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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, April 28, 2021 3:30pm-4:30pm

<https://cccconfer.zoom.us/j/99898553664> or dial 1 669-900-6833 / 99898553664#

- I. WELCOME**
- II. *APPROVAL OF MINUTES – Action**
 - a. March 24, 2021 meeting
- III. DISTRICT COUNCIL UPDATE – Information**
 - a. March 29, 2021
- IV. PLANNING AT THE COLLEGES - Information**
 - a. Santiago Canyon College
 - i. Planning Update on Accreditation
 - b. Santa Ana College
 - i. Planning Update on Accreditation
- V. REPORT FROM STUDENT GOVERNMENT - Information**
 - a. Santiago Canyon College
- VI. *GRANT DEVELOPMENT SCHEDULE - Information**
- VII. GUIDED PATHWAYS - Information**
 - a. *Santa Ana College
 - b. *Santiago Canyon College
- VIII. OTHER**

NEXT MEETING: **Wednesday, May 26, 2021**

**attachment provided*

POE COMMITTEE MEMBERS:

Yuri Betancourt • Dr. Vaniethia Hubbard • Dr. Jeffrey Lamb • Dr. James Kennedy • Cristina Morones • Enrique Perez • Nga Pham • Samantha Pierce • Syed Rizvi • Kristen Robinson • Craig Rutan • Sarah Santoyo • Roy Shahbazian • Mark Smith • Martin Stringer • Michael Taylor • Aaron Voelcker

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.



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Minutes

Wednesday, March 24, 2021 3:30pm-5:00pm via zoom

Present: Yuri Betancourt • Dr. Vaniethia Hubbard • Dr. Jeffrey Lamb • Dr. James Kennedy • Cristina Morones • Nga Pham • Samantha Pierce • Kristen Robinson • Craig Rutan • Sarah Santoyo • Roy Shahbazian • Mark Smith • Martin Stringer • Michael Taylor • Aaron Voelcker
Guest: Janice Love

Mr. Shahbazian called the meeting to order at 3:32pm

I. WELCOME

Mr. Shahbazian provided welcoming remarks; chaired the meeting due to Mr. Perez's absence.

II. *APPROVAL OF MINUTES – Action

a. February 24, 2021 meeting

It was moved by Ms. Morones; seconded by Mr. Stringer to approve the February 24, 2021 minutes. No corrections, no abstentions, none opposed.

III. DISTRICT COUNCIL UPDATE – Information

a. March 1, 2021

Mr. Rutan reported nothing new to report related to POE; agenda available on website.

IV. *PLANNING DESIGN MANUAL REVISION – Discussion & Action

a. Process for Allocating Resources

Ms. Pham reported on the Manual; this is an opportunity to review initiatives and projects that were previously approved for continued viability.

Discussion ensued on added paragraph drafted to page 16; will be inserted to month of April.

Ms. Pham noted edits from discussion; reminded committee there is a district template available for Budget Modification Recommendations.

Next step: manual will be presented to District Council as informational that POE has approved revisions.

It was moved by Ms. Pham; seconded by Mr. Shahbazian to approve revisions made to Manual. No abstentions, none opposed.

V. *2019-22 STRATEGIC PLAN – Discussion & Action

a. Goal 4 & Strategic Objectives

Ms. Pham provided an overview of Goal 4 and will follow up on:

- Connect to contacts mentioned related to process for classroom digital upgrades/computer replacement plan.
- Suggestion to add SCC's recent partnership NOVA Academies a recent partnership.
- SAC on Outreach section.
- 4C: it was suggested to add 'professional development has been added as of late'.
- 4D: it was suggested to mention EEO work being done in HRC. **Ms. Pham** will follow up with HR.

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- Concern was raised on disparity of data to 4C; importance made to keep data consistent with both campuses.

Ms. Pham will make revisions to Goal 4 as noted; will be meeting with VP's on revisions and next steps in the planning process.

No action was taken. There was committee consensus to revisions as suggested.

VI. *STRATEGIC PLANNING AND ENROLLMENT MANAGEMENT PRESENTATION

BOT March 22, 2021 Meeting – Information

Ms. Pham reported on item VI. before item V.

Ms. Pham briefed committee on Mr. Perez's and VP's presentation at the March 22 Board meeting; strategic plans were part of the presentation; was well received by Board and positive remarks were made.

VII. PLANNING AT THE COLLEGES - Information

a. Santiago Canyon College

i. Update on Accreditation

Mr. Voelcker reported on updates. There are some questions related to BIEC timeline; College Council will give final approval on June 8; Board will review for approval on July 12; early August submission to ACCJC; Round 2 for standards 3 & 4; working with editors on Standards 1-4; thanked colleges and district on combined efforts. For college planning: EMP Committee reviewing program review and Master Plan timeline; forwarding recommendation to Academic Senate.

b. Santa Ana College

i. Update on Accreditation

Dr. Lamb reported on ¼ way through on 2nd draft, affirming changes; collaboration with SCC on Standard IV; received feedback from commission; on track to meeting deadlines. For planning: revising Participatory Governance Handbook for better aligning of plans; close to 1st draft on Enrollment Management Plan; thanked Academic Senate on feedback provided to planning processes.

VIII. REPORT FROM STUDENT GOVERNMENT - Information

a. Santiago Canyon College

Ms. Pierce reported on activities of the SCC ASG: virtual ASG Elections 2021-22 yr. with April 2nd deadline; provided meeting information, campaigning period and GPA requirements.

IX. *GRANT DEVELOPMENT SCHEDULE – Information

Ms. Santoyo provided a brief report and reported updates.

X. GUIDED PATHWAYS - Information

a. *Santa Ana College

Dr. Lamb reported on updated activities as noted in agenda items.

b. *Santiago Canyon College

Mr. Stringer reported on updated activities as noted in agenda items.

XI. OTHER

Next committee meeting scheduled for Wednesday, April 28, 2021.

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

Approved: _____

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>NEH Humanities Initiatives at Community Colleges \$150,000</i>	SCC – Rachel Petrocelli, Seth Dougherty	Goals #3 and #4	July 16, 2020	UPDATE: Not funded. No formal notice given, but not on the awarded list.	January 2021	No	Develop a humanities research lab and expand research resources (databases, digital resources) in collaboration with the library.	No	Yes
<i>Math, Engineering, and Science Achievement (MESA) Program CCCCCO \$50,000-\$70,000 each year for three years</i>	SAC – Maria de la Cruz	#1, #2, #3 and #4	LOI due 2/10/21	UPDATE: Not awarded. SAC is preparing an appeal.	June 2021	Yes. 1 to 1.	Operate the MESA Program to assist low-income STEM majors to achieve to earn STEM degrees and transfer to 4-year STEM programs	No	Pending
<i>Dollar General grants for Adult Literacy Up to \$10,000</i>	Non-Credit – Christine Kosko, Joseph Alonzo	Goals #1, #2 and #4	5/13/21	Submitted	April 2021	No	Enhance adult literacy programs offered by continuing education	No	Pending
<i>U.S. Department of Education Talent Search Average \$325,000 per year for 5 years</i>	SAC – Alicia Kruienga (writing) SCC – Jennifer Coto (considering)	#1 - #4	6/30/21	SAC - Submitted SCC – Decided not to move forward. Need data not strong.	June 2021	No	Provide college and career preparation services for cohorts of students in SAUSD intermediate schools and after they transfer to high school. Meet ambitious objectives pertaining to graduation, college enrollment and college completion.	No	Yes (SAC) Pending (SCC)
May									
<i>National Science Foundation Advancing Innovation and Impact in Undergraduate STEM Education at 2-Year Colleges Up to \$2 million</i>	SCC – Denise Foley	Goals #1, #3, and #4	5/28/2021	SCC - Planning	Sept/Oct 2021	No			Pending (SCC)
June									
<i>U.S. Department of Education Child Care Means Access in School</i>	DO – Janneth Linnell	Goals #1, #2, #3, and #4	6/1/2021	DO – Planning	Sept/Oct 2021	Yes		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
Spring 2021									
<i>U.S. Department of Education – Title III HSI-STEM \$700,000 - \$1,200,000 per year for 5 years</i>	SCC – Denise Foley	Goals #1, #3, and #4	RFA not out yet. Likely June/July	Planning	December 2021	Not known at this time	STEM support services and activities. More detail not known at this time.	Not known at this time.	Pending
<i>U.S. Economic Development Administration – Public Works & Economic Adjustment Assistance (up to \$30,000,000)</i>	DO – Enrique Perez	Goals #1, #2, #3, and #4	Applications accepted on an on-going basis	Planning	60-days after app & all req documents submitted	20%-50% based on program & other factors	Lead a regional partnership of key stakeholders to implement a workforce development project.	Yes. Expected that building and programs will be maintained.	Yes
<i>Institutional Effectiveness Partnership Initiative Up to \$200,000</i>	DO – Narges Rabii-Rakin	Goals #1-#4	Open submission of Letter of Interest	Considering	6 months after submission	No.	An IEPI team would conduct an institutional need assessment related to RSCCD's Diversity, Equity and Inclusion Plan, and develop a project to address operational functions necessary to implement the plan. Then, funds would be allocated to implement the project.	Grants are to improve operational effectiveness. Grant strategies that were effective are expected to be retained.	Pending

RSCCD Resource Development Grant Development Schedule

1) Plans for personnel to be hired by the grants listed above: please refer to attachment.

2) GRANT OPPORTUNITIES

U.S. DEPARTMENT OF EDUCATION

Title III HSI-STEM. RFA expected to be out soon. Award range of last competition \$700,000 - \$1,200,000 per year. Likely submission in June/July. Purpose of the grant is to increase the number of Hispanic and low-income students attaining degrees in STEM fields.

NATIONAL SCIENCE FOUNDATION

Advancing Innovation and Impact in Undergraduate STEM Education at Two-Year Institutions of Higher Education. Applications accepted anytime. Supports projects that are bold, potentially transformative to address the immediate challenges facing STEM education at two-year colleges and/or anticipate new structures and functions of the STEM learning and teaching enterprise. Promotes approaches that advance innovation and use evidence-based practices in undergraduate STEM education at two-year colleges. NSF also seeks to support systemic approaches to advance inclusive and equitable STEM education practices. Up to \$2,000,000.

Improving Undergraduate STEM Education: Hispanic-Serving Institutions. Due August 25, 2021 (Track 1 and Track 2). Support projects that provide research on engaged student learning, what it takes to diversify and increase participation in STEM effectively, and improve understanding of how to build institutional capacity at HSIs. Expected outcomes include broadening participation of students that are historically underrepresented in STEM and expanding students' pathways to continued STEM education and integration into the STEM workforce. Track 1: Planning Projects (\$200,000, plus \$100,000 to add a community college partner). Track 2: Implementation and Evaluation Projects (\$500,000, plus up to \$200,000 to add a community college partner). Track 3: Institutional Transformation Projects (up to \$3,000,000). Projects are 3-5 years.

Improving Undergraduate STEM Education: Education and Human Resources. Due July 21, 2021 (Levels 1 and 2 and Capacity Building, or January 19, 2022 (Level 1 and Capacity-Building). Supports projects that promote novel, creative, and transformative approaches to generating and using new knowledge about STEM teaching and learning to improve STEM education for graduate students. Also interested in projects that replicate research studies at different types of institutions and for different types of populations. Level 1 up to \$300,000 for 3 years. Level 2 up to \$600,000 for 3 years. Capacity-building \$150,000.

Racial Equity in STEM Education. Full Proposal due 7/13/2021 or 10/12/2021. Projects should 1) advance the science of promotion of racial equity in STEM, 2) substantively contribute to removing systemic barriers that impact STEM education, the STEM workforce, and scientific advancement, 3) institutionalize effective and inclusive environments for STEM learning, STEM research, and STEM professionals, 4) diversify the project leadership (PIs and CO-PIs), institutions, ideas, and approaches that NSF funds, and 5) expand the array of epistemologies, perspectives and experiences in STEM. Projects should also building theory, develop methods, test approaches and interventions, assessment approaches and interventions, establish authentic partnerships, change practices and policies, and/or focus on affective, behavioral, cultural, social components and implications.

S-STEM: Proposals due March 16, 2022. Scholarships for STEM students up to \$10,000 per student per year. Projects must have a model that demonstrates scholarships increased success and completion, especially among disadvantaged students.

RSCCD Resource Development Grant Development Schedule

Grant Schedule

Summary Sheet of Positions related to grant and contract proposals

Site	Grant	Staff proposed in grant applications
DO	EDA Grant	Not known at this time. Still in planning.
DO	IEPI	Not known at this time. Still in planning.
SAC	MESA Program Grant (existing)	Program Coordinator Beyond contract for faculty to Academic Excellence Workshops Funds for tutors
SAC	Talent Search	Based on 19/20 staff for existing program: Director 33.3% FT Student Services Coordinator Student Services Specialist 19/hr Ongoing Admin Clerk 19/hr Ongoing
DO – DMC	US Bank	Funds for professional experts/consultants to provide training and support to small businesses
SCC	NSF <i>Advancing Innovation and Impact in Undergraduate STEM Education at 2-Year Colleges</i>	Release time for PI STEM & Career Counselors (adjunct hourly) Instructional Assistants (hourly) Data Coach (hourly) SI Student Assistants (hourly)
SCC	Title III HSI-STEM	Not known at this time. Still in planning stage.

Santa Ana College GP Updates for District POE

New Items:

1. Hired support staff for addressing Career Mapping, the Career Coach Taskforce will be supporting these efforts.
2. Learning & Engagement Chairs are planning an English/Math/Quantitative Reasoning Summit to address these first-year milestone courses.
3. Faculty Leads are initiating communication with their CAP faculty to collect and address details available on the GP Pathways Subsites
4. Canvas Shells are seeing success in utilizing announcements for CAP-related events, improvements are already being discussed for next year (such as a career-development module).

Current Campus Planning & GP-related Events

1. **Career Exploration Months – Submission & publication process determined below**
 - **Directors** - Career Exploration Committee – membership includes:
 - i. Career Center staff
 1. Responsibilities – Web page update & flier creation
 2. Offer one CAP-related career exploration workshop per month
 - ii. CTE staff
 1. Evaluate workshops for outreach / high schools
 - iii. Success Team Coordinator's Coordinator
 - iv. Success Team Faculty Lead Coordinator
 1. GP Announcements
 - **Success Teams are responsible for the following:**
 - i. Career Exploration workshop registration form.
 - ii. Social media requests are the responsibility of Success Team (information included registration form.)
 - iii. Teams should have all calendar submissions complete by the 15th of the month prior to their assigned month.
 - **Career Coach Taskforce**
 - i. Centralized taskforce focused on scaling our career ed. opportunities to all CAPs
 - ii. Goal of developing a career-minded educational map to assist students in developing a professional profile during their educational journey.
 - iii. Ad Hoc group hoping to develop a plan for Phase 2, Fall 2021
 - iv. Standing report to GP core team.
2. **Coffee with Colleagues** - ongoing
 - **Under the direction of the GP Learning & Engagement Team**
 - An inclusive casual meeting concept focused on the lessons from our convocation keynote speaker. Focused on 'naming the moment' and 'identifying

the interventions.' Actionable items are often identified here and brought back to our Learning & Engagement team.

- Last meeting on Dec. 11th focused on Transitions and early college credit, it was requested that this continue into a second part in Spring to further address organizing and expanding dual enrollment practices.

3. **Equity in Action! – Equity Allies Group**

- Ad hoc group at the moment.
- **Organized by STEM professor Arjun Nair.**
- Hopeful that group members will have (or develop) experience in T3 framework through the Skyline Equity Institute (funded by SEAP via PD) and/or anti-racist practices through USC Race & Equity Institute (funded by SAC Foundation).
- Convene on 2nd Friday of each month.
- Supported by Learning & Engagement team.

GP Work/Team Updates

- **SOAA** - Approved and essential practices have been distributed to appropriate groups.
- **GP Learning & Engagement team – Ongoing work. – No major changes.**
 - **Planning for New Faculty Institute** – developing a 4-year invitation for professional development.
 - Identifying 10 equity priorities for the NFI PD series.
 - Professional Development workgroup to assist with logistics and content delivery.
 - Considering wrapping adjunct training into this as an adjunct leadership institute as well (with the year 1 New Faculty Institute).
 - **Cultural Curriculum Audit Program – in process – equity-based certification**
 - Career Ladders Project serving as consultants on developing this plan.
 - Developing this as a Canvas shell with intention of having monthly convenings.
 - “Equity-Minded Teaching & Learning Institute” will be the title.
 - Modeled after LBCC’s Cultural Curriculum Audit.
 - Considering also how to recruit or incentivize faculty in largest courses on campus to create greatest impact.
 - Training Plan is ready for sharing with constituent groups, including Senate, SEAP and Core Team.
 - Important: Must also train tenure-faculty reviewers if we train new faculty in these concepts.
 - Setting milestones for this plan:
 - Classroom Audit (T3)
 - Online Classroom Audit (incorporate OEI/OER?)
 - Curriculum Audit Plan (Scheduling/Units/Skills)
 - Senate Input (Retreat?)

- Recognition? How do we inspire and maintain momentum when launching an intensive training plan?
 - Potentially a *Presidential Invitation* targeting special faculty groups, such as instructors from the 5 largest courses on campus.
 - Could this be offered as a Noncredit certificate? CEUs?
 - Could these certified practitioners drive a mentorship program?
 - **Convocation & Flex Week** – Working with PD coordinator on identifying convocation speaker and developing a flex-week plan.
- **Web Redesign Team** – *have begun meeting again with additional budget to complete this project.*
- **GP Mapping Team** – work now shifted to Faculty Leads via Success Teams.
- **Starfish Implementation Team** - ongoing – *meets weekly*
 - Pushing for 100% faculty adoption, three surveys have been launched.
 - John Steffens shared a very positive report that included 1000+ academic flags raised and several thousand kudos.
 - Training will continue related to reporting and reporting needs.
 - **New Flags and Future Planning**
 - Team is considering how to implement our first system flag, associated with *enrollment status change* – teams would hope a flag like this might support Veterans and financial aid recipients, early discussions about how to approach /monitor this type of flag and other system flags.
 - Requests are also coming in for special offices or groups, flags to identify Honors, etc... Starfish Team will consider how best to prioritize this work for adding groups, as these will require training/preparing for influx of recommendations.
- **Success Teams** – *ongoing*
 - Team Directors**
 - **Dean of Counseling**, Maria Dela Cruz managing Coordinators, Counseling Liaisons and Student Success Coaches.
 - **GP Coordinator**, Stephanie Clark, is managing the Faculty Leads.
 - **Counseling Co-Chair**, Dr. Steve Bautista is managing Success Coaches.
 - **Associate Dean of Financial Aid**, Robert Manson, is managing Financial Aid specialists.
 - **Director of College Research**, Janice Love, managing data specialists & support.
 - **Projects**
 - **Communication: Canvas Shells**
 - Improved our direct communication with CAP students.
 - Faculty Leads are managing these shells in collaboration with their team.
 - Still determining objectives and clear goals for these Shells, at this time we are communicating events, sending announcements,

answering questions directly, and offering a direct line of communication to the Success Team members.

- **Trained Success Team Members to Communicate via Canvas**
- Focused on connecting students to all aspects of campus.
- Includes Career Exploration events.
- **Communication: Website**
 - Success Teams are to manage the CAP site information (not maps).
 - Plan to continue our Sharepoint training for our Success Teams.
 - Faculty Leads will be trained in May and address inaccurate web maps.
- **Communication: Starfish** (mostly relying on Success Coaches for the team-related work in Starfish)
 - Conversation around institutionalizing Career Coaches is ongoing through the Career Coaches Taskforce.
 - Continue to focus on goals related to ed. plans, early alert & financial aid.
 - Now includes goal of identifying near completers.
- **Connecting goals to tools:**
 - Starfish (current students/student services connection/tracking)
 - Website (prospective student outlook/simple info)
 - Canvas (current students/success team communication/CAP events)
- **GP Transitions Team**
 - **Co-Chairs: Faculty Member, Dual Enrollment Coordinator, CTE HS Articulation Officer**
 - Hoping to synthesize early college credit opportunities, noncredit & GE into a plan for college transitioning.
 - Attended GP Lab with CLP on Dec. 9th to work on Dual Enrollment strategies.
 - Will assist with connecting to high schools when appropriate for Career Exploration events, and also assist with any surveys related to high school subject availability, etc.

Spring Items / Events

- **Coffee with Colleagues** – 2nd & 4th Fridays
- **Equity in Action!** – 2nd Fridays
- **CAGP Virtual Training sessions** –
 - Thursday 2/4 , 12pm to 2pm - Webinar #3 - Embedding Active and Experiential Learning in Online Teaching Environments
 - Friday 3/5, 12pm to 2pm - Webinar #4 - Creating a Sense of Belonging and Connection Using Meta-majors

- Thursday 4/8, 1pm to 3pm - Webinar #5 - Why Guided Pathways is More About Attaining Dreams than Completing Degree (Post-graduation success & Equity)
- Friday 5/7, 12pm to 2pm - Webinar #6 - Holistic Student Support Teams - SSIPP Framework Self-Assessment
- **CAGP Virtual Consultancies** – 4 events this spring, these are being attended by Stephanie Clark and Merari Weber.
- **GP Lab** – Addressing Equity in our Meta-majors – April 23rd, will address equity metrics related to careers. Identify gaps in metrics related to high-earning careers/fields and develop an action plan for improving high-wage outcomes for underserved populations. Will be examining STEM during this lab.

SCC GUIDED PATHWAYS UPDATE: April 2021

- Creating an institutionalization plan (assuming GP funding ends after next year)
 - Development groups asked to identify what practices need to continue
 - Planning ways to meld the current GP structure (development groups/leadership team/coordinators) into current governance structure in a sustainable way
 - Beginning the grant process to find additional funding to continue the GP work
 - Discussing best options for spending the remaining budget
- Research department developed a data dashboard that can be filtered by SCC Pathway
- Presented at CA Guided Pathways virtual consultancy our challenge of practice: “For our STEM-focused success team, what data sources, beyond completion of awards, could be useful? How could we either address/move past data imperfections to plan and implement effective practices?”
- Updated website was available for Early Welcome students
- STEM success team
 - Presentation from Sarah Santoyo on NSF grant proposal process; discussed possible focus for this grant and a future Title III grant
 - Working on gathering information from STEM students
 - Updates to STEM Canvas modules