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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 26, 2018 - 3:30pm-5:00pm

MEMBERS PRESENT:

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

Staff: Patricia Duenez

Not Present: Kristen Robinson, Sean Small, and Mark Smith

Mr. Perez called meeting to order at 3:36pm

I. MINUTES FOR REVIEW AND APPROVAL – August 22, 2018

Corrections were noted made to sections II. a, d, & VI. a.

It was moved by Mr. DeCarbo, seconded by Ms. Zarske to approve the August 22 minutes with corrections. One abstention from Ms. Pham as she was absent.

II. REPORT FROM DISTRICT COUNCIL – August 20 & September 17, 2018 - Enrique Perez

Mr. Perez reported on the meeting agendas.

III. IEPI PLAN –Review

Discussion ensued. Sub-committees were formed to for the different Areas of Focus:

- Area A1, 1, 1: Ms. Pham, Dr. Lamb, and Mr. Voelcker
- Area A3, 1, 1: Dr. Lamb, Dr. Flores, and Mr. Perez
- Area B1, B2: Mr. DeCarbo mentioned that the Enrollment Management needs to be created in spring 2019 to roll out fall 2019; Dr. Lamb reported on updating their EMP. Discussion ensued.
- Area B3: Discussion ensued, will wait until further along, to be discussed at next meeting
- Area C1: It was reported that Mr. Hardash stated at DC that FRC hired a consultant
- Area C, C2 & C3: **Mr. Perez** will follow up with Mr. Hardash for a report from FRC

IV. POE 2018-19 COMMITTEE GOALS (item attached)

a. Committee Responsibilities & Membership – Review (item attached)

Discussion ensued. Corrections were noted:

Dean of Institutional Effectiveness, Library & Learning Support Services, Santiago Canyon College; a faculty member appointed by each Academic Senate President, Santa Ana College & Santiago Canyon College and add: Academic Senate President, Santa Ana College & Santiago Canyon College (or designee).

POE COMMITTEE MEMBERS:

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Aaron Voelcker • Monica Zarske

- b. District Wide Committees
Discussion ensued. Sabbatical and Assessment committees were discussed, and how an ad-hoc committee is formed. It was proposed to add this to the Strategic component on the agenda at the May retreat. A correction was made to POE's Committee Goals 2018-2019 on #1. It was suggested to update the RSCCD Planning Design Manual to reflect current structure, practices, and processes. Discussion ensued on current lists of district wide committees. **Dr. Flores** reported that she has some lists, but will take them to her cabinet first and then forward to POE.
- c. Assessment Committee
This item was discussed in part IV.b.

V. 2019-2022 STRATEGIC PLANNING RETREAT – May 10, 2019

- a. Draft Agenda – Review
Discussion ensued and revisions were made.
Dr. Lamb will report back to POE about SAC's planning cycle.
Mr. DeCarbo will review item IV Review RSCCD Planning Design Manual for clarity. Notes from previous discussion of the Planning Design Manual will be brought to the next meeting.
- b. Invitee List
The list was reviewed. It was suggested to revise list in committee order. **Ms. Duenez** will revise and send to committee members for their 2nd review and edits.

VI. GUIDED PATHWAYS

- 1 a. SCC: Mr. DeCarbo reported on the 2018-19 Guided Pathways Organizational Charge and Chart was moving through Senate towards College Council; 5 members will attending the November 28-29 conference
- b. SAC: Ms. Zarske reported on implementation, the northern California trip, the Bakersfield trip in November to consult with Bakersfield Community College, and the implementation teams having monthly scheduled meetings. Dr. Lamb reported on timelines for the cycles.

VII. PLANNING AT THE COLLEGES

- a. Santiago Canyon College
Mr. Voelcker reported on annual plan and program review templates and the curriculum component being the focus.
- b. Santa Ana College
Dr. Lamb reported on the TLC group and improvements, on the META product, planning at the college, the next accreditation for 2022 and improvements of student learning at the assessment level.

VIII. GRANT DEVELOPMENT SCHEDULE – Information (*item attached*)

Mr. Voelcker requested an update on page one, rows 1 and 2 on the expected notification dates of August and September. **Mr. Perez** will follow up and provide an update.

IX. OTHER

Ms. Chacon inquired about the district's goals listed on page 2 of the agenda and committee members clarified.

X. NEXT MEETING: *Wednesday, October 24, 2018*

Mr. Perez adjourned the meeting at 5:08pm

approved: October 24, 2018