PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE
POE is the district-level planning and accreditation oversight and coordinating committee that makes recommendations to District

A G E N D A

Wednesday, October 23, 2019
3:30pm-4:30pm - District Office – <u>Board Room #107</u>

I. WELCOME

II. MINUTES FOR REVIEW AND APPROVAL – September 25, 2019

III. REPORT FROM DISTRICT COUNCIL – October 7, 2019
    a. 2019-2022 RSCCD Strategic Plan
    b. Functions/Mapping of Responsibilities Report

IV. CURRENT PLANNING ACTIVITIES
    a. Review of Planning Design Manual
    b. Update to Board of Trustees - Strategic Planning and Enrollment – November 18
    c. District Services Planning Portfolio and Resource Augmentation

V. FOLLOW-UP & UPDATE ON IEPI PLAN
    a. FRC October 16, 2019 Meeting Follow-Up

VI. GRANT APPLICATION PROCESS
    a. Grant Development Schedule

VII. GUIDED PATHWAYS
    a. Santiago Canyon College
    b. Santa Ana College

VIII. PLANNING AT THE COLLEGES
    a. Santiago Canyon College
    b. Santa Ana College

IX. OTHER

    NEXT MEETING: ***Wednesday, November 27, 2019***

RSCCD Mission Statement

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

2013 – 2023 RSCCD Goals

RSCCD Goal 1
RSCCD will assess the educational needs of the communities served by RSCCD and will adjust instructional programs, offerings, and support services and will allocate resources as needed to optimize the alignment of students' needs with services and fiscal resources.

RSCCD Goal 2
RSCCD will assess the educational needs of the communities served by RSCCD and then pursue partnerships with educational institutions, public agencies, non-profit organizations, and business/industry/labor to collaboratively meet those needs.

RSCCD Goal 3
RSCCD will annually improve the rates of course completion and completion of requirements for transfer, degrees, certificates, and diplomas.

RSCCD Goal 4
RSCCD will support innovations and initiatives that result in quantifiable improvement in student access, preparedness, and success.

RSCCD Goal 5
RSCCD will use a cycle of integrated planning that will demonstrate the effective use of resources.

PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE
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that makes recommendations to District*

draft MINUTES
Wednesday, September 25, 2019 - 3:30-4:30pm

Present:
Yuri Betancourt, Michael DeCarbo, Dr. Marilyn Flores, Melissa Govea, Aidan Kato, Dr. Jeffrey Lamb,
Cristina Morones, Enrique Perez, Nga Pham, Kristen Robinson, Sarah Santoyo, Roy Shahbazian,
Harley Villanueva, and Aaron Voelcker
Absent: Mark Smith
Guest: Daniel Gonzalez

Mr. Perez called the meeting to order at 3:34pm.

I.   **WELCOME**
      Mr. Perez provided welcoming remarks and introductions were made this being Ms. Betancourt
      and Mr. Kato's first meeting.

II.   **MINUTES FOR REVIEW AND APPROVAL** – August 28, 2019
      Revisions noted on item IV. and VII. A. & B.
      It was moved by Mr. DeCarbo and seconded by Mr. Gonzalez to approve the amended
      August 28, 2019 minutes.
      Ms. Duenez will look into reserving a larger conference room for future meetings.

III. **REPORT FROM DISTRICT COUNCIL –** September 16, 2019
      a. 2019-2022 STRATEGIC PLAN-to be submitted for approval at District Council's October 7th
         meeting.
         Mr. Perez reported on the September 16th District Council meeting which included updates to
         AB48 Statewide Facilities Bond, student access to affordable housing and that Mr. Hardash
         reported on the budget and board policies.

IV.   **FOLLOW-UP & UPDATE ON IEPI PLAN**
      Mr. DeCarbo reported that he and Ms. Pham are meeting October 7 to continue drafting section
      A2 and will bring it back to POE.
      Mr. DeCarbo reported on IEPI B.1. and the five (5) questions distributed with agenda on the role
      of a district enrollment management. Discussion ensued. Mr. Voelcker will have more feedback
      on SCC's enrollment management committee after the committee meets on the 3rd Wednesday in

October. Forming a district enrollment management workgroup was suggested. Discussion continued on having ITS be a part of the workgroup, who needs to be at the table, the achievement in enrollment management being seen as a whole since the district gets paid as a whole, what functions and roles in district's enrollment management not be a part of enrollment management at a district level. The committee agreed the forming of a workgroup not move forward at this point until more feedback on the 5 questions is brought back from the college committees. Dr. Lamb and Mr. Voelcker will bring back more college feedback at the next POE meeting.

Mr. DeCarbo discussed section C5.5. and reported that further clarification was needed from Fiscal Resource Committee (FRC). It was suggested departments show their budgetary process and it not be in a lump sum so that colleges know 'their right size'. Discussion continued on colleges' size, structure, funding depending on college size and what the chargebacks are. Mr. Shahbazian is co-chair of FRC and he will take it back to FRC for discussion and clarification. Mr. DeCarbo will send Mr. Shahbazian the IEPI Plan with **green** notes, Mr. Hardash's notes. Ms. Duenez will forward Mr. Shahbazian notes on background information from the prior IEPI work with the IEPI team. It was suggested Mr. DeCarbo attend the next FRC meeting on October 16 meeting since he was in the small workgroup with the IEPI team and can voice concerns he has on this section. The budget outlined on page 5 was discussed. Ms. Duenez will correct page 5, C.4. 'plan'.

V.   GUIDED PATHWAYS
   a. Santiago Canyon College
   b. Santa Ana College
   Discussion was moved to the Districtwide Guided Pathways Committee meeting following POE.

VI.   PLANNING AT THE COLLEGES
   a. Santiago Canyon College
   Mr. Voelcker reported on program review, student level assessments, a pilot group and onsite training from the eLumin team.
   b. Santa Ana College
   Dr. Lamb reported on the institutional effectiveness committee meeting and discussion on their scope and role, the faculty assessment coordinator recently hired, the license for outcomes assessments and part time staff to be hired for support with the Nuventive Improve software.

   Mr. DeCarbo welcomed student committee members to email him with questions on agenda items prior to the next POE meeting.

VII.   GRANT DEVELOPMENT SCHEDULE – Information
Ms. Santoyo reported on the schedule. Ms. Santoyo will send the RFA on the mental health grant to Dr. Lamb.

VIII. OTHER
The next meeting is scheduled for Wednesday, October 23, 2019.

Mr. Perez adjourned the meeting at 4:25pm

Approved: _____

RSCCD Resource Development Grant Development Schedule

Grant	District/ College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded …	Institution-alization?	District/College authorized submission
Submitted									
Humanities Initiatives at Community Colleges Or Humanities Initiatives at Hispanic Serving Institutions National Endowment of the Humanities ($100,000)	SCC – Cale Cramer and Rachel Petrocelli	Goal #4	7/12/19	Submitted	Late fall 2019	No	Implement a project to strengthen the Humanities through integration with applied learning programs, such as MUN or the Forensics teams.	Possible continued use of instructional content for humanities courses and programs	Yes
October 2019									
CA Community Colleges Chancellor's Office Mental Health Services grant ($500,000)	One application SAC – Dr. Hubbard SCC-Syed Rizvi		10/18/19	Writing		No	Expand mental health services by building referral network, training campus to recognize & respond to student mental health needs, and providing mental health services.	Expected to sustain services developed thru grant. Will assert that expanded services can only be sustained through additional funding.	Pending
Late Summer/Fall (due dates not out yet)									
Student Support Services U.S. Department of Education $265,000/per year for up to 5 years (Student Support	SAC (2): Brenda Estrada: SSS-Vets Romelia Madrigal: SSS-Regular	Goals #1, #2 and #3	Expected to be due in January 2020	Planning	June 2019	No	Provide wrap-around student support services to students at the college who are low-income, first-generation and/or academically at risk	No	Pending

Grant	District/ College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded …	Institution-alization?	District/College authorized submission
Services may offer multiple programs for special populations: e.g., STEM majors, students with disabilities, ESL, teacher prep.)	SCC (4) LaKyshia Perez: SSS Reg Janis Perry: SSS-Teacher Prep Martin Stringer & STEM faculty: SSS-STEM Joseph Alonzo: SSS-Vets		Expected to be due in January 2020	Planning	June 2019	No	to attain ambitious achievement targets in persistence, GPA at 3.0 or greater, completion, transfer, and persistence to the 2nd year at four-year universities.		
March 2020									
National Science Foundation S-STEM Grant $650,000 over 3 years	SAC – Maria de la Cruz, Cathie Shaffer	Goals #1, #3 and #4	3/25/20	Planning	7/2020	No	Provide support services and scholarships for low-income students with high potential for success as STEM majors.	No	Pending

RSCCD Resource Development Grant Development Schedule

1) Plans for personnel to be hired by the grants listed above: please refer to attachments.

2) <u>GRANT OPPORTUNITIES</u>

MENTAL HEALTH SERVICES

- **CA Community Colleges Mental Health Services Grant**. $500,000 for district's/college's with existing programs. Letters of Intent are <u>required</u>, and due 10/4/19; applications are due 10/18/19. Only one application allowed per district. The purpose of the grant is to build a referral network through collaboration with County Department of Behavioral Health and other service providers.

STEM

- **Improving Undergraduate STEM Education**. National Science Foundation. Applications are due 12/4/19.

    o **Exploration and Design**: Engaged Student Learning up to $300,000 for 3 years; Institutional and Community Transformation up to $300,000 for up to 3 years; - $3,000,000. National Science Foundation.

    o **Development and Implementation**: Engaged student learning up to $600,000 for up to 3 years; Institutional and Community Transformation up to $3 million for up to 5 years.

- **Research Experiences for Undergraduates.** $80,000 - $130,000/per year for three years. Applications due 8/17/20.

    o Supports active research participation by undergraduate students in STEM. Must involve students in meaningful ways in ongoing research programs or in research projects specifically designed for the REU program. Encouraged to engage 1st and 2nd year students as a means of recruiting/career exploration in STEM. Research training experience is paid as a stipend, not employment for a wage; although for administrative convenience, organizations may choose to issue payments to students through their payroll system.

- **Scholarship in STEM Program**. Up to $650,000. National Science Foundation. Scholarship funds for STEM majors. National Science Foundation. Applications are due 3/25/20.

Grant Schedule

Summary Sheet of Positions related to grant proposals

Site	Grant	Staff proposed in grant applications
SCC	Humanities Initiatives at Community Colleges	10% release Dr. Rachel Petrocelli 10% release Cale Crammer
SAC	National Science Foundation S-STEM	PT Coordinator Faculty release/stipends – scholarship selection, cohort support
DO	OC Community Foundation	Hourly instruction to teach autism program courses
SAC & SCC	CCC Mental Health Services Grant program	Adjunct psychologists as backfill for existing staff to develop referral networks and to provide expanded servcies
SAC	TRIO Student Support Services Program (**existing**)	Director 50% of 1 FTE Coordinator 100% Senior Clerk 100% Faculty hourly 4 hrs/wk x 28 wks Tutors 15 hrs/wk x 28 wks
SAC	TRIO Veterans Student Support Services Program (**existing**)	Director 50% of 1 FTE Coordinator 6% of 1 FTE Stud Prog Spec 19 hr/OG Senior Clerk 19 hr/OG Adjunct counselor 11 hrs/wk 52 wks Adjunct instructor 6 hrs/wk 18 wks
SCC	TRIO Student Support Services Program (**existing**)	Director 50% of 1 FTE Coordinator 100% Senior Clerk 19 hr/OG Faculty stipend $500 x 4
SCC	TRIO Student Support Services Program - Veterans (**new**) TRIO Student Support Services – Teacher Prep (**new**) TRIO Student Support Services – STEM (**new**)	Full-time Director or 50% director if split to cover another services program Support staff