Department completes environmental scan
- POE workgroup plans retreat: agenda, presentation, consultant/facilitator, location, etc.

Late April-Early May 2019 - RETREAT
- Purpose of retreat
- Review the planning design manual
- Review functions/mapping of responsibilities
- Review environmental scan
- Review alignment of 2016-19 strategic plan to colleges' goals and objectives for gaps
- Create 2019-22 RSCCD strategic plan
  - Check alignment and gaps
  - Colleges/DO revise/update strategic plans, as needed

2019-2022 RSCCD STRATEGIC PLANNING RETREAT

A G E N D A

April-May 2019 (select a Friday)
Bowers Museum - 2002 N Main St, Santa Ana
9:00am -3:00pm

Participants include all members of the district and college governance committees

Note: Develop 2019-2022 Strategic Objectives by Unit (SAC, SCC, DO) – each unit needs to have this completed prior to the retreat for more effective alignment to RSCCD Goals?

Presenter timeframe needed below:

I.   Welcome & Introduction (9:05-9:15?)

II.   Brief Overview of Districtwide Roles and Responsibilities

III. Review RSCCD Mission Statement – Approved Fall 2018

IV.   Review 2013-2023 RSCCD Goals

V.   Review 2016-2019 RSCCD Strategic Plan – Final Report

VI.   Gap Analysis of 2016-2019 RSCCD Goals and Strategic Objectives and SAC/SCC Goals/Objectives

VII. Environment Scan (Internal (including 12 Measures of Success) and External)

VIII. Review RSCCD Planning Design Manual – (placement on agenda?)

IX.   Sharing of Strategic Objectives by Unit (SAC, SCC, DO)

X.   Gap Analysis of 2019-2022 RSCCD Goals and Strategic Objectives and SAC/SCC Goals/Objectives

XI.   Other

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

Grant	District/ College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded …	Institution- alization?	District/College authorized submission
Submitted									
*Catalyst Fund $125K first year, decreasing amounts in Years 2 and 3 *Competitive. By invitation only, after LOI submission.*	SAC: Maria de la Cruz	Goals #1, #2, and #4	6/1/18	UPDATE: Awarded.	July 2018	No.	Provide comprehensive services for DREAMERS and their families to support retention and completion.	Letters to sustain the program after the 1st 3 years of support	Yes
*Veterans Resource Center Chancellor's Office $100,000 over 3 years *Competitive*	SAC: Brenda Estrada	Goals #2, #3 and #4	6/28/18	UPDATE: Awarded.	July 2018	No	SAC's Veterans Resource Center will develop a veteran students peer mentor program. Focus on encouraging transfer to close equity gap.	Yes	Yes
*Veterans Resource Center Chancellor's Office $100,000 over 3 years *Competitive*	SCC: Jennifer Coto & Sheena Tran	Goals #2, #3 and #4	6/28/18	UPDATE: Awarded.	July 2018	No	SCC's Veterans Resource Center will provide activities and resources to increase veteran students involvement on campus and use of center	Yes. Expected that successful components will be sustained.	Yes
*AB 798: California College Textbook Affordability Act $50,000 *Competitive*	SAC: Cherylee Kushida	Goals #1, #3, and #4	6/30/18	Submitted	August 2018	No. NOTE: No indirect allowed.	Increase use of Open Educational Resources to reduce/eliminate textbook costs.	Yes. Keep using OER in identified courses.	Yes
California Apprenticeship Initiative Public Pathways Program $1,100,000 Non-competitive	DO – Sarah Santoyo	Goals #2 and #4	July 2018	Awarded	July 16, 2018	No	Create innovative apprenticeship opportunities in sectors where apprenticeship training is not current industry practice in maintaining a skilled workforce.	No	Yes

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded …	Institution-alization?	District/College authorized submission
*GEAR UP (Gaining Early Awareness & Readiness for Undergraduate Programs) U.S. Department of Education $700,000/yr for 5 years *Competitive*	SAC: Alicia Kruizenga SAC sub-award of UCI	Goals #1, #2, and #4	7/13/18	Submitted	September 2018	Yes 50%	Provide student cohorts in SAUSD with support and academic services to increase academic performance and college readiness. Program will start with entire classes of 6th/7th graders and continue services in each sub-subsequent grade up to 1st year of college.	Key strategies that show significant impact are expected to be sustained in some form.	Need to check with project director on approval status
*Humanities Initiatives at Community Colleges (National Endowment for the Humanities) $100,000 each program *Competitive*	SCC: Marilyn Flores, Cale Crammer	Goal #1, #3 and #4	7/19/18	Submitted	December 2018	No	Engage students in enriched MUN and Speech and Debate activities to strengthen the application of knowledge and skills of the humanities disciplines.	No	Yes
*Child Care Means Access in Schools U.S. Department of Education $45,000 *Competitive*	DO – Janneth Linnell	Goal #1, #2, #3 and #4	7/24/18	Submitted	October 2018	No	Add additional child care spots for low-income student-parents at SCC's Child Development Center.	No	Yes
August 2018									
*GO-Biz Technical Assistance Expansion Program Governor's Office of Business & Economic Development $250,000 *Competitive*	DO – Ruth Cossio-Muniz	Goal #2	8/16/18	Submitted	October 2018	Yes. 1:1. Match met through federal SBDC & other grant funding.	Provides support for expansion of SBDC services yielding increased outcomes through consultation and training provided to prospective and existing small businesses.	No	Yes

Grant	District/ College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded …	Institution-alization?	District/College authorized submission
September 2018									
College Promise Initiative SAC - $538,158 SCC - $585,127 Non-competitive	District	#3 and #4	Participation form from the District due 9/1/18	Planning	N/A	None	To qualify for funding: college must partner with an LEA to establish an Early Commitment to College Program and to improve college readiness & reduce remediation; use evidence-based multiple measures; participate in CCC Guided Pathways Program; ensure students complete FAFSA and CalGrant/Dream apps; participate in Federal Direct Student Loan program. Implement activities and provide services to increase college readiness, completion & transfer, and eliminate achievement gaps.	No	Yes
*Tobacco-Free College Program Truth Initiative $20,000 *Competitive*	SCC – Beth Hoffman	Goals #1 and #2	9/13/18	Planning	December 2018	Unknown at this time. Webinar on 7/12/18	Engage and mobilize students to create support for implementing a 100% smoke- or tobacco-free policy	Yes	Yes

Upcoming Grant Opportunities

o U.S. Department of Education, *Pilot Program for Cybersecurity Education Technological Upgrades for Community Colleges*. Up to $100,000. Due 8/29/18.

- o U.S. Department of Labor, *Scaling Apprenticeship Through Sector-Based Strategies*. $1-$12 million. Eligible applicants include an institution of higher education representing a consortium of institutions of higher education, or a state system of higher education, such as a community college system. 10/16/18.

- o National Science Foundation *Improving Undergraduate STEM Education* (Development proposals due December 2017 and December 2018; Exploration and Design proposals due from October 2017 through October 2018). Sent info to the President, CIO and Dean, Math & Science at each college.

- o U. S. Department of Education, *TRIO Talent Search Program*. TRIO programs compete on a set schedule. In 2019 Talent Search should be opened for competition. This program provides college and career planning services to high school students. Funds average $220,000/year for 5 years.