

Santa Rosa Junior College



INSTITUTIONAL PLANNING COUNCIL

Monday, February 11, 2019

Plover 526

1:30 PM – 3:00 PM

Minutes of Meeting **APPROVED**

VISION – SRJC aspires to be an inclusive, diverse and sustainable learning community that engages the whole person.

MISSION – SRJC passionately cultivates learning through the creative, intellectual, physical, social, emotional, aesthetic and ethical development of our diverse community.

- We focus on **student learning** by preparing students for transfer; by providing responsive career and technical education; and by improving students' foundational skills.
- We provide a comprehensive range of **student development** programs and services that support student success and enrich student lives.
- We support the **economic vitality, social equity and environmental stewardship** of our region.
- We promote **personal and professional growth** and cultivate joy at work and in lifelong learning.
- We foster **critical and reflective civic engagement and thoughtful participation in diverse local and global communities**.
- We regularly **assess, self-reflect, adapt, and continuously improve**.

Excerpted from SCJCD Board Policy 1.1 – Vision, Mission Statement, Values (approved October 8, 2013)

In attendance: Pedro Avila, Dorothy Battenfeld, Dr. Frank Chong, Stephanie Dirks, Greg Drukala, Jean Farnham, Karen Frindell-Teuscher, Karen Furukawa-Schlereth, KC Greaney, Vince Hamilton, Cece Jones, Jan Kmetko, Jessica Melvin, Luz Navarrette Garcia, Jane Saldaña-Talley, Mary Sandberg, Eric Thompson

Absent: Abril Barbosa, Patty Collis, David Harden, Kate Jolley,

1. **APPROVAL OF MINUTES** From the meeting of January 28, 2019.

The misspelling of Genevieve Bertone's name was corrected in the meeting minutes of January 28, 2019. Cece Jones motioned to approve the minutes as corrected, and Jane Saldaña-Talley seconded. Minutes were unanimously approved.

2. **COMMITTEE BUSINESS**

- a. Meeting location for Spring 2019 is 526 Plover
- b. Co-Chair KC Greaney welcomed Trustee Dorothy Battenfeld.

3. **INTEGRATED PLANNING**

IPC members are encouraged to review the minutes of the following shared governance and planning bodies at: <http://committees.santarosa.edu/> and to direct questions to the chairs of these committees/councils as needed:

- *Academic Senate*
- *Student Government Assembly*
- *Budget Advisory Committee*
- *Classified Senate*
- *College Council*
- *Integrated Student Success Committee*
- *District Facilities Planning Committee*
- *Educational Planning and Coordinating Council*
- *Sustainability Committee*
- *Institutional Technology Group*
- *Petaluma Faculty Forum*
- *President's Consultation Council (pending)*

4. **PLANNING UPDATES**

- a. **Accreditation Update:** Vice President of Academic Affairs Jane Saldana-Talley provided her update with the ACCJC Midterm Report agenda item later in the meeting.
- b. **Administrative Update:** Superintendent/President Frank Chong reported a resolution will be brought to the Board of Trustee's meeting tomorrow to approve implementing an early retirement incentive for eligible employees as part of its efforts to downsize and reward long-time employees. Information will be sent to all employees following board approval. SRJC is committed to meet its obligation of the minimum number

of full-time faculty and will replace faculty as needed. There are no minimum requirements of management and classified staff. To address the concern of faculty levels falling below the minimum, Department Chairs and Deans will be asked to complete their faculty staffing this spring. The Faculty Staffing Committee will meet at the beginning of the fall semester to make their determinations and then recruit for fall 2020. Faculty needs and impacts will be made in collaboration with AFA. The average age of District employees is 60, and classified has the highest number eligible. Typically 25-30% take the retirement incentive. Buildings will also be retired and transitioning classrooms to other buildings.

- c. Budget Advisory Committee Update: Vice President of Business Services Kate Jolley was not at the meeting, however, KC Greaney reported the Budget Advisory Committee will send a survey to all staff asking for budget saving ideas, share what was learned from the last survey, and what changes are being implemented. Kate Jolley will present a focused conversation at the next IPC meeting to include last year's survey results, this year's survey, and based on the fall Board presentation assumptions and decisions made in determining this year's budget.
- d. PRPP Update: Director of Institutional Research, KC Greaney, distributed the final draft of the PRPP 2018 Wrap up and 2019 Kick Off letter for members to review. Two corrections were made and a suggestion to include who to contact will be added to the document. Jane Saldaña-Talley noted that in prior years the PRPP Wrap Up and Kick Off documents were sent separately and feels the combined document that includes all the information is better. [2018 Wrap-Up and 2019 Kick Off](#)

5. INSTITUTIONAL PLANS AND PLANNING

a. ACCJC Midterm Report

Interim Vice President of Academic Affairs Dr. Jane Saldaña-Talley referred the group to the SRJC Accreditation webpage <https://accreditation.santarosa.edu/> which includes documents related to this evaluation cycle. The accreditation process and self-evaluation asks colleges to identify areas for improvement. SRJC identified 10 actionable improvement items which in some cases were similar to the recommendations by the ACCJC visiting team. The visiting team made five recommendations, two of which were designed for improvement and three where standards were not met. A requested follow up report was prepared and sent to ACCJC addressing items where standards were not met and progress on the two items for improvement. ACCJC asked for another follow up report on the recommendation related to the college's fiscal situation which was provided in 2017, and SRJC was approved and accredited at the June 2017 Commission Meeting.

The Midterm report is required at the time colleges reach the mid-term of the accreditation cycle to address actionable improvement plans determined in the self-evaluation plan and to respond to any improvement recommendations made by the visiting team. There are two drafts Midterm Reports due to a change in the accreditation cycle from 7 years to 6 years which changed submission deadlines. The final draft will be submitted to the Board of Trustees for review at tomorrow's February Board meeting, submitted for approval at the March Board meeting, and is due to ACCJC March 15th. The final draft was reviewed including the Actionable Improvement Plans, Quality Improvements, Recommendations and Responses. It was noted AIP8 regarding SLO evaluation has been pulled from evaluations as a result of a lawsuit. The report closes with a data trend analysis which includes targets set by IPC. KC pointed out IPC's involvement through the PRPP Coordinating Committee to infuse the strategic plan goals and the mission alignment as part of the annual planning. Jane will send a communication to all staff inviting review and comments. Dr. Chong thanked Jane and those involved for their work. For more information about our accreditation process and requirements, visit the Accrediting Commission for Community and Junior Colleges: <https://accjc.org/>

b. Planned Discussion: Educational-Philosophical Discussion of Goal Setting and Implications

IPC Co-Chair and Academic Senate President Eric Thompson lead a discussion around topics that have surfaced at Academic Senate meetings. The group looked at the Local Vision Goals template to be completed to identify institutional goals that align with the Vision for Success. What are the causes of students completing or not completing? The average number of units taken in 2016-17 was 95.12. One cause of students taking more units is not being able to take specific classes which can be due to staffing, facilities, or scheduling. Students may take additional units to keep their financial aid while waiting to get

into a class. Classes are not scheduled so students can complete programs within a shorter timeframe. What actions will it take to meet these goals--Measure H provides funding for more facilities, AB705 is designed to reduce the number of courses. Analysis from the Drop Survey points to family obligations, costs to students, class schedules, work conflicts, housing costs, parking, etc. Food banks, building student housing, inexpensive or free course materials are ways that some of these problems are being addressed, however, scheduling is an issue that needs to be addressed. These issues are quantified in the SRJC student survey.

KC Greaney reported a change over the weekend to the template under the vision goals. A third goal under completion expands completion to include unduplicated students who achieved a degree, certificate or award (noncredit), and the number of student who enrolled in a non-career education course or any college level credit course. She anticipates this goal will be further refined but notes it is an attempt to capture a broader completion metric.

The discussion included:

- How can the goals be determined without proven evidence that the numbers will increase?
- The longer it takes students to get to degree, the less likely they complete which include variables out of our control but also factors that we can identify and make an impact.
- Learn from block scheduling in the nursing program—what can be applied to other majors?
- Look what can be done in areas such as parking, housing, scheduling.
- AB705 will also have an effect.
- Financial aid limits time to completion.
- Remove barriers from students who what to complete.
- Asking students if the timeline is important to them.

c. **Hands-On Student Success Metrics dashboard training**

IPC Co-Chair and Director of Institutional Research KC Greaney presented a hands on demonstration of the new Student Success Metrics dashboard on the Chancellor's Office Launchboard web site: <https://www.calpassplus.org/LaunchBoard/Student-Success-Metrics>

Colleges are required to set institutional goals to align with the Chancellor. SRJC's Local Vision Goal Summary was reviewed. Although SRJC has set goals for completion and transfer for years, all colleges are required to set these goals which brings broader awareness and will implement documentation on how colleges are working towards these goals. Goals need to be set wherever student equity gaps are found.

The updated DRAFT Goals Crosswalk spreadsheet which looks at the elements of the student centered funding formulas and where institutional goals need to be set along with goal deadlines was distributed and reviewed. IPC will oversee goal setting for institutional level goals, and ISSC will set student equity goals. None of the goal setting categories are the same for the Vision and Student Equity, but all the goals are included in the funding formula and in the Student Success Metrics dashboard.

The Simplified Metrics, now referred to as the Student Success Metrics, looks at the data by student typology. Although goals are being set on all students, we can look at these student groups by their stated educational goal.

- Adult Ed/ESL - 11%
- Short Term CTE – 20%
- Degree/Transfer (includes CTE) – 41%
- Undecided/Other (all other students) - 29%
- All students - 37,970

KC Greaney referred the group to the online Student Success Metrics dashboard where data for these student groups is available statewide or by institution. Members were encouraged to explore the information. <https://www.calpassplus.org/LaunchBoard/Student-Success-Metrics>. She pointed out that although there is no scientific way to set goals, it focuses our intention to make improvements. A

suggestion was made to bring information from component areas of what work is being done to connect with the target goals, e.g. scheduling, retention, Guided Pathways, Student Equity plan, etc. and to look at what other colleges are doing for retention and completion.