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 30th 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.
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