

Santa Rosa Junior College



INSTITUTIONAL PLANNING COUNCIL

Monday, March 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, Abril Barbosa, Dr. Frank Chong, Patty Collis, 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, and Eric Thompson

Absent: Dorothy Battenfeld, Kate Jolley, and David Harden

Guests: Li Collier and Robert Holcomb

1. **APPROVAL OF MINUTES** From the meeting of February 25, 2019
Eric Thompson motioned to approve the minutes, Jane Saldaña-Talley seconded and no abstentions. Minutes were unanimously approved.
2. **COMMITTEE BUSINESS**
 - a. Meeting location for Spring 2019 is 526 Plover
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 (1:35-1:45)**
 - a. **Accreditation Update:** Vice President of Academic Affairs Jane Saldaña-Talley reported signatures are currently being collected for the 2019 Mid-Term Report which will be submitted to the Board of Trustees for approval at tomorrow's meeting. She expressed her thanks to all those involved. The report is due to the Commission on Friday, March 15th.

- b. Administrative Update: Superintendent/President Frank Chong received information that the \$8 million grant submitted to the Department of Commerce has been approved which allows establishing a construction training center in Petaluma. An official announcement will be made once the approval letter is received from the Department of Commerce.

There has been a lot of interest and inquiries regarding the ERI. Principles and guidelines for the ERI are being developed through Cabinet and VP Karen Furukawa-Schlereth to address employee concerns such as how jobs and programs will be affected. The goal is a sustainable college that maintains excellence and aligns itself with the needs of the community.

- c. Budget Advisory Committee Update: Co-Chair Eric Thompson reported the last BAC meeting was spent putting together the Budget 101. VP Kate Jolley will bring results of the Budget survey. The BAC is developing a budget PPT to make available followed by discussion sessions in late spring.
- d. PRPP Update: Director of Institutional Research, KC Greaney, reported PRPP is going well. Bond funding requests which had been due February 28th have been pulled and reviewed. It was noted further education is needed regarding the PRPP instructions and Help Function. There is one last Academic Affairs PRPP training on March 29th.

The PRPP committee decided staffing requests affected by the ERI should not be delayed in the PRPP as most requests won't be affected this cycle. The PRPP can be re-open if needed to make changes such as staffing requests.

5. INSTITUTIONAL PLANS AND PLANNING

- a. ACCJC Annual Report (1:45-2:00): Vice President of Academic Affairs and SCJCD Accreditation Liaison Officer Jane Saldaña-Talley reported that in addition to the required ACCJC Annual report due April 5th, a fiscal data report which is part of the mid-term report is due to the Commission March 15th. She noted changes in the commission that have led to becoming less punitive and more partnership focused. She reviewed Institution Set Standards for Student Achievement which will be addressed by IPC. Other parts of the report are completed by other departments and units of the college, and IPC will receive a copy of the final report when completed. Changes to Institution Set Standards for Student Achievement this year include clarifying fiscal academic year to eliminate confusion of calendar year, and institution set standards are determined as the floor and aspirational (stretch) goals were added to the report.

Historical data from OIR will be provided at the next IPC meeting on March 25th, and a substantial part of the meeting will be devoted to setting these goals. Faculty member Jan Kmetko proposed calculating the three year rolling average of the outcomes for which we set goals, calculate the standard deviation, and set the ceiling (stretch goal) at 1 standard deviation above as the aspirational goal and the institution set standard (floor) at 1 standard deviation below. OIR will provide these numbers at the next IPC meeting.

- b. Planned Discussion: Student Support Efforts (2:00-2:45): Li Collier, Senior Dean of Counseling and Student Services, and Robert Holcomb, Dean of Language Arts and Academic Foundations, discussed student support efforts that could lead us to believe we can improve student outcomes. The focus of the conversation was on programs/practices/interventions that are new, improved, or scaled up directed at improving student success, including where they address student equity achievement gaps.

In 2017 planning for BSI, SSP and SE was integrated which resulted in the Student Success Committee (SSC) and the Integrated Student Success Committee (ISSC). Li Collier discussed the three pillars adopted by ISSC defining student success: Invited & Welcomed, Guided & Supported & Engaged & Empowered, and student populations with more than 2% equity gap impacted by the metrics. Reasons for equity gaps include social disadvantage, economic, cultural, and other opportunities, however in many of these categories, reasons for equity gaps are not known. It was

noted foster youth group crossed all metrics, and there was an equity gap for white students under successful enrollment which means fewer whites that apply actually enroll. This could indicate they have more options available or are more likely to apply to a four year college. The number could be affected by the growing number of older white students. Co-chair KC Greaney said the Chancellor's office worked with the RP Group on the methodology which takes into consideration the sample size. Groups with fewer than 10 students are not large enough to focus on.

Interventions for these equity gaps include increased outreach and onboarding. A discussion concerning outreach to support successful enrollment included:

- Early outreach to high schools to provide assistance to apply and enroll
- How to measure how effective outreach is
- Are there barriers for students to enroll after they apply
- Is there evidence as to why students don't enroll
- How can we provide more in-reach to those high school students enrolled in early college programs
- Equity gaps are not being captured for those who don't make it to application
- Assisting high school students to register for Counseling 270

It was noted the implementation of AB705 will have many impacts on these metrics. Persistence, matric steps, education planning, and orientation have been making some successful impacts. Students that have an education plan have risen to 93% from 14% in 2013. Student services efforts to improve student outcomes will include promoting success pillars into campus culture, program/services and classrooms, partnership with Guided Pathways, close coordination with programs and services and strengthening professional development. Dean of Student Services Petaluma, Matthew Long will discuss the pillars and goal setting at the March 25th IPC meeting.

VP Jane Saldaña-Talley asked how can faculty feel connected and be engaged to bring these resources to support their students. Co-chair Eric Thompson stated that Guided pathways and Online Education Initiative which have the potential to build bridges are controversial with faculty. A significant issue for collaboration is scheduling. He encouraged the group to view the recent March 8th Online Course Exchange Town Hall session if it was recorded. Student Representative Abril Barbosa added the importance of positive relationships with faculty, student study groups, lab hours, and faculty office hours to student success.

- c. **Institutional Goal Setting (2:45-3:00):** Vice President of Academic Affairs Jane Saldaña-Talley reported on the Board Study Session held March 5th on Local Goal Setting, Integrated Planning, and Annual Budgets. A copy of the listening session was distributed to all staff, and the PPT Slide presentation is available on BoardDocs. She reported it was well attended by classified professionals, students, and trustees with a great exchange of concerns. This was a good opportunity to provide the big picture view and the role of the Board of Trustees.

An Equity Gap Calculator developed by the Office of Institutional Research could be useful to IPC as the local goals are set. Between April and May 14th when Institutional Goals are submitted for Board approval, public forums are needed to engage students, faculty, classified professionals, the Board, and external community to look at what is being proposed.

Director of Institutional Research KC Greaney provided the updated Goals Crosswalk to include the ACCJC goals. She outlined a strategy of goal setting that involves reducing student equity achievement gaps, and aggregating those numbers to create institutional goals. In this way, we will be able to use student equity gap reduction goals (the purview of SJRC's ISSC [Integrated Student Success Committee]) to inform the institutional level goals (the purview of IPC) for both the Student Equity Plan and the Vision for Success Goals. She demonstrated how the Equity Gap Calculator can be used to identify large equity gaps and the number of students needed to reduce the gap for goal setting purposes.