

Santa Rosa Junior College



INSTITUTIONAL PLANNING COUNCIL

Monday, September 9, 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**.

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

In attendance: Dorothy Battenfeld, Frank Chong, Patty Collis, Stephanie Dirks, Luz Garcia, KC Greaney, Vince Hamilton, Kate Jolley, Cece Jones, Jessica Melvin, Purnur Ozbirinci, Amy Roscielle Flores, Jane Saldaña-Talley, Sandy Sigala, Eric Thompson, Julie Thompson

Absent: Jeanne Fadelli, Maggie Fishman, Sean Martin

Guests: N/A

Proxy: Collier Li, Sarah Hopkins

1. **APPROVAL OF MINUTES (1:30-1:35)** From the meeting of May 13, 2019
Cece Jones motioned to approve, Eric Thompson seconded. Minutes were approved.

2. **MEMBER INTRODUCTIONS, ORIENTATION, AND REVIEW OF IPC ROLE (1:30-1:50)**

Members introduced themselves, and were informed of the following:

Important websites pertaining to initiatives emanating from the Chancellor's Office are included as an addendum to this agenda.

The primary website for SRJC Planning is: planning.santarosa.edu IPC members are encouraged to be familiar with this website and the plans and information located there.

The IPC Committee function is included at the end of this agenda. Members noted that it might need to be revised to include Accreditation.

Members were reminded that Spring 2022 is the next accreditation site team visit to SRJC, Thus, we will start the next phase of institutional self-review in Fall 2020, and that the Quality Focus Essay (QFE) needs to be done as part of the process

It was also noted that a required "Comprehensive" plan needs to be submitted by May 31st 2020 to the Chancellor's office, in which we will need to show how we plan to use funding to further the Chancellor's Vision Goals at SRJC.

Discussion Item for future IPC Meeting: Dr. Chong would like OIR put together projections on Sonoma County regarding post-fire relief and present to IPC how this affected the students. What trends do the data point to in the County?

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*
- *All documents to be placed on committee webpage including agenda, minutes, etc.*
- *District Facilities Planning Committee*
- *Educational Planning and Coordinating Council*
- *Sustainability Committee*
- *Institutional Technology Group*
- *Petaluma Faculty Forum*
- *President's Consultation Council (pending)*

3. PLANNING UPDATES (1:50-2:00)

a. Administrative Update (SRJC President Frank Chong)

- PDA Day – provided overview and planning for post-ERI era
 - Will present to the board in October plans to operate the college going forward, to get feedback
 - It's more of a process to come up with a plan to do the work of 98 departing staff
 - Asked the VP's to come up with plan to go paperless as part of this plan
 - Try to keep everyone informed and continue to be open to different ideas, i.e. – Academic Senate
- Building Projects– Measure H updates
 - Kunde Hall almost complete, very successful, well-liked by students, faculty, staff
 - Math room in Windsor in safety center completed
 - Burbank auditorium has been a challenge, September 15th offices finished, main theater complete by end of November
 - Shuhaw Hall to be demolished hall over winter break
 - Athletic field complete by end of year
 - Petaluma science wing, student service project in progress
 - Shone farm adding more classroom space project
 - We are looking at doing a makeover of Emeritus, HVAC system, new furniture, flooring, lighting, etc.
- Presenting at Board of governors meeting coming up on Monday about the student housing project
 - Providing information to the community in a Town Hall Meeting format next week

b. Budget Advisory Committee Update (SRJC Vice President Kate Jolley)

- Committee has not met yet, budget is located in BoardDocs for review, accounting website will be updated soon

c. Academic Senate Update (Academic Senate President Eric Thompson)

- Re-organization is very dominant in conversations, includes talks about the process
- Already had one senate meeting, things emerging about what the values of the Senate are in terms of reorganization
- Main themes of the Senate is to look at the organizational structure
 - Doing a comparison of organizational structures with other CA Community Colleges
 - SRJC's organization does vary significantly from other colleges

d. PRPP Update (Director of Institutional Research KC Greaney)

- Evaluate the PRPP process
- Make sure the prompts were eliciting the information necessary
- May be looking at training to learn how to look at the prompts, required to evaluate our processes as part of the accreditation process
- Still working on prior year's PRPP which will overlap with the next annual cycle

4. INSTITUTIONAL PLANS AND PLANNING

a. **Review of IPC/PRPP Planning Calendar, Fall 2019 (2:00-2:10):** IPC Co-Chair, Director of Institutional Research KC Greaney, oriented Council members to the fall schedule of IPC review of PRPP implementation, including a review of the document PRPP IPC Calendar Fall 2019.

b. **Update on Changes at SRJC: Budget Reductions, Reorganization, and Restructuring Governance (2:10-2:30)** SRJC Vice President Saldana-Talley and President's Cabinet Members provided an update on the status of budget, reorganization, and restructuring governance changes at SRJC.

(back up: Guiding Principles for Staffing, SCJCD Action Agenda Aug 13 2019, SCJCD Board Policy 4.6.3)

- Jane has had several listening sessions with academic affairs regarding the reorganization process
- This is not a standalone reorganization, has a significant ripple-effect across entire organization with the loss of 98 staff
- Strategic planning was paused, and is near expiration after 5 years (2019)
 - We must get back to it this year; what we propose will impact how to move forward with ERI process
 - We still need to focus on how to move forward as a college, this includes self-evaluation for accreditation
 - The strategic plan is more of an expression of identity of who we are as an institution
 - We had targets and goals, but we didn't hold ourselves accountable to reach the objectives and goals set forth
 - Review was not being done on an annual basis
 - Dr. Chong: There are items that were accomplished from the Strategic plan, but not recorded:
 - Diversity is a prime example, along with sustainability, physical presence of the building; we just didn't record it in the strategic plan.
 - We need to reflect and evaluate on what we proposed in last plan before creating a 2.0 version
 - Next plan should include the changing community and the needs
 - We do have the new data in the EEO plan for diversity
- Eric: Participatory Governance - Inclusion, ensures that everyone's voice is heard
 - Expertise is also part of this, and comes from certain committees such as Academic senate
 - Administrative practices need to change; such as Faculty being given access to more information
 - Process needs to be more transparent, such as budget processes, etc.
- Let's keep this section on future agendas to ensure updates being communicated regularly
- Cannot replace one to one for positions that are leaving in December due to budget reductions
- How do you maintain a shared governance system that's not so bulky?
 - Possibly consolidate committees
 - Will be more thoughtful when creating committees going forward
- We need to fill key classified that support faculty, but must continue move forward – priority number one
- Who should be charged with the Strategic Plan evaluation process?

c. **Focused Conversation: Participatory Governance (2:30-3:00):** SRJC Vice President Saldana-Talley and Senate President Eric Thompson outlined the basics of Participatory Governance, including how that is interpreted and lived out at SRJC.

(back up: Shared Governance (4faculty.org), SCJCD Board Policy 2.5 and SCJCD Board Policy 2.5P)

- AB 1725 - State legislation bill is 50 pages long, not easy to interpret, summary provided on 4faculty.org
 - Bill outlines specific roles of faculty – identified areas 10 plus 1
 - Latitude in each district with implementation
- Eric: it is our policy that the Board relies on academic senate: 1, 2, 3, 5 and 7 would fall under the Senate
 - The Board of Trustees still has the final say, has veto or approval rights, but must primarily rely on Academic Senate for decisions
- There is a lot of confusion around this; we need to untangle the areas to better clarify who is involved with decision making process
- Jane: We are well-synced up with policy for staff but not with the students.
- Cece: Crafton Hills College has a classified 10 plus 1, and SRJC is looking to model this.
 - We may need to involve more classified staff on input for processes – i.e.-PRPP input to add perspective
- Julie: We are diluted in committee structure; it's important stay focused on the expertise in decision-making.

6. **FUTURE 2019/20 MEETING DATES:**

September 9 and 23
October 14 and 28
November 25
December 9

January 13 & 27
February 10 and 24
March 9 and 23
April 13 and 27
May 11

IPC COMMITTEE FUNCTION (Revised and Approved – January 27, 2014; College Council Approval February 20, 2014)
The Institutional Planning Council (IPC) is the Sonoma County Junior College District (SCJCD) central coordinating body responsible for the integration of planning activities and pursuit of institutional effectiveness. In collaboration with Academic Senate and other shared governance bodies, IPC:

1. *Initiates and leads the collaborative process of creating, modifying, and reviewing the SCJCD vision, mission, and values, strategic planning process, and establishment of student success and achievement benchmarks*
2. *Annually reviews, affirms, and monitors progress toward achieving the SCJCD Strategic Plan goals and objectives and pursuit of institutional excellence*
3. *Leads a college-wide annual review of institutional and student outcomes data, and prioritization of action goals for the upcoming year*
4. *Oversees the evaluation, continuous quality improvement and outcomes of the Santa Rosa Junior College annual Program and Resource Planning Process (PRPP), to include affirming alignment of the following with the SCJCD vision, mission and Strategic Plan goals and objectives:*
 - *Budget priorities*
 - *Staffing priorities*
 - *Annual component goals*
 - *Accomplishment of annual component goals.*

Chancellor's Office URLs for further exploration

Chancellor's Vision for Success: <https://vision.foundationccc.org/>

Math, English and ESL placement (AB 705):
<https://assessment.cccco.edu/ab-705-implementation/>

California College Promise:
<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/Special-Populations/What-we-do/California-Promise>

Student Success Metrics:
<https://www.calpassplus.org/LaunchBoard/Student-Success-Metrics>

Guided Pathways:
<http://cccgp.cccco.edu/>

Online 115th Community College, Calbright:
<https://www.calbright.org/>

California Virtual Campus – Online Education Initiative:
<https://cvc.edu/>

Student Centered Funding Formula:
<http://extranet.cccco.edu/Divisions/FinanceFacilities/StudentCenteredFundingFormula.aspx>

Vision Resource Center – portal for Chancellor's Initiatives (requires you to register using your SRJC e-mail address):
<https://visionresourcecenter.cccco.edu/>

Chancellor's 2019 State of the System Report:
<https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Reports/Files/2019-sos-final-web.ashx?la=en&hash=154BCA70664246A7FBD7C76DEDEF768E2309A1DE>