



Community College District

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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, August 22, 2018 - 3:30pm-5:00pm

District Office – Santa Ana Room #103

MEMBERS PRESENT:

Michael DeCarbo, Dr. Marilyn Flores, Dr. Jeffrey Lamb, Enrique Perez, Aaron Voelcker, and Monica Zarske

Staff: Patricia Duenez

Not Present: Nga Pham, Kristen Robinson, Craig Rutan, Sean Small, and Mark Smith

Mr. Perez called meeting to order at 3:52pm

I. MINUTES FOR REVIEW AND APPROVAL – April 25, May 23 & June 20, 2018

It was moved by Mr. Voelcker, seconded by Dr. Flores and carried to approve the April 25, May 23, and June 20 minutes as presented.

II. POE COMMITTEE - Review

a. Review Committee Responsibilities

Discussion ensued. This item will remain as a standing item for future agenda's. Revisions were made to responsibilities.

Action #1: Ms. Duenez will forward the IEPI PRT plan to Dr. Flores and Dr. Lamb.

b. Review and Approve 2018-19 Committee Goals- Draft

Discussion ensued. Revisions were made to goals #5 and #6. It was suggested 2018-2019 Committee Goals be a standing item for future agendas.

It was moved by Ms. Zarske, seconded by Mr. DeCarbo and carried to approve the 2018-2019 Responsibilities as amended.

c. Review Membership

Discussion ensued. Revisions were made to membership. The Institutional Effectiveness Coordinator at SAC does not exist.

Action #2: Dr. Lamb will identify name of Dean of Academic Affairs to add in place of IEC position.

Action #3 Dr. Flores will identify name of CSEA rep. for SCC.

Action #4 Mr. Perez will identify name of CSEA rep at district office and confirm rep for SAC and follow-up with ASG president's on who they appointed as POE rep.

d. Appointment of Faculty Co-Chair

Discussion ensued. Mr. DeCarbo will now serve as co-chair for two years.

POE COMMITTEE MEMBERS:

Michael DeCarbo • Dr. Marilyn Flores • Dr. Jeffrey Lamb • Enrique Perez • Nga Pham • Kristen Robinson • Craig Rutan • Sean Small • Mark Smith
Aaron Voelcker • Monica Zarske

III. RSCCD MISSION STATEMENT – Information

This item was for informational purposes.

IV. 2019-2022 STRATEGIC PLANNING RETREAT

- a. Possible Dates: April 26, May 3, May 10 or other
- b. Location: Bower Museum
- c. Create Agenda: Review Draft

Discussion ensued on dates, location and agenda items. It was suggested that the design manual should include operational definitions. This item will be placed on next meeting's agenda.

Action #6 Patricia will send tentative retreat dates to the committee and the Planning Design Manual to Dr. Lamb.

V. REVIEW FUNCTION MAPPING – Information

This item was for informational purposes.

VI. GUIDED PATHWAYS

- a. Santiago Canyon College

Mr. DeCarbo reported on Center of Retreat in June, resolution up for adoption, and feedback requested from the workgroup and seeking approval from Academic Senate and College Council.

- b. Santa Ana College

Ms. Zarske reported on meetings over the summer, Friday's convocation will be more dedicated to Guided Pathways as well as workshops dedicated to Guided Pathways.

VII. PLANNING AT THE COLLEGES

- a. Santiago Canyon College

Mr. Voelcker had no report. He and Dr. Flores updated Dr. Lamb on the different planning committees at SCC; EMP Cmte., PIE, and other committees.

- b. Santa Ana College

Dr. Lamb provided an update on assessment work, operational approvals and Ilumen.

VIII. GRANT DEVELOPMENT SCHEDULE – Information

Mr. Perez reviewed the grant schedule.

IX. OTHER

Next meeting is scheduled for Wednesday, September 26, 2018.

Mr. Perez adjourned the meeting at 5pm.