



Building the future through quality education

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Santa Ana College • Santiago Canyon College

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, June 20, 2018

Time: 3:30pm-5:00pm

District Office – Santa Ana Room #103

- I. MINUTES FOR REVIEW AND APPROVAL – April 25 and May 23 meetings**
- II. 2016-2019 STRATEGIC PLANNING COMPLETION TIMELINE (Information)**
- III. 2019-2022 STRATEGIC PLANNING RETREAT**
 - a. **Review Timeline**
 - b. **List of Participants**
 - c. **Agenda**
- IV. FUNCTIONS/MAPPING OF RESPONSIBILITIES**
 - a. **Review Timeline**
 - b. **Review Input from college/district leadership**
- V. GUIDED PATHWAYS**
- VI. PLANNING UPDATES AT THE COLLEGES**
 - a. **Santiago Canyon College**
 - b. **Santa Ana College**
- VII. GRANT DEVELOPMENT SCHEDULE (Information) - Enrique Perez**
- VIII. PROPOSED MEETINGS FOR 2018-2019**
- IX. OTHER**

Next meeting: Wednesday, August 22, 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 Comprehensive Master Plan 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.



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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. DISTRICT 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

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

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 #8: 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



2016-2019 RSCCD Strategic Plan Timeline for Completions

May 23, 2018

- POE assigns workgroup to facilitate gathering of data/information with SAC/SCC/DO and oversees the completion of the final report.

June 2019

- Workgroup works with college/district staff to gather data/information that supports the strategic objectives

April 2019

- Workgroup drafts report
- Workgroup reviews/recommends which objectives are completed, need refinement and carried to 2019-2022 Strategic Plan, or should be deleted.
- POE reviews and refines draft report and recommendations to the draft report
- POE plans retreat to create 2019-2022 RSCCD Strategic Plan

August 2019

- District Council reviews/approves comments/recommendations to the draft report
- Workgroup edits the draft report
- POE plans the presentation to Board of Trustees

September 2019

- Staff works on the presentation to Board of Trustees
- POE plans retreat to create 2019-2022 RSCCD Strategic Plan
- Publish final report

October 2019

- Update to the Board of Trustees:
 - Results of the 2016-19 RSCCD Strategic Plan
 - Introduction to the 2019-22 RSCCD Strategic Plan
- Send final report to college/district community



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 plan to plan
- 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



Functions/Mapping of Responsibilities Update Fall 2018 Timeline to Completion

May 23, 2018

- POE reviews list of functions to be included for consideration
- POE assigns functions to appropriate Vice Presidents/Vice Chancellors.
- POE forms workgroup to oversee project

July 2018

- POE co-chairs send email to Vice Presidents and Vice Chancellors detailing the review process, timeline, etc.
- Vice Presidents/Vice Chancellors delegate review of functions and responsibilities to appropriate staff

August 2018

- Staff submits updates of functions and responsibilities back to Vice Presidents/Vice Chancellors.

September 2018

- Vice Presidents/Vice Chancellors review draft with President's/Chancellor's Cabinet
- Presidents/Chancellor forward colleges'/district's edits to POE

October 2018

- POE workgroup reviews and combines colleges' and district operation's updates into single document
- POE committee reviews and approves updated document
- POE submits to District Council (DC) for review

November 2018

- DC reviews and approves updated RSCCD Functions/Mapping of Responsibilities

December 2018

- DC distributes updated RSCCD Functions/Mapping of Responsibilities to district/college community

RSCCD Resource Development Grant Development Schedule

Grant	District/ College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institution- alization?	District/College authorized submission
Submitted									
<i>Fiscal Agent – Data and Research Analytics Program CCCCCO \$3.5 million *Competitive</i>	DO – Sarah Santoyo	Goals #2, #4	5/25/18	UPDATE: Awarded	6/7/18	Yes. 10% of CalPASS activities. The match will be provided by another grant program supporting CalPASS. Grant partners will provide the match documentation.	RSCCD will serve as the Fiscal Agent to support implementation partners: WestEd, EdResults and RP Group. Will expand district’s knowledge of the state’s data and research operations and objectives to improve our own, and expand our network of educational researchers.	No	Yes
<i>Fiscal Agent – Regional Consortia CCCCCO \$2,070,000</i>	DO – Sarah Santoyo	Goals #2 and #4		Awarded		No	RSCCD will serve as the Fiscal Agent for the 2018/19 Regional Consortia grants, which serve as hubs for career education development, workforce & economic development, and partnership develop with industry, business, workforce development partners, and K-12 and IHE leaders in each of seven regions of the state.	No	Yes

RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institutionalization?	District/College authorized submission
<i>Catalyst Fund \$125K first year, decreasing amounts in Years 2 and 3 *Competitive. By invitation only, after LOI submission.</i>	SAC: Maria de la Cruz	Goals #1, #2, and #4	6/1/18	Submitted	July 2018	No.	Provide comprehensive services for DREAMERS and their families to support retention and completion.	Letters to sustain the program after the 1 st 3 years of support	Checking with project director on approval status
<i>Perkins IV – Career Technical Education Act Funds Annual renewal application \$1 million + *Annual allocation</i>	SAC – Bart Hoffman, Kim Matthews SCC – Von Lawson, Elizabeth Arteaga	Goals #1, #2, #4 and #5	6/5/18 (estimated due date)	Submitted	July 2018	No	Develop and improve the colleges' CTE programs to improve student achievement in those programs and attainment of employment, esp. for non-traditional students.	No. But 3-year limit on cont. activities charged to the grant.	Yes
<i>Math, Science, Engineering Achievement Program (annual renewal, 2nd year of 3-year award) Chancellor's Office \$74,515</i>	SAC – Cathie Shaffer	Goal #3	6/7/18	Submitted	July 2018	Yes. 1:1.	MESA Center will provide an array of support services for first-generation, low-income students pursuing STEM majors to increase graduate and transfer rates, and persistence in STEM majors and programs.	Original grant design was for colleges to assume staff costs for the center incrementally. SAC has completed that process.	Yes.
<i>Middle College High School (annual renewal, 2nd year of 3-year award) Chancellor's Office \$100,000</i>	SAC – Alicia Kruiuzenga	Goals #2 and #4	6/7/18	Submitted	July 2018	Yes. 1:1 provided entirely by SAUSD.	Continue to operate an early college high school program located at SAC for disadvantaged and under-represented high school students.	No.	Yes.

RSCCD Resource Development Grant Development Schedule

Grant	District/ College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institution- alization?	District/College authorized submission
<i>Nursing Program Support Grant Chancellor's Office \$207,358</i>	SAC – Rebecca Miller	Goals #3	6/15/2018	Submitted	July 2018	No	Provide academic and support services to increase persistence, retention and completion of the Nursing Program, especially for disadvantaged and underrepresented student populations.	No	Yes.
June 2018									
<i>Veterans Resource Center Chancellor's Office \$100,000 over 3 years</i>	SAC: Brenda Estrada	Goals #2, #3 and #4	6/28/18	Writing	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	In process for approval.
<i>Veterans Resource Center Chancellor's Office \$100,000 over 3 years</i>	SCC: Jennifer Coto & Sheena Tran	Goals #2, #3 and #4	6/28/18	Writing	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.	In process for approval.
<i>AB 798: California College Textbook Affordability Act \$50,000 *Competitive</i>	SAC: Cherylee Kushida	Goals #1, #3, and #4	6/30/18	Writing	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.	In process for approval.

RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institutionalization?	District/College authorized submission
July 2018									
<i>GEAR UP (Gaining Early Awareness & Readiness for Undergraduate Programs) U.S. Department of Education \$700,000/yr for 5 years *Competitive</i>	SAC: Alicia Kruizenga SAC sub-award of UCI	Goals #1, #2, and #4	7/13/18	Planning	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 6 th /7 th graders and continue services in each sub-subsequent grade up to 1 st 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
<i>Humanities Initiatives at Hispanic Serving Institutions (National Endowment for the Humanities) \$100,000 each program *Competitive</i>	SCC: Marilyn Flores, Cale Crammer	Goal #1, #3 and #4	7/19/18	Writing	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

Upcoming Grant Opportunities

- 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.
- *National Endowment for the Humanities – Community College Initiatives* grants: \$100,000. Proposals to improve, develop and create humanities programs at community colleges. Applications due 7/19/2018
- U.S. Department of Education *Undergraduate International Studies and Foreign Language Program*: \$95,000 each year for 2 years. Competitive Preference Priorities: 1) Minority Serving Institutions. Grants are for planning, developing, and carrying out programs to strengthen and improve undergraduate instruction in international studies and foreign languages in the United States.



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Draft - MEETING SCHEDULE 2018-2019

Location: DO, Santa Ana Room #103

Time: 3:30pm-5pm

2018	2019
Wednesday, August 22	January 23 (tentative)
Wednesday, September 26	Wednesday, February 27
Wednesday, October 24	Wednesday, March 27
Wednesday, November 26	Wednesday, April 24
<i>December (no meeting)</i>	Wednesday, May 22
	June 26 (tentative)
	<i>July (no meeting)</i>

Approved: _____

POE COMMITTEE MEMBERS:

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