

Santa Rosa Junior College



INSTITUTIONAL PLANNING COUNCIL

Monday, November 25, 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: Pedro Avila, Dorothy Battenfeld, Patty Collis, Karen Furukawa-Schlereth, Luz Garcia, Vince Hamilton, Kate Jolley, Sean Martin, Purnur Ozbirinci, Amy Roscielle Flores, Jane Saldaña-Talley, Sandy Sigala, Eric Thompson, Julie Thompson

Absent: Frank Chong, Stephanie Dirks, Jeanne Fadelli, Maggie Fishman, KC Greaney, Alex Hays, Jessica Melvin

1. **APPROVAL OF MINUTES (1:30-1:35)** From the meeting of October 14, 2019
Jane Saldana-Talley motioned to approve, Julie Thompson seconded. Minutes were approved.

2. **PLANNING UPDATES (1:35-1:45)**

- a. **Administrative Update** (SRJC President Frank Chong)
Jane Saldana-Talley provided the update in Dr. Chong's absence.
Met with Stephanie Droker (VP of ACCJC) a liaison for accreditation. We've started talks about next steps, and wants training in early Spring. We need to sync up with Academic senate to select a faculty coordinator. We need to encourage people to join the teams. There is a new process with self-evaluation due in August 2021, which is very soon. The team looks at it in October 2020 and the Senate executive committee needs to take a look at this. Faculty had reassign time of 80% in the past, so we need to talk about how to solicit for the opportunity and need to get it on the radar as soon as possible. This is a great opportunity to create structure and put forward to the AFA.

Another important item is the Comprehensive Plan from the Chancellor's office. They've also asked colleges to prepare a "QFE", which is an entirely different process starting with this next self-evaluation. The standards haven't changed as much as the overall process has; we will need a lot of people to team up and be involved with the process. Academic Senate from the California Community Colleges has an institute in February for Faculty to attend. This is a great learning resource.

- b. **Budget Advisory Committee Update** (SRJC Vice President Kate Jolley)
Nothing to note; Committee meets tomorrow.
- c. **Academic Senate Update** (Academic Senate President Eric Thompson)
The Senate finally passed a resolution to articulate desires and themes around the re-organization. This will still need some final edits before it's published. The Shared Governance Workgroup reached out to Dr. Chong and Eric and will be meeting with Academic Senate and Senate executive. There is concern looking at committee structure with shared governance; still looking at realigning and reducing.
Eric was asked to provide a copy of the charge of shared governance work group for the next meeting.

- d. PRPP Update (Director of Institutional Research KC Greaney)
 In KC's absence, Patty Collis provided the update.
 Processing will not roll-out until January; should be in place for next year. People are not clear on how to navigate the process; we need to look at what's working and what's not. ITG was pleased with the process, as this is the first year they have used what they've submitted in PRPP. There just needs to be an active interaction with the template; can't automate the process completely.
- e. Update on Budget Reductions, Reorganization, and Restructuring Governance (as appropriate)
 Hiring committees are starting to get very busy. We are moving forward with the staffing pieces, whether it's eliminating positions, or reorganizing, but we are still waiting on AFA, SEIU and CFT for impacts on bargaining which includes rewriting job descriptions. There will be a board item about proposed transactions with regards to the side-letter on what we know at this time. The Cabinet has been looking at this, and deciding if things align with the side-letter, if not, there will be a meet and confer about this. We will be setting up meetings in terms of classified hiring, and the goal is to come forward in January with list of eliminated or laid-off positions. Question: What might not meet the side-letter? Those are the guiding principles, but we have found that with consolidating some positions or promoting positions might not meet the interest of the side letter or align with it; we have identified what the deviations are on a case by case basis and have proceeded to bring forward to SEIU.

3. INSTITUTIONAL PLANS AND PLANNING

- a. Review of Equal Employment Opportunity (EEO) Plan (1:45-2:00): Vice President Karen Furukawa reviewed the revised EEO Plan, and answered any questions. (back up: EEO Plan)

Explanation of the Plan

- 3 year plan governed by the state Chancellor's office
- Goal to approve the plan by July 1, 2020 to prevent gaps
- This applies to all CCC and other state public agencies
- SRJC has a competitive open hiring processes
- Equal opportunity employer for all positions within the District
- Included in title 5 legal requirements
- Not a quota system
 - Passage of prop 209, discontinued the quota system that imposes on who you have to hire based on minority groups
- Not a venue for reporting complaints of discrimination or harassment
- Not a policy for hiring employees
 - Hiring procedures document is a separate document

Summary of the changes:

- Overall had very few changes from previous version
- All recommended changes are underlined
- Vetted through the EEOAC committee
 - The previous version was already board approved and contains the necessary content, so there was a lot carried over to the new version.
 - Chancellor's office will be making plan template changes in the next few years
- Trying to give the plan a longer shelf life
- Removed the committee member names
- Updated the dates of the document
- Added a new appendix H – "Multiple Methods Certification Forms"
 - We have received \$50k award per year from Chancellor's office for complying and executing the components of what we've set out to do in the previous plan
 - We have action items to complete and they've been done
 - The descriptions have been added to the components
- New requirement of the District is to do a longitudinal analysis
 - Looking at data over the last 5 years for the Faculty pool
 - Looks at any adverse impacts on certain disproportionate groups based on gender, race, etc. not able to be interviewed or hired
 - Question: what measures are used to obtain this data?

- Workforce analysis data
 - Age is not part of the analysis
 - Appendix B includes how and where we advertise our jobs throughout the state which shows the bulk is online and less print
 - Updated and replaced workforce analysis data
 - New appendix H – also added to document
 - Provides evidence on how we use diversity for hiring protocols
 - This will ultimately go to board for approval in spring 2020
 - Are there people who would like to open up to other groups?
 - Don't need to go to college council, maybe include other constituent groups
 - IPC is a great place to review this document
 - Might be good to check with AFA
 - Academic senate would like to see it
 - Good to touch base with everyone on IPC to check with their groups
 - Brenda Dixon (HR) will track this process
 - Angela to provide Brenda with the IPC contact list
 - Question: what is the difference between components 11, 12, & 13? Can we make the language clearer to be more consistent with how we view analysis?
 - Maybe change #11 to indicate the analysis that's been done
 - Component 12 & 13 are the results or action from the analysis in #11
- b. **Review of PRPP Documents (2:00-2:20):** As a part of the annual process of aligning budget with planning, and as a key step in ensuring SRJC planning processes are integrated, IPC members reviewed the final version of the Cabinet Priorities 2019-2020 (reviewed at IPC on 10/14/19) and the PRPP Process Overview to confirm alignment with the Strategic Plan and districtwide goals. President Chong and Vice Presidents answered any questions. (back up: PRPP Cabinet Priorities 2019-2020 -- final version, PRPP Process Overview)
- PRPP Cabinet priorities have been completed by Academic Affairs, so the document is complete
 - PRPP process overview is not quite complete
 - Student Services still has some changes to make
 - Pedro will update this week and Angela to send out once document is updated
 - This is a broad overview of funding summary
 - Talks about the budget and the Cabinet process
 - Angela needs to pull the updated document with the minor change to the year
 - Minor facilities requests is still in progress and will come back to IPC on 12/9
 - IELM received \$153,718 to distribute which was a 70% reduction from prior year
 - This is a companion document with the spreadsheet
 - Cabinet priorities – tries to take into consideration what a department wants and needs
 - Respect the priorities for the department versus just the supervisor
 - There is no funding to cover these requests this year
 - Can provide this list to the Foundation
 - These priorities matter when resources are available
 - We were able to use this for the ERI re-org for the Math department's Administrative Assistant III position
 - Sometimes the bond measures can cover the instruction/non-instructional equipment
- c. **Focused Conversation: Strategic Plan 2014-2019 Evaluation (2:20-2:55):** Briefly highlighted efforts to evaluate SRJC's Strategic Plan 2014-2019 which inspired group discussion. (back up: for background information see the Strategic Plan section of the [Institutional Planning website](#), and for more specific evaluation information reference the following: [Strategic Plan Core Indicators](#), [Strategic Plan Midterm Report](#), [Strategic Plan Scorecard](#).)
- 8 goals on Strategic Plan Core Indicators
 - Various indicators apply to different goals
 - Large amount of data around sustainability
 - Participation rate has to do with how we are involved with community
 - SLO's were looked at along with fiscal stability self-assessment

- Used the *Great Colleges to Work for Survey*
- Completed a Fiscal Stability (Self-Assessment)
- Employee and Student Feedback were taken from accreditation surveys
- Student scorecard shows the data and has been updated by Office of Institutional Research
 - Targets were set and this document indicates the progress
 - We may or may not put this information in the next plan
- We have to talk about the new strategic plan – look at current goals and then assess relevance
 - How we create the core indicators should be clearer
 - Using completion data and FTES for everything which doesn't give us much information about the successes of the items such as sustainability
 - We had to develop ways of creating data to look at sustainability
 - There is a lot of challenge around creating the goals and holding ourselves accountable on our accomplishments.
 - How do we make this part of our culture? There must be consistency around goal-setting and evaluation.
- Comments/Feedback
 - Don't we need to be aware of what the Chancellor's office is looking for?
 - We can build around this going forward
 - The change occurred in 2014 perhaps when Guided Pathways pitted access against completion
 - Student success is being reduced to simple metrics
 - Perhaps we can develop our own goals based on our values and mission
 - Real change happens one on one with students
 - Important to keep articulating our values
 - Need to remember who we are as institution, what we care about, and how to carry this out
 - This takes resources that just aren't there which is a real issue and a disconnect
 - The key is to remember this is our Strategic Plan
 - We can decide which metrics to pull
 - This is for us, not driven by anyone else – having the mission and core values is important but hard to measure
 - Something we do locally not necessarily aligned with the rest of the state
 - We still need to be in compliance with the State, but perhaps just do the minimums
 - We have normative issues and sometimes this gets misconstrued by factual data
 - This is a fiscal issue and change is very slow
 - If we are clear on what we believe, over time we will change the conversation
 - Instead of using quantitative data on qualitative goals, maybe we tell stories instead
 - Valuable data gathering will show the impact on our students and outline our concerns
 - If students are being affected negatively, we need to share this information
 - We may be able to make a larger impact by sharing the data in our own way

4. FUTURE 2019/20 MEETING DATES:

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>