



## **PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE**

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

### **Minutes**

Wednesday, August 25, 2021 3:30pm-5:00pm via zoom

Present: Dr. Vaniethia Hubbard • James Isbell • Dr. Jeffrey Lamb • Dr. James Kennedy • Cristina Morones • Enrique Perez • Nga Pham • Kristen Robinson • Craig Rutan • Mark Smith • Martin Stringer • Michael Taylor • Jose F. Vargas • Aaron Voelcker  
Guest: Ms. Iris Ingram  
Record keeper: Ms. Patricia S. Dueñez

Mr. Perez called the meeting to order at 3:33pm.

#### **I. WELCOME**

Mr. Perez provided welcoming remarks.

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

a. July 28, 2021 meeting

It was moved by Mr. Smith; seconded by Mr. Taylor to approve the July 28, 2021 minutes. Abstentions from Mr. Vargas, Ms. Robinson and Ms. Ingram as they were not present at the July meeting. With no corrections and none opposed, the motion passed.

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

a. July 19, 2021

Mr. Perez provided a brief report.

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

Ms. Pham **shared screen** of 2020-21 Committee Goals. During this review, a request was made to check if the budget allocation recommendation to evaluate of programs at district level initiated by Mr. Shahbazian had been forward and approved by District Council. If it was not approved by DC, then it will need to be carried to the next DC meeting. **Ms. Pham** will review the two committee minutes to ensure that this recommendation was also approved by DC.

**Feedback from committee members** was requested of draft committee goals and that Ms. Pham will review previous minutes to fully detail committee accomplishments and bring to next meeting.

**Suggestions for 2020-21 accomplishments:** IEPI completion of work, regular updates on key initiatives for planning, alignment of educational related initiatives like Districtwide Enrollment Management Workgroup and Districtwide Guided Pathways Subcommittee, closer alignment of district and college initiatives, completion of goals, POE being instrumental for conversations and more collaborative approach to accreditation, increase to membership of committee.

**Suggestions for 2021-22 goals;** continue to develop districtwide enrollment reports, completion of enrollment management data warehouse, development of Comprehensive Master Plan process/timeline, ensure alignment of district goals to college goals, review of data for each objectives in timely manner so that changes are made in time to impact our work.

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

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

Mr. Voelcker reported on SCC Educational Master Plan set of goals projected to have by end of fall, beginning of spring.

Dr. Lamb reported SAC just finished their Educational Master Plan.

*Dr. Kennedy joined the meeting at this time.*

**Importance was made** on highlighting ways that district goals work in support of already embedded goals and initiatives.

#### **DISTRICTWIDE PLANNING FOR FALL – Discussion / Action**

a. \*Districtwide Planning Process Survey Results

Ms. Pham **shared screen** and walked committee through survey results. There is a high understanding of roles and responsibilities of Governance Cmtes; more transparency in budget allocation processes is needed; linkage between college and district processes should be reviewed; need for request for resource allocations to be included in colleges' processes. Ms Pham noted that District Council and other governance committees will be reviewing this survey results at the same time as their annual review of committee roles/responsibilities/membership and review of 2020-21 and creation of 2021-22 committee goals in coming weeks.

Discussion ensued on resource allocation process. Requests from colleges to create new position at district office needs to come through POE and then to FRC to ensure request aligns with planning.

It was **suggested** to offer Professional Development training on process and functions of Governance Committees in relation to the planning design manual so that better knowledge is reflected in survey results.

Ms. Ingram reported on developing a budget town hall related to the Budget Allocation Model; projected for some time in fall, possibly September.

Mr. Perez reported on development of town hall related to enrollment and different areas that impact enrollment.

It was **suggested** to have a presentation on how local monies are spent during professional development week.

Mr. Voelcker **posted in chat** the link to survey that SCC's PIEC also conducted to evaluate their planning and budgeting process.

b. 2023-2033 Comprehensive Master Plan

i. \*Update to Draft Timeline

Ms. Pham provided update to draft timeline.

**Ms. Pham** will follow-up to place first reading of goals to the Board of Trustees January 2023 Docket as first reading recommendation for approval.

ii. \*Scope of Work

Ms. Pham provided an overview of a draft Project Scope.

It was **suggested** to add a guiding statement.

c. \*Strategic Plan Objectives – Year 2 Data for review/discussion

Ms. Pham reported data for objective 1A focused on “optimize the number of feeder high school students enrolled at SAC/SCC”.

Mr. Perez reported that this will ensure we keep our pulse on the data and stay on top of each of the objectives to the goals instead of waiting until the end of the year.

**Ms. Pham** will forward to Mr. Vargas, as requested, the detailed dual enrollment data by feeder high school document.

**V. PLANNING AT THE COLLEGES - Information**

- a. Santiago Canyon College
  - i. Planning Update on Accreditation  
Mr. Voelcker reported on the upcoming meeting with Dr. Ralston and Darlene Diaz re: Enrollment Management Cmte. and the site visit scheduled for March 7, 2022.
  - ii. Enrollment Update – Fall F2F and Online Courses  
Mr. Stringer **shared screen** on enrollment report and provided update. Has noticed an increase to online enrollment when COVID #'s increase; reported on the call campaign and call center.
- b. Santa Ana College
  - i. Planning Update on Accreditation  
Dr. Lamb provided update; dates similar to SCC's, completion of educational master plan and the Enrollment Management Cmte.
  - ii. Enrollment Update – Fall F2F and Online Courses  
Mr. Perez thanked Dr. Hubbard and Dr. Lamb re: increase in enrollment and the heavy lift. Dr. Lamb reported on increase to enrollment, projected to meet target, increase being a coordinated affair across several depts., reported on several outreach events and the addition of more English sections.  
Dr. Kennedy shared email from new partner 'REACHLOCAL' on marketing efforts; **shared screen** of enrollment report; anticipates reaching targets.

**VI. BOARD INSTITUTIONAL EFFECTIVENESS COMMITTEE (BIEC) – Information**

- a. Update from August 12, 2021 Meeting – topic was Apprenticeship Program at SCC
- b. Agenda Item for September 16, 2021 Meeting – topic will be Technology to Support Student Success  
*No report due to time constraints.*

**VII. \*GRANT DEVELOPMENT SCHEDULE – Information**

Mr. Perez reported this item is informational.

**VIII. GUIDED PATHWAYS - Information**

- a. Santa Ana College
  - b. Santiago Canyon College
- Mr. Perez reported that an update to Guided Pathways was provided at the July 15 Board Institutional Effectiveness Committee.

**IX. OTHER**

Ms. Duenez will follow up with CSEA on classified representation from DO and SAC and will follow up with ASG on student representation from both colleges.

Next meeting is scheduled for Wednesday, September 22, 2021.

Mr. Perez adjourned the meeting at 5:08pm

*\*attachment provided*

*Approved: September 22, 2021*