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 22, 2020

3:30pm-4:30pm

https://cccconfer.zoom.us/j/96419476376 or dial 1 669 900 6833 / 96419476376#

I.   **WELCOME**

II.   **MINUTES FOR REVIEW AND APPROVAL** – February 26, 2020

III.   **REPORT FROM DISTRICT COUNCIL –** March 2 & 30, 2020

IV.   **CURRENT PLANNING ACTIVITIES**
   a. Update on Planning Design Manual

V.   **FOLLOW-UP & UPDATE ON IEPI PLAN**
   a. Status of IEPI Homework

VI.   **GRANT DEVELOPMENT SCHEDULE**

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

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

IX.   **OTHER**

   NEXT MEETING: ***Wednesday, May 25, 2020***

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.

dPLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE
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draft Minutes

Wednesday, February 26, 2020 - 3:30pm-4:30pm

Present
Yuri Betancourt, Michael DeCarbo, Dr. Marilyn Flores, Cristina Morones, Enrique Perez (via phone), Nga Pham, Mark Smith, and Sarah Santoyo, Kristen Robinson.
Absent
Melissa Govea, Aidan Kato, Dr. Jeffrey Lamb, Roy Shahbazian, Harley Villanueva, and Aaron Voelcker

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

I.   **WELCOME**
     Mr. DeCarbo provided welcoming remarks.

II. **MINUTES FOR REVIEW AND APPROVAL** – January 22, 2020
     No corrections were made.
     It was moved by Mr. Smith, seconded by Ms. Morones to approve the January 22, 2020 minutes.

III. **REPORT FROM DISTRICT COUNCIL – January 27, 2020**
     Mr. DeCarbo provided a brief report on the January 27 meeting.

IV. **CURRENT PLANNING ACTIVITIES**
     a. Update of Planning Design Manual
         Mr. DeCarbo reported that updates are on the agenda for Monday's District Council meeting.
         Follow-up from that meeting will be reported on at the March 25 POE meeting.

V.   **DATA INTEGRITY SPECIALIST POSITION**
     A handout was provided of the draft position description. Mr. Perez reported that in looking at the Planning Design Manual, POE is to discuss, will go to District Council, then will have resource allocation conversation. Colleges are not being funded at the levels they should be due to discrepancies in data. After a yearlong process with the Data Integrity Committee, in December 2019, this position was in the top 20 Recommendations, a position needed at district level. POE is still in efforts to align with FRC. There is support but funding was the question; discussion at Chancellor's Cabinet was that it needs to be in tentative budget for further discussion. This position is aligned with our college planning, would be housed in Educational Services and will move the needle forward in accurate data that will affect funding back to the colleges. Not cleaning data now will hurt outcomes coming out in future years.

Ms. Robinson provided information on the Launchboard training held on Sept 28, 2018 and noted it was reported that our district is not reporting certificates of proficiency into MIS for both colleges; lost $800,000 in 2018 due to MIS Data not being reported.

Dr. Flores reported seeing that systems are not aligned, data not matching with Chancellor's office; may be a technological aspect; question on if there is already a person that handles these issues. It was clarified that no, not a dedicate person like this position.

Mr. Perez is asking POE to approve the draft description and move it forward to tentative budget for further discussion. A full description with a budget/analysis from FRC.
It was moved by Mr. DeCarbo, seconded by Ms. Betancourt to move this position forward to District Council to add to the tentative budget.

Dr. Flores reported that SCC has two groups: Data Governance Group and ITS Workgroup looking at all these processes; started seeing that the two groups were having parallel discussions. Seeing errors being made at multiple levels of data entry.

Mr. Perez reported that this position would get us in better position to capture data, is not jumping any process, will be in place to budget for next year, tentatively having in someone before January 2021 and ensured that both presidents were supportive of it before moving forward. This is a draft job description; can still have other duties included

A motion was made to amend the prior resolution.
Motion to move this position forward to District Council with an option to remove it prior to the adopted budget; one abstention from Dr. Flores.

VI.   **FOLLOW-UP & UPDATE ON IEPI PLAN**
        a.   FRC Follow-Up
             Mr. DeCarbo reported that homework from last meeting was to look at section B, Enrollment Management on the IEPI, as reported in the minutes. Ms. Duenez will forward POE most current IEPI. Part A is on the agenda for next District Council.
Those that attend District Council will report back to POE on this at the March meeting.

VII.   **GRANT DEVELOPMENT SCHEDULE**
        Ms. Santoyo provided a review of the Grant Schedule.

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

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

X.   **OTHER**
        Next meeting is scheduled for Wednesday, March 25, 2020.

    Mr. DeCarbo adjourned the meeting at 4:34pm.

Approved: _____

Institutional Effectiveness Partnership Initiative
Partnership Resource Teams
Institutional Innovation and Effectiveness Plan
Date: revised 09-18-19

Name of Institution: RSCCD

Area of Focus	Objectives	Responsible Person(s)	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
A. Strategic Planning	1. Develop Matrix of Districtwide Goals to College Master Plan Activities	POE	April 2019	1. POE establishes sub-committee to work on matrix 2. Subcommittee creates, refines, and obtains approval of matrix 3. Disseminate information district-wide	1. Subcommittee set 2. Matrix created and approved 3. Matrix disseminated	• Completed
A. Strategic Planning	2. Hold Retreat to Discuss Alignment Between the District-wide Strategic Plan and Educational Master Plans (a) How do these plans currently work together? (b) Where are the gaps? (c) How should they work together?	Perez / Pham	May 2019	1. Set date for retreat 2. Invite all participatory governance committees 3. Develop communication plan to disseminate information on retreat (purpose, etc.) 4. Hold retreat 5. Document and disseminate results 6. Incorporate findings into planning processes at DO, SAC, and SCC	1. Date set 2. Invitations issued 3. Communication plan finalized 4. Retreat held 5. Results disseminated 6. Retreat findings incorporated into all three planning processes	• Completed 1-4 • 5-6 results will be sent out after Strategic Plan approval at District Council 10/7/19 meeting
A. Strategic Planning	3. Update Function Map	POE	Fall 2019	1. POE establishes sub-committee to work on updates 2. Subcommittee updates and obtains approval of updates 3. Disseminate information district-wide	1. Subcommittee set 2. Function map updated and approved 3. Function map disseminated district-wide	• Completed and approved by POE 08/28/19

Area of Focus	Objectives	Responsible Person(s)	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
A. Strategic Planning	4. Identify and Address Gaps Between 2019-22 Districtwide Strategic Plan and Enrollment Management Plans	Presidents / Vice Presidents/ Perez	December 2019	1. Establish DO/SAC/SCC committee to identify gaps 2. Committee identifies gaps, and recommends approaches to addressing them 3. Applicable committees address the identified gaps 4. Conduct new environmental scan if committee determines necessary	1. Committee set 2. Gaps identified and recommendations made to applicable committees 3. Gaps addressed by committees and progress report made to DC 4. New environmental scan conducted (if needed)	• Will conduct after approval of RSCCD 2019-22 Strategic Plan
B. Enrollment Management	1. Clarify DO role in Enrollment Management	District Council	November 2019	1. Establish committee 2. Discuss in DC, POE and district curriculum committee 3. Delineate, document, and disseminate DO role 4. Incorporate DO role as applicable into college and district enrollment management planning processes	1. Committee set 2. Discussions completed 3. DO role in EM district-wide disseminated 4. DO role incorporated	
B. Enrollment Management	2. Acquire Predictive Analytics Software and Integrate into Enrollment Management Processes	POE	December 2019	1. Begin conversation at POE as to: (a) Shortcomings of current EM tools. (b) What EM software/tools are needed? Not needed? 2. Develop multi-pronged approach (more than just software). Determine what other district-wide systems / processes need to be improved / changed. 3. Connect with other colleges on what software has worked for them. 4. Identify and meet with vendors 5. Select, obtain, install, test, and implement software 6. Implement other changes in EM processes as needed 7. Establish schedule for evaluation and improvement going forward	1. Conversations completed 2. Multi-pronged approach developed; determination made 3. Communications with other colleges completed and information provided to POE. 4. Vendor meetings completed 5. Software obtained and implemented 6. Other necessary changes to EM processes implemented 7. Schedule for ongoing evaluation and improvement set	

Area of Focus	Objectives	Responsible Person(s)	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
B. Enrollment Management	3. Conduct System Review and Study of EM best practices at similar districts and incorporate those practices into EM processes	POE	Fall 2019	1. POE establishes sub-committee to conduct review 2. Select applicable districts 3. Conduct systematic review 4. Identify sound practices that fit RSCCD, SAC, and SCC needs 5. Incorporate those practices into EM planning at all three institutions. 6. Establish schedule for evaluation and improvement going forward	1. Subcommittee set 2. Districts selected 3. Review completed 4. Sound practices identified and reviewed for suitability 5. Practices incorporated into EM plans and implemented. 6. Schedule for ongoing evaluation and improvement set	• Enrique to follow-up: tentative meeting with VP's
C. Budget Allocation Model	1. Conduct Internal Review of the BAM and its processes (review of successes and gaps). 2. Conduct Internal Review of the BAM and its processes to ensure that it is aligned with the statewide funding formula so that model can distribute resources through transparent processes that support the availability of high quality educational programs that respond to student and community needs.	FRC	Fall 2018	1. Contract consultant 2. Discuss at FRC / DC 3. Discuss with stakeholder unions 4. Conduct both internal reviews and recommend BAM improvements as needed 5. Assess/identify minimum funding necessary to ensure success of program/service.	1. Consultant contracted - completed 2. Discussions with FRC / DC completed - ongoing 3. Discussions with stakeholder unions completed –ongoing discussions with stakeholders through FRC and DC 4. Internal reviews completed and recommendations made to DC - ongoing 5. Minimum funding identified – minimum funding allocation to colleges based on ever changing SCFF model.	1. Consultant Board approved on Sept. 24, 2018 meeting. 2. Discussions in FRC/DC on-going 3. Continuing discussions and modeling based on ever changing SCFF Model.

Area of Focus	Objectives	Responsible Person(s)	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
C. Budget Allocation Model	3. Conduct System Review and Study of BAM best practices and processes at similar districts and implement improvements into the BAM processes	FRC	Fall 2018	1. Contract consultant 2. Conduct the review and study and document the findings 3. Discuss at FRC and DC 4. Recommend BAM improvements as needed 5. Document how and when improvements based on findings of all three reviews (see also Objectives C.1 and C.2 above) will be implemented into the BAM 6. Implement improvements based on findings of all three reviews (see also Objectives C.1 and C.2 above) 7. Establish schedule for evaluation and improvement going forward	1. Consultant contracted - completed 2. Review and study conducted, and findings documented - ongoing 3. Discussions completed – continuing due to SCFF model changes 4. Recommendations made - TBD 5. Implementation approach and schedule finalized - TBD 6. Improvements implemented according to schedule - TBD 7. Schedule for ongoing evaluation and improvement set – continuous as SCFF model changes	1. Consultant Board approved on Sept 24, 2018. 2. Due to the instability and continuous changes of the new SCFF statewide, we continue to adjust our internal draft BAM models. Unfortunately, we will not be able to recommend or finalize an internal revenue allocation model until the statewide SCFF model is stable. 3. FRC has decided to continue to utilize the old SB361 FTES revenue allocation model in 2018/19 and for the 2019/20 budget years.
C. Budget Allocation Model	4. Develop and Implement Plan to Enhance Communication and Transparency about District and College Budgets	Perez / POE	June 2019	1. Contract consultant to work with district / college leadership 2. Draft, refine, and obtain approvals for Plan 3. Implement plan and establish schedule for evaluation and improvement going forward	1. Consultant contracted 2. Approval for plan obtained 3a. Plan implemented 3b. Schedule for ongoing evaluation and improvement set	

Request for IEPI Resources to Support Institutional Innovation and Effectiveness Plan

Applicable Area(s) of Focus *(Copy from table above.)*	Applicable Objective(s) *(Copy from table above.)*	Description of Resource Needed *(Refer to Action Steps above as appropriate.)*	Cost of Resource
B. Enrollment Management	2. Acquire Predictive Analytics Software and Integrate into Enrollment Management Processes	Select, obtain, install, test, and implement software	**$100,000**
C. Budget Allocation Model	1. Conduct Internal Review of the BAM and its processes (review of successes and gaps).	Contract consultant	**$60,000**
C. Budget Allocation Model	3. Conduct System Review and Study of BAM best practices and processes at similar districts and incorporate those practices into EM processes	Contract consultant	**$30,000**
C. Budget Allocation Model	4. Develop and Implement Plan to Enhance Communication and Transparency about District and College Budgets	Contract consultant	**$10,000**
Total IEPI Resource Request (not to exceed $200,000 per college)			**$200,000**

Approval	
Chief Executive Officer	
Name: Raul Rodriguez, Ph.D.	
Signature or E-signature:	Date:

Collegial Consultation with the Academic Senate	
Academic Senate President, Santa Ana College *(As applicable; duplicate if needed for district-level I&EP)*	
Name: Monica Zarske	
Signature or E-signature:	Date:
Academic Senate President, Santiago Canyon College *(As applicable; duplicate if needed for district-level I&EP)*	
Name: Michael DeCarbo	
Signature or E-signature:	Date:

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									
USDA U-ACRE SAC sub-award to CSUF $140,000	SAC – Dean Eidgahy, Kimo Morris	Goals #2 and #4	SAC items to CSUF 1/17/20	Submitted	Summer 2020	No	Funds used to provide paid internships for students	No	Yes
Student Support Services U.S. Department of Education $265,000/per year for up to 5 years (Student Support Services may offer multiple programs for special populations: e.g., STEM majors, students with disabilities, ESL, teacher prep.)	SAC (2): Brenda Estrada: SSS-Vets Romelia Madrigal: SSS-Regular	Goals #1, #2 and #3	Due January 27 2020	Submitted	June 2019	No	Provide wrap-around student support services to students at the college who are low-income, first-generation and/or academically at risk to attain ambitious achievement targets in persistence, GPA at 3.0 or greater, completion, transfer, and persistence to the 2nd year at four-year universities.	No	Yes
	SCC (4) LaKyshia Perez: SSS Reg Janis Perry: SSS-Teacher Prep Deisy Covarubbias: SSS-STEM Joseph Alonzo: SSS-Vets		Due January 27, 2020	Submitted	June 2019	No			Yes
WIOA Adult Education CA Dept. of Education $3 million Competitive	CEC – Jim Kennedy OEC – Jose Vargas	Goals #1 and #4	2/28/20	Submitted	May 2020	No.	Continuing Education center will provide ESL, EL Civics and High School subjects courses.	No	Yes
CA Learning Labs Governor's Office of Research and Planning $350,000 - $750,000	SAC – Cherylee Kushida	Goals #2, #3 and #4	4/3/20	Submitted	May 2020	No.	Engage more faculty & partner colleges in developing OER/ remote STEM courses and modules.	No	Approved by VP – Authorization form in process

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
CA Education Learning Labs Governor's Office of Planning and Research (up to $200,000) SAC sub-award to UCI's proposal	SAC – Minhan Dinh, Saeid Eidgahy	Goals #1, #2, and #3	Concept Proposal due 11/15/19 Full Proposal: 2/3/20	**UPDATE:** UCI awarded and will generate sub-award with SAC.	Summer 2020	No.	Faculty participate in professional development to use distance education to improve student engagement.	No	Pending
Spring 2020									
AT&T Distance Learning & Family Connections	DO – Enrique Perez	Goals #1, #2, and #3	April 2020	Will submit.	May 2020	No	Support students, parents and faculty to use remote learning technology for education and to stay connected.	No	Pending
U.S Bank – Supporting workforce education and prosperity	DO – Ruth Cossio-Muniz	Goals #1 and #2	Due 4/30/20	Planning	Summer 2020	No	Provide training and development services to small businesses.	No	Pending
Opportunity Challenge Grant to Uplift Immigrant Communities $100,000 - $200,000	OEC – Lori Fasbinder, Jose Vargas CEC – Jim Kennedy	Goals #1, #2 and #3	5/26/20	Considering	Fall 2020	No	Community-led solutions to help immigrants and refugees attain their goals.	No	
MESA (Math, Engineering, Science) Achievement Program CA Community Colleges Chancellor's Office ($70,000)	SAC –Maria de la Cruz, Cathie Shaffer	Goals #3 and #4	Expected to be due in April/May 2020	Planning	June 2020	Yes.	MESA Center will continue to provide academic and support services for low-income STEM majors to promote transfer to 4-year STEM programs.	No	Yes
Middle College High School CA Community Colleges	SAC – Vaniethia Hubbard	Goals #1, #2,	Expected to be due in	Planning	June 2020	Yes. Match is met 100% by	SAC will continue to operate Middle College High School	No	Pending

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
Chancellor's Office ($100,000)		#3, and #4	April/May 2020			SAUSD.	for at-risk SAUSD high school students.		
National Endowment of the Arts – Projects $10,000 - $100,000	SAC– Dr. Kellori Dower	Goals #3 and #4	July 2020	Considering	February 2021	Yes. 1 to 1.	Provide resources to support SAC art programs	No	
CA Arts Council Innovations & Intersections Up to $500,000	SAC – Dr. Kellori Dower SAC Foundation – Christina Romero	Goals #3 and #4	LOI May 1, 2020 Proposal 7/22/20	Considering	September 2020	No	To support nonprofit arts organizations that are doing groundbreaking work in response to systemic issues that affect their communities working at the intersections of arts and technology and/or arts and wellness.		

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

2) <u>GRANT OPPORTUNITIES</u>

- **ARTS:**
  - o CA Arts Council – Innovations & Intersections. Up to $500,000. LOI due May 1, 2020; proposal due 7/22/20.
  - o National Endowment for the Arts – Art Projects. $10,000 - $100,000. Applications due July 2020.

- **STEM: Research Experiences for Undergraduates from the National Science Foundation.** $80,000 - $130,000/per year for three years. Applications due 8/17/20.
  - o Supports active research participation by undergraduate students in STEM. Must involve students in meaningful ways in ongoing research programs or in research projects specifically designed for the REU program. Encouraged to engage 1st and 2nd year students as a means of recruiting/career exploration in STEM. Research training experience is paid as a stipend, not employment for a wage; although for administrative convenience, organizations may choose to issue payments to students through their payroll system.

- **STUDENT SERVICES: TRIO Talent Search Program from the U.S. Department of Education**. Around $220,000-$300,000/per year for five years. Applications are expected to be released and due in 2021.
  - o Provides college preparation services for low-income, first-generation middle and high school students with academic needs. Projects are to serve 600-800 middle and high school students.
  - o Santa Ana College has an existing Talent Search Program that serves Century, Saddleback, Santa Ana and Valley High Schools.

Grant Schedule

Summary Sheet of Positions related to grant proposals

Site	Grant	Staff proposed in grant applications
SAC	TRIO Student Support Services Program (**existing**)	Director 50% of 1 FTE Coordinator 100% Senior Clerk 100% Faculty hourly 4 hrs/wk x 28 wks Tutors 15 hrs/wk x 28 wks
SAC	TRIO Veterans Student Support Services Program (**existing**)	Director 50% of 1 FTE Coordinator 6% of 1 FTE Stud Prog Spec 19 hr/OG Senior Clerk 19 hr/OG Adjunct counselor 11 hrs/wk 52 wks Adjunct instructor 6 hrs/wk 18 wks
SCC	TRIO Student Support Services Program (**existing**)	Director 50% of 1 FTE Coordinator 100% Senior Clerk 19 hr/OG Faculty stipend $500 x 4
SCC	TRIO Student Support Services Program - Veterans (**new**) TRIO Student Support Services – Teacher Prep (**new**) TRIO Student Support Services – STEM (**new**)	Full-time Director or 50% director if split to cover another services program Support staff
CEC & OEC	WIOA Adult Education	Until recently, the WIOA grant was an automatic annual award to support existing staff at OEC and CEC to provide EL Civics, Adult Basic Ed, ESL, GED/High School Subjects courses and operate a Jail Program. In 2015, the CA Dept of Ed changed the award to a 3-year competitive cycle. Attached are the 2019/20 WIOA budgets which show how the budget is allocated for staff.
SAC	Two grants through CA Learning Lab	Faculty beyond contract for develop/pilot OER, remote instruction STEM courses
OEC & CEC	AT&T Grant	Fund for faculty to complete training/certification for remote instruction; funds for 2-3 faculty to complete train-the-trainer so that that they can offer the remote instruction training.

April 16, 2020

Site	Grant	Staff proposed in grant applications
DO – DMC	US Bank	Funds for professional experts/consultants to provide training and support to small businesses
CEC & OEC	Opportunity Challenge – Immigrant Communities grant	Still exploring the opportunity; staffing needs to known at this time.
SAC	MESA Program Grant (existing)	Program Coordinator (S. Lohmann) Beyond contract for faculty to Academic Excellence Workshops Funds for tutors
SAC	Middle College High School (existing)	Fund for counselors and instructors
SAC	Truth Initiative	Funds for Director (most like portion of contract or beyond contract of Health Center Director) Short-term hourly health educator (2) students to serve as ambassadors to educate the campus about the harmful affects of tobacco and smoking products (e.g., e-cigs, vaping), and to promote a tobacco & smoke-free campus.
SAC	National Endowment of the Arts – Projects	Still exploring. Staffing needs not known at this time.
SAC	CA Arts Council – Innovation & Intersections	Still exploring. Staffing needs not known at this time.

April 16, 2020