



## **PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE**

*POE is the district-level planning and accreditation oversight and coordinating committee that makes recommendations to District*

### **MINUTES**

Wednesday, May 27, 2020 3:30pm-4:30pm – zoom

**Present:** Yuri Betancourt, Michael DeCarbo, Dr. Marilyn Flores, Dr. Jeffrey Lamb, Cristina Morones, Enrique Perez, Nga Pham, Mark Smith, Sarah Santoyo, Kristen Robinson, Roy Shahbazian, and Aaron Voelcker

**Guest:** Craig Rutan

**Absent:** Melissa Govea, Aidan Kato, and Harley Villanueva

Mr. Perez called the meeting to order at 3:35pm.

#### **I. WELCOME**

Mr. Perez provided welcoming remarks.

#### **II. MINUTES FOR REVIEW AND APPROVAL – April 22, 2020**

No corrections were made.

It was moved by Mr. Voelcker, seconded by Mr. Smith to approve the April 22, 2020 minutes.

#### **III. REPORT FROM DISTRICT COUNCIL – May 4, 2020**

Mr. Perez and Mr. DeCarbo shared meeting points that included; survey sent out to summer faculty, fall semester remote and face to face learning. Importance was made on the need to announce fall ‘remote live’ courses as soon as possible as faculty have questions on this. Discussion ensued on the fall semester, applied labs, conversations that need to be held between depts., disciplines and instructors and focus being on fall enrollment and communication with students.

#### **IV. CURRENT PLANNING ACTIVITIES**

##### **a. Update on Planning Design Manual**

POE will hold off on further discussion until FRC’s July 1<sup>st</sup> meeting. Importance was given on the need to capture a 2 year roll over of chair membership on POE’s Committee in the PDM. Mr. DeCarbo reported that this would be his last meeting as Academic Senate President. Mr. Craig Rutan will be assuming this position and will also be serving as POE Co-Chair for 2020-2021. Discussion ensued on the PDM addressing how the Board of Trustees make decisions or the process to follow on initiatives they want to pursue. Clarification was made that these are discussed between Board Members and the Chancellor. Ms. Duenez was asked to locate and share screen the Function Mapping & Responsibilities Report for clarification.

##### **b. Update on Vision for Success Goals**

This item will be a **standing item** on future agendas. The 18/19 metrics data not available yet. Mr. Rutan will have more information after the June 10 Metrix workgroup at the state chancellor’s office.

##### **c. District Related Enrollment Management Reports**

Mr. Perez reported on earned indirect being used to contract consultants on enrollment management. Included in the tasks is identifying what reports should be captured in the annual data report of what reports the district should be producing each year that best support the colleges. A list should be available this week; **Mr. Perez** will share this list with the committee.

#### **POE COMMITTEE MEMBERS:**

Yuri Betancourt • Michael DeCarbo • Dr. Marilyn Flores • Melissa Govea • Aidan Kato • Dr. Jeffrey Lamb • Cristina Morones • Enrique Perez  
Nga Pham • Kristen Robinson • Sarah Santoyo • Roy Shahbazian • Mark Smith • Harley Villanueva • Aaron Voelcker

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The Data Integrity Specialist position that POE discussed in January and added to the tentative budget will be placed on hold with the current budget situation. Mr. Perez will share this at District Council. Concern was raised on how duties the position encompassed will be supported at the colleges without this position in place.

**V. PLANNING AT THE COLLEGES**

- a. Santiago Canyon College
  - i. Update on Accreditation  
Dr. Flores reported on sending out templates on policy, gathering evidence, uploading information, the June 5<sup>th</sup> deadline, and writing the narrative being the next step.
- b. Santa Ana College
  - i. Update on Accreditation  
Mr. Shahbazian reported that an extension to collect evidence was not granted but they are in same process as SCC.

**VI. FOLLOW-UP & UPDATE ON IEPI PLAN**

Ms. Pham reported that Ms. Santoyo had requested an extension to the IEPI. Enrollment management and software systems was discussed. Mr. Voelcker share that SCC had a kick-off meeting with AdAstra last week regarding software systems and predictive analytics.

*Dr. Lamb arrived at this time.*

Dr. Lamb shared that both colleges are engaged with AdAstra and that Mr. Davis is serving as the IT liaison.

*Ms. Robinson joined at this time.*

**VII. GRANT DEVELOPMENT SCHEDULE**

Ms. Santoyo reported on the schedule.

Mr. DeCarbo returned to item **VI./IEPI/B.1./pg2/column 5**. Discussion ensued on a taskforce, action item to work enrollment management into POE's responsibilities, getting tools needed for enrollment management and each college implementing plans. It was agreed this would be **placed on next meeting's agenda**.

*Mr. Perez left the meeting at this time.*

**VIII. GUIDED PATHWAYS**

- a. Santiago Canyon College  
Mr. DeCarbo reported on efforts, the 8 SCC Pathways, a meeting with the academic group and SCC being invited to be the 2<sup>nd</sup> cohort. Dr. Flores reported on student services and SAC invited to be the 1<sup>st</sup> cohort and a pilot website.
- b. Santa Ana College  
Dr. Lamb reported on the June 2 pathways event and another visit from the pathways group in November.

**IX. OTHER**

Planning at the colleges: Mr. Voelcker provided a brief report as did Dr. Lamb reported on the program review document and goal is to engage and reinitiate.

Mr. Shahbazian returned discussion to the Function Mapping Report on pg. 20/Area 4/Educational Services/Enrollment Management/Course Scheduling section to clarify discussion held under item IV.a. It was requested that 'Input and Process of Board & Chancellor's Initiated Initiatives and District Planning' **be placed on next meeting's agenda**.

Ms. Pham encouraged all to complete the RSCCD Districtwide Planning Process Survey scheduled to be sent out to the district on Thursday. This item was provided to the committee as an additional handout.

Next meeting is scheduled for Wednesday, June 24, 2020

Mr. DeCarbo adjourned the meeting at 4:53pm

*Approved: June 24, 2020*