



## **PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE**

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

### **MINUTES**

Wednesday, September 22, 2021 3:30pm-5:00pm via Zoom

Present: Dr. Vaniethia Hubbard • James Isbell • Dr. Jeffrey Lamb • Dr. James Kennedy • Cristina Morones • Tyler Nguyen • Enrique Perez • Nga Pham • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Mark Smith • Martin Stringer • Michael Taylor • Aaron Voelcker  
Patricia Duenez present as record keeper.

Mr. Perez called the meeting to order at 3:34pm

#### **I. WELCOME**

Mr. Perez provided welcoming remarks.

#### **II. \*APPROVAL OF MINUTES – Action**

a. August 25, 2021 meeting

It was moved by Dr. Kennedy; seconded by Ms. Morones to approve the August 25, 2021 minutes.  
Abstention from Ms. Santoyo.

#### **III. DISTRICT COUNCIL UPDATE – Information**

a. August 30, 2021

Mr. Perez provided a brief report of the August 30<sup>th</sup> meeting.

#### **IV. WELCOME OF NEW COMMITTEE MEMBER – Information**

Mr. Perez welcomed new committee members; Ms. Roxana Pleitez, classified rep from SAC and Mr. Tyler Nguyen, classified rep from district operations.

A review of roles and responsibilities will be placed on next agenda when student representatives are present.

#### **V. \*POE EVALUATION COMMITTEE GOALS 2020-21 / CREATION OF GOALS 2021-22 – Discussion / Action**

- Ms. Pham **shared screen** of goals and accomplishments file and provided a review.
  - Discussion ensued and suggestions were made to the 2021-22 Committee Goals; linking work of Guided Pathways and District Guided Pathways Committee as a goal; the notation from SAC Accreditation report and improvement plan/question on the functional map and addressing it through committee rather than a recommendation from accreditation.
  - Discussions in past have been how to be better aligned with the college's planning timelines.
  - **Ms. Pham** noted recommendations made to 'Better alignment...' bullet point on 2021-22 Committee Goals.
  - Discussion ensued; budget allocation model, colleges receive monies based on FTES. There may be misunderstanding on relationship between planning and resource allocation between college and district. Colleges prioritize internally how resources will be spent outside of resources they forward to district. The colleges fund the district. Questions were previously raised at FRC related to unspent monies and reallocation. There was a prior suggestion at FRC that budget language be reviewed at FRC's annual budget review meeting.

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

Dr. Vaniethia Hubbard • James Isbell • Dr. Jeffrey Lamb • Dr. James Kennedy • Cristina Morones • Enrique Perez • Nga Pham • Roxana Pleitez • Kristen Robinson • Craig Rutan • Sarah Santoyo • Mark Smith • Martin Stringer • Michael Taylor • Jose F. Vargas • Aaron Voelcker

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

The new budget allocation model is a revenue-based model. Vice Chancellor Ingram will be making a presentation of the adopted budget at the colleges. The value of good planning is what determines the expenditure of resources.

- **Dr. Lamb** will review accreditation notes and provide more content to Ms. Pham related to suggested goal for POE: improve communication on how the delineation of the functions map informs the work we do.
- It was suggested that a **standing item on future POE agendas be reporting from DEMW** meetings.
- It was suggested to **remove the Guided Pathways update on future agendas** updates are made at the Districtwide Guided Pathways Subcommittee meetings held quarterly.
- **Ms. Pham** will update 2021-22 Committee Goals as suggested.
- **Ms. Pham** will share file with committee.

## **VI. \*STRATEGIC PLAN OBJECTIVES – YEAR 2 DATA - Review / Discussion**

- Ms. Pham **shared screen** and reported on the Planning Design Manual-Objective 2B (support regional collaboration that addresses the needs of local employers in high demand occupations) and data within Top 20 Occupations in Orange County, 2018-2028, results of the survey from students enrolled in our CTE programs, performance metrics of statewide career technical education core indicators, as well as number of CTE degrees and certificates awarded. Clarification of definition to ‘underrepresented student’ clarification was made.
- 2017-18 was the year of auto award for certificates; this is part of explanation for high numbers in that year for SAC and 2018-19 for SCC.
- Part of Guided Pathways work is informing students they’re near finish line to their goal.

## **VII. PLANNING AT THE COLLEGES - Information**

- a. Santiago Canyon College
  - i. Planning Update on Accreditation  
Mr. Voelcker reported on Dr. Ralston’s meeting w/ ISER review team today at 1pm, assignments and fielding 47 requests for information and evidence; feedback received so far is very good.
  - ii. Enrollment Update  
Mr. Stringer **shared screen** of enrollment report; making progress and improvements, greatest attendance in online courses; 12-, 8-, 5- and 1-week offerings coming up; branding and advertising to attract more students.
- b. Santa Ana College
  - i. Planning Update on Accreditation  
Dr. Lamb reported on accreditation and receiving first set of questions mostly in the BA degree program; have distributed queries out to appropriate places; SAC has only received questions on standards 1, 2 & 3.
  - ii. Enrollment Update  
Dr. Lamb **shared screen** of RG0542 Term Based Enrollment Comparison Report; an increase overall in credit and noncredit; good collaboration between academic affairs and student services.  
SAC has four focuses: 1. Guided Pathways work 2. Efficiencies-3. Targeting and establishing targets. 4. Marketing efforts.  
**Shared screen** of SAC FTES Multilayer Target; working on how to break down FTES target down by division.  
**Shared screen** of RG0541 F14-F21, to assist with building a schedule based on data; partial indicator for next term targets.

## **VIII. BOARD INSTITUTIONAL EFFECTIVENESS COMMITTEE (BIEC) – Information**

- a. Update from September 16, 2021 – Technology for Student Success
- b. Agenda Item for November 18, 2021 – Strategic Planning at the Colleges  
Ms. Pham reported on the Sept. 16 meeting; October’s meeting is cancelled due to conflict in which some trustees and administration will be attending the ACCT Leadership Congress.

*Ms. Robinson left the meeting at this time.*

**IX. GRANT SCHEDULE**

Ms. Santoyo shared updated to two items on schedule.

**Mr. Voelcker** will share with Dr. Lamb the updated SCC grant request form. Revisions to form go through PIE committee, academic senate, and then college council.

**Ms. Pham** asked if the colleges/district has a process for individual faculty/staff seeking grant affiliated research.

**X. GUIDED PATHWAYS - Information**

a. \*Santa Ana College

b. \*Santiago Canyon College

Updates provided in agenda items.

**XI. OTHER**

Next meeting is scheduled for Wednesday, October 27, 2021 for 1 hour as Districtwide Guided Pathways Subcommittee meets right after.

Mr. Isbell called the meeting adjourned at 5:06pm.

*\*attachment provided*

*Approved: September 22, 2021*