



PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

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

Minutes

Wednesday, November 17, 2021 3:30pm-5:00pm via zoom

Present: Matthew Beyersdorf • Dr. Vaniethia Hubbard • Dr. Jeffrey Lamb • Dr. James Kennedy • Cristina Morones • Tyler Nguyen • Nga Pham • Kristen Robinson • Craig Rutan • Sarah Santoyo • Martin Stringer • Michael Taylor
Guest: Michael DeCarbo
Patricia Duenez present as note taker.

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

I. WELCOME

Mr. Rutan provided welcoming remarks.

II. *APPROVAL OF MINUTES – Action

a. October 27, 2021 meeting

It was moved by Mr. Taylor, seconded by Mr. Beyersdorf to approve the October 27, 2021 minutes.

III. DISTRICT COUNCIL UPDATE – Information

a. November 1, 2021

Mr. Rutan reported on the November 1, 2021 meeting.

Mr. Stringer joined the meeting at this time.

Ms. Pham requested moving item VI to after item III so that Mr. DeCarbo (guest) could report on this item.

IV. REVIEW OF COMMITTEE ROLES/RESPONSIBILITIES AND MEMBERSHIP – Update

Ms. Pham reported that Mr. Perez is connecting with other co-chairs of governance committees related to this item and will report back at the December 15 meeting.

V. STRATEGIC PLAN OBJECTIVES – YEAR 2 DATA - Review / Discussion

Ms. Pham reported on Year 2 Data and demographics; will forward committee staff profile report. (pg 24 transcript)

VI. STUDENT CONDUCT COMMITTEE – Training Video on Maxient Reporting Process – Feedback / Discussion (Michael DeCarbo)

This item moved after item III.

Mr. DeCarbo reported on the Student Conduct Committee and a draft video created related to Student Maxient reporting and process. Mr. DeCarbo shared screen/shared video. It was suggested that a district Maxient reporting video be created as general instruction with the possibility of each college creating their own Maxient report videos. As there are different and new types of Maxient reports, possibly each type of report would have its own training video. Mr. DeCarbo had previously shared this video to Ms. Jennifer De La Rosa.

Dr. Jeff Lamb joined the meeting at this time.

Dr. Hubbard joined the meeting at this time.

POE COMMITTEE MEMBERS:

Matthew Beyersdorf • 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 • Martin Stringer • Michael Taylor • Jose F. Vargas • Aaron Voelcker

The intent of the training videos is to inform all members of community of the reporting process and what office/person is assigned what reporting. It grew beyond the scope of the Student Conduct Committee so discussion is being brought to POE.

Ms. Pham/Mr. Rutan offered **Mr. Perez to look into this further**; possibly bring group together to look at having training videos for employees and students to increase usage of system and Title IX link. Can district communication take a look at training videos to increase usage of Title IX system? Should this be district approach or should each college produce their own videos?

Ms. Duenez forwarded video link to committee during meeting.

VII. PLANNING AT THE COLLEGES - Information

a. Santiago Canyon College

i. Planning Update on Accreditation

Mr. Rutan reported on accreditation: Governance committees are working on goals.

ii. Enrollment Update

Mr. Stringer reported on current enrollment and efforts to increase enrollment with phone and media campaigns; looking at different forms of marketing; we are still 40days out from start of intersession.

b. Santa Ana College

i. Planning Update on Accreditation

Dr. Lamb reported on Accreditation.

ii. Enrollment Update

Dr. Lamb reported on enrollment. **Shared screen** of credit enrollment report from report repository. Promotional plan is to have science center open before spring term with resource fair, tours of bldg., and on-site registration help.

VIII. BOARD INSTITUTIONAL EFFECTIVENESS COMMITTEE (BIEC) – Information

a. Next meeting: November 18, 2021 – Strategic Planning at the Colleges

Ms. Pham reported agenda item for next BIEC meeting.

IX. *GRANT DEVELOPMENT SCHEDULE – Information

Ms. Santoyo reported on the schedule; **will circle back** to Dr. Lamb and Dr. Kennedy on their questions related to apprenticeship and pre-apprenticeship grants..

X. OTHER

Next meeting is scheduled for Wednesday, December 15, 2021.

Mr. Rutan adjourned the meeting at 4:35pm.

**attachment provided*

Approved: December 15, 2021