Santa Rosa Junior College

INSTITUTIONAL PLANNING COUNCIL
Monday, April 22, 2019
Plover 526
1:30 PM – 3:00 PM
MINUTES 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**.*

<div align="right">Excerpted from SCJCD Board Policy 1.1 – Vision, Mission Statement, Values (approved October 8, 2013)</div>

In attendance: Dr. Frank Chong, Patty Collis, Stephanie Dirks, Jeanne Fadelli, Jean Farnham, Karen Frindell-Teuscher, KC Greaney, Cece Jones, Jan Kmetko, Jessica Melvin, Luz Navarrette Garcia, Jane Saldaña-Talley, and Eric Thompson

Absent: Pedro Avila, Abril Barbosa, Dorothy Battenfeld, Karen Furukawa-Schlereth, Vince Hamilton, David Harden, Kate Jolley, and Mary Sandberg

Guests: Blair Lamb, Kathy Matthies, Lauralyn Larsen

Proxy: Sarah Hopkins for Karen Furkawa-Schlereth

1. **APPROVAL OF MINUTES (1:30-1:35)** From the meeting of April 8, 2019
   Stephanie Dirks motioned to approve the minutes, Dr. Frank Chong seconded, and Eric Thompson abstained. Minutes were 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 she and Co-chair KC Greaney will attend next week's ACCJC conference. KC will attend the pre-conference ALO training as Jane has a conflict. Information from the conference will be shared at the next meeting.

b. <u>Administrative Update:</u> Superintendent/President Frank Chong reported the post ERI plans are still being developed for the college community to review. Preparations are underway for graduation, President's Address, Petaluma Building Community Breakfast, and the classified recognition award dinner and receptions.

c. <u>Budget Advisory Committee Update:</u> Co-Chair Eric Thompson reported the budget survey is being edited and vetted by BAC for distribution. The Budget 101 presentation will be sent to the college community with scheduled listening sessions with BAC. Flex credit will be available.

d. <u>Academic Senate Update:</u> Academic Senate President Eric Thompson attended the IEPI conference along with 20 other faculty and students and came away with ideas from other colleges regarding Guided Pathways planning.

Academic Senate held a five hour retreat meeting April 19th with the focus on Guided Pathways. The Scale of Adoption form which needs to be submitted was reviewed. Priorities were identified to implement Guided Pathways changes and need to be coordinated college wide. A draft will be reviewed in a joint session of Academic Senate and Guided Pathways Workgroup tomorrow. The Scale of Adoption will be brought to the next IPC meeting.

e. <u>PRPP Update:</u> Director of Institutional Research, KC Greaney reported there were no updates.

5. **INSTITUTIONAL PLANS AND PLANNING**

a. **Student Equity and Vision Goal Setting (1:45-2:10):** Vice President of Academic Affairs, Jane Saldaña-Talley led a discussion of institutional goal setting for both Student Equity and the Chancellor's Vision, including further vetting of the goals. Members received an updated draft of metrics and institutional goals, revised after input from the most recent IPC meeting, and the Goals Crosswalk which provided definitions and context for the institutional goals. Last week Presidential Consultation Council was provided a copy of the goals and the list of definitions followed by a conversation of how IPC sets goals. Currently IPC has been assigned to set institutional goals, however, going forward the expectation is to engage those who are closest to these areas to develop the goals with review by IPC. IPC can provide the data and information for goal setting. Dr. Chong supported PCC's recommendation of goals being drafted by experts, with faculty having a primary role, and support from classified and management.

Three different methodologies were presented for the current goal setting for Vision for Success and Student Equity Plan and included the suggested goal and rationales.
- +1 standard deviation
- Decreasing achievement gaps by 50% in disproportionally impacted groups initially proposed by ISSC
- The CCCCO Vision Goals

For the Vision for Success Goals only one goal is required to be set for each category, and the following was proposed:
- Set the Vision Goal (1C) which combines Degrees (1A) and Certificates (1B).
- Set goals for ADT (2A) and Transfer UC/CSU (2B). ADTs are favored in the funding formula. Co-Chair Eric Thompson noted Academic Senate passed a resolution asking for adjustments in the funding formula including that all degrees receive one point and count one student per certificate per year whichever is the highest. VP Saldaña-Talley noted at a recent CIO meeting that recommendation was also supported.
- Set a goal for Average # of Units from Degree Earners (3A).
- Set goals Earned a Living Wage (4B) and Job Closely Related to Field of Study (4C). There was concern about being held accountable for earnings and employment goals which we may not have control over. These metrics can be tracked even if a goal is not proposed.

Members reviewed and discussed the proposed goals and rationale and agreed on which metrics to set the proposed goals. IPC will distribute to all staff the goals being proposed asking for questions and feedback.

Goals are due May 31st, and we will pass on the 60 day extension from the Chancellor's Office to delay local goal setting as IPC does not meet again until September. VP Saldaña-Talley suggested a discussion at the next IPC meeting on a future process for goal setting.

b. **SRJC Professional Development Plan (2:10-2:30):** Sarah Hopkins (management), Lauralyn Larsen (faculty), and Kathy Matthies (classified staff), Tri-Chairs of the District's Professional Development Committee, shared the recently drafted Professional Development Plan 2018/19-2020/21 for IPC recommendations. SRJC has been awarded $90,000 for classified and classified management professional development which is currently being vetted through SEIU on how the money will be disbursed. It is required the funding be used related to Guided Pathways and Vision for Success. The PD Committee will send IPC the criteria description that follows the 5 goals of the Vision for Success. For five years there has been legislation that provides future funding for all employee groups for professional development and a Professional Development plan must be in place. The plan has been written based on past and current professional development and goals contributed by each constituent group

At a recent statewide conference, the committee found SRJC has one of the most progressive professional development focuses than most districts especially in the faculty area.

The plan was reviewed and discussed including:
- Opportunities for 2019/20 will be finalized at the next Professional Development Committee meeting.
- Implementing more offerings for management professional development including management mentoring program
- Broadening the offerings for classified staff to include ongoing training for new systems and job requirements.
- Faculty has requested a broader definition of what is considered flex activities.
- A solution forum is scheduled on April 30th to discuss the results of the climate survey. There will be additional discussion opportunities also by specific employee groups.
- The importance of integrating training for all groups around the goals. Page 4 describes collaboration with other plans and Initiatives and provides a place holder for training around Guided Pathways and SEA Funding.
- It was suggested to add the Employee Degree Recognition program to the Accomplishments.

Members were invited to send suggestions to the Tri-Chairs. The plan will be submitted to the Board of Trustees.

c. **Focused Conversation: Staffing Assumptions (2:30-3:00):** Sarah Hopkins, Director of Human Resources, discussed the recently developed "Staffing Assumptions" that will guide the District's hiring decisions after the expected large number of vacancies in the next eight months due to the Early Retirement Incentive.

Dr. Chong indicated that at this time, chances are good the ERI will go through. The Staff Assumptions were developed as a result of inquiries received from management, faculty and classified staff and to alleviate concerns. This creates a framework and common understandings to staff positions. All the constituent groups have had a chance to review and provide input, and Dr. Chong acknowledged appreciation to AFA and SEIU for their input.

The Staffing Assumptions will be submitted to the Board of Trustees for approval at the May 14th meeting. A plan will be developed to present in the fall to the different constituent groups for comments and input.