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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

Minutes

Wednesday, September 30, 2020 3:30pm-5:00pm

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

Present: Yuri Betancourt, Dr. Jeffrey Lamb, Cristina Morones, Enrique Perez, Samantha Pierce, Nga Pham, Craig Rutan, Kristen Robinson, Roy Shahbazian, Mark Smith, Martin Stringer, Michael Taylor, and Aaron Voelcker

Absent: Sarah Santoyo **Guest:** Janice Love

I. WELCOME

Mr. Perez provide welcoming remarks.

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

No corrections were made.

It was moved by Mr. Rutan, seconded by Mr. Voelcker to approve the August 26, 2020 minutes.

II. B. REPORT FROM DISTRICT COUNCIL – September 28, 2020

Mr. Stringer and Dr. Lamb joined the meeting at this time.

Mr. Perez and Mr. Rutan provided a brief report of alignment of roles, responsibilities, membership with other governance committees and discussion of budget matters.

III. CURRENT PLANNING ACTIVITIES

a. *Vision for Success (VFS) - update and next steps

- Ms. Love provided updates on vision and equity goals, chancellor's office goals, targets to meet with associates degrees, data, and positive progress towards goals, problematic areas, gaps and initiatives effecting the metric.
- Dr. Lamb will be presenting at the Board Institutional Effectiveness Committee meeting in December; will include efforts being made to decrease the gaps.
- Discussion ensued on the equity plan, what guidance is being provided from State Chancellor's office, the opportunity to look at compliance and student populations, the college's student equity committees. Questions raised: What work are we doing to help most vulnerable students? How do we communicate to Board that we are aligned to their vision? What are we doing that is already aligned? Is too much data being presented to Board? What is message to Board?
- Mr. Voelcker provided overview for SCC VFS. Important to communicate to Board type of transfers being made; more to private colleges, more to UC's and out of state institutions. This data is not captured in metric from Chancellor's Office; Cal State

POE COMMITTEE MEMBERS:

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capacity of accepting transfers is an issue; colleges can prepare students to transfer but acceptance due to capacity is not guaranteed.

- It was suggested to change wording on Goal 2B to ‘prepared to transfer to CSU or UC Institution’. Also suggested was for State to capture data of students who try to transfer but CSU can’t take them or it’s too costly and they come back to community colleges; local metrics does not capture students who transfer to UC or CSU, are not accepted and they transfer into another community college; access to system wide data not available; state’s definitions to metrics not reflective of data provided due to updates or revisions to metrics.
- Data confident to report to Board: Goal 1. A, B, C and 2. A.
- **Mr. Voelcker** will report back to POE on 2019/20 data once available.
- It was suggested to provide the Board more reporting on Guided Pathways as this is tool for moving the needle in Vision for Success; provide less charts, clearer message.

b. *Equity Plans - update and next steps

This item was covered in III. a. Mr. Perez shared that the Board is very interested with equity plans and stressed the need to strategize on how to communicate plans to them.

c. District Enrollment Management workgroup

Mr. Perez provided a brief report of purpose for workgroup, looking an enrollment issues internally and externally, investments made in marketing, internal processes. Fall campaign has analytics that marketing brought in 3500 calls to SAC that were left unanswered; looking into establishing a student helpdesk to facilitate enrollment; taking a step back to look at internal processes and ask if we are making it difficult for students to enroll.

d. BOT Institutional Effectiveness Committee

This item was covered in III. a.

IV. COMMITTEE ROLES/TASKS/ASSIGNMENT

a. Progress of 2019-22 strategic plan

- Ms. Pham reported that report to Board moved from October to January, Sept. 30 deadline for responses, and progressive work being done since last year’s governance retreat.
- It was suggested to agendize specific goals and objectives and focus data and progress being made. This will be placed on **next agenda**.

b. *Review the purpose, roles/responsibilities and membership of POE Committee

i. Adding Vice Presidents of Student Services

- Importance was made of right representation with POE membership; planning by vice presidents is an important factor in driving budget; Ex-officio member as a resource person vs. a voting committee member was suggested.
- Agendas will be more targeted to prevent dilution of discussion items.
- **Mr. Perez** will reach out to Dr. Kennedy on his recommendation of one of his administrators or executive deans for membership.

It was moved by Dr. Lamb, seconded by Ms. Morones to approve adding one (1) vice president from student services from each college for committee membership.

ii. Adding Vice President of Continuing Education

Discussion ensued on adding vice presidents or designee to POE membership.

It was moved by Ms. Pham, seconded by Dr. Lamb to add vice president or designee to POE membership.

Amendment made by Mr. Rutan as continuing education is currently a one-year pilot under Educational Services.

It was suggested that an executive dean can be sent in their stead.

The motion was amended to add vice presidents of continuing education to POE membership or their Executive Dean attend and they be voting members.

One vote no from Mr. Shahbazian. Motion carried by majority.

V. PLANNING AT THE COLLEGES

a. Santiago Canyon College

i. Update on Accreditation

Mr. Voelcker reported on conversations starting for development of next Educational Master Plan, possibly a more comprehensive plan.

b. Santa Ana College

i. Update on Accreditation

Dr. Lamb reported on goal to complete Educational Master Plan by end of term, working on update to Enrollment Management Plan and reported on taskforce.

VI. FOLLOW-UP & UPDATE ON IEPI PLAN

Mr. Perez reported on monies allocated for purchase of software.

Ms. Pham will reach out to Dr. Lamb and Mr. Martin.

VII. *GRANT DEVELOPMENT SCHEDULE

Due to time constraints, Mr. Perez asked members to review on own and forward any questions.

VIII. *GUIDED PATHWAYS

a. *Santa Ana College

b. *Santiago Canyon College

Ms. Pham asked members to review handouts, forward any questions.

IX. OTHER

Next meeting scheduled for Wednesday, October 28, 2020.

Mr. Perez adjourned the meeting at 5:03pm.

bold indicates standing items

** indicates attachment provided*

Approved: October 28, 2020