

Santa Rosa Junior College



INSTITUTIONAL PLANNING COUNCIL

Monday, December 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: Pedro Avila, Frank Chong, Patty Collis, Stephanie Dirks, Karen Furukawa-Schlereth, Luz Garcia, KC Greaney, Alex Hays, Kate Jolley, Sean Martin, Purnur Ozbirinci, Jane Saldaña-Talley, Sandy Sigala, Eric Thompson, Julie Thompson

Absent: Jeanne Fadelli, Maggie Fishman, Vince Hamilton, Jessica Melvin, Amy Roscielle Flores

1. **APPROVAL OF MINUTES (1:30-1:35)** From the meeting of November 25, 2019
Minutes were unanimously approved. Abstain: None

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

- a. **Administrative Update** (SRJC President Frank Chong)

It's been a hectic term with fires and lockdown situation. We had a good meeting regarding the lockdown improvements, and were able to address many questions that were raised. FAQs are being established along with procedures; will get something out by end of term so we can collectively try to handle these situations more effectively. There is much room for improvement, so feedback is welcomed. The new electronic lock installations are still in progress, which include all buildings but started with Emeritus. Barnett Hall is a very large project that required a project manager.

Will be opening Burbank auditorium in January and ready for classes in the new studio theater in Spring 2020. The dedication for Kunde Hall is on Friday, December 13th from 2-4p. We are still dealing with soil issues at the new science building, and hope to get resolved in the next few weeks. Petaluma construction is right on schedule, and most of the portables from the Santa Rosa campus will be transferred to Shone Farm to offer additional classroom space.

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

BAC met, and the Budget 101 presentation has been updated, which they are going to present at the beginning of spring semester; will send out to everyone.

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

Senate's final meeting for the semester was last week. They are finishing the revisions of policies that were in progress over the years especially faculty hiring. This will be a large focus in the Spring due to the large volume of hiring from the ERI. The Senate is making good progress and will finish this soon. The faculty forum was on December 2nd; we heard some thoughts and frustrations related to emergency preparedness, like the lock situation on some of the buildings.

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

Included in KC's presentation under PRPP Evaluations.

- e. Update on Budget Reductions, Reorganization, and Restructuring Governance (as appropriate)
There were no updates to be noted.

3. INSTITUTIONAL PLANS AND PLANNING

- a. **Review of PRPP Documents (1:45-2:05):** (back up: 2019/20 IELM Approved Allocations)
Phyllis Usina, Interim Dean of Learning Resources and Educational Technology reviewed the 2019-2020 IELM Approved Allocations report.
- Closing the loop on the IELM funding cycle
 - 2019/20 funding \$153,700 available
 - Requests were submitted via PRPP
 - Ranked with Deans consulting with Chairs
 - Allocations determined in consultation with various IT groups and Accounting to make sure the items met requirements for IELM funds
 - Allocations presented and approved by Cabinet on 11/18/19
 - Shows \$6 million requested and only \$153,718 was allocated
 - Many various items were approved for funding
 - STEM had the largest need for instructional equipment
 - Library received some funding because this is the only source of funding
 - The amount funded has continually dropped to almost nothing over the last few years
 - In 2014/15 we received \$1.5 million in funding
 - The district funds technology needs out of IELM and Measure H, so not a good sustainable source of funding anymore
 - We really need to figure out a different way to fund technology needs
 - Need to advocate for elected officials to ask for this type of funding
 - This money was re-appropriated for other state initiatives
 - Phyllis to forward the unfunded proposal list to President Chong so he can present to Foundation (J Mullineaux) to ask for funding support
- b. **PRPP Evaluations (2:05-2:25):** (back up: PRPP Evaluation report)
Director of Institutional Research, KC Greaney summarized the results of the evaluation survey. In addition, ideas for the PRPP coordinating committee were shared, including just in time training for 2020 and minor changes to the template.
- The PRPP has been evaluated in a couple of different ways to include a survey with 45 responses
Summary of responses:
 - The PRPP coordinating committee has done a lot of work revising the Writer's Guide
 - Conducted an evaluation of the prompts to the PRPP
 - Found that only some prompts were effective, but not all
 - We have to find a better way to teach how this process works
 - The template has changed especially with IELM by using the dropdown boxes for non-instructional equipment also
 - Refined the information included in the boxes
 - Various trainings were offered including during PDA this year
 - Also went to DCC/IM for updates as a training option, but not very comprehensive just included updates
 - Topic specific, just-in-time training will be the new source of training for this upcoming year
 - In February, offer a "new to IELM" training
 - Will offer more targeted training, just in time, and effective
 - The majority of the units/areas that responded to the survey in Academic Affairs were faculty
Survey Questions:
 - How many hours did you spend on PRPP?
 - Majority spent 10 hours or fewer or 5 hours or less, but there were still quite a few that spent 31 hours or more
 - The bulk of the work was within Academic Affairs
 - Do we know which disciplines are taking more time?
 - Trying to find a pattern of which departments have more complex process

- The survey was anonymous, so no information on who spent the most time
 - It would be important to find this out to gather more information about this
 - There are many factors that could affect the time and workload, like being brand new, or having too many components to manage within department
 - Sometimes we don't have the right people handling this
 - Sometimes people don't realize they need the training until they start working on it
 - How many people were included in the survey? It seems like a relatively small sampling.
 - Not all invited actually participated
 - We have about 150 unique templates, so we received about a 30% response rate to the survey
- Overall understanding of the PRPP?
 - Limited understanding was the majority
- How clear is the PRPP process?
 - The most clear aspects are: creating, editing PRPP and submission process
 - The most unclear is the IPC review
 - A lot of people are not aware of the SharePoint document locations
 - The PRPP update was sent in February 2019 included the wrap-kick letters
- Was the data meaningful and relevant to your program review?
 - Most said yes
- Do you see a strong connection between planning and resource allocation?
 - Most see the connection
- Is the PRPP process transparent?
 - Most said yes
- How would you rate your skill level in interpreting PRPP data?
 - Most said satisfactory, good or excellent
- Has the PRPP process improved over the years?
 - Some agree, most said "neutral"
 - a lot of the comments requested for simplification of the process
 - The cyber-structure of the template does not allow a lot of room for flexibility
- Are there other ways of doing this work by utilizing some different technology?
 - We don't have a program review module currently
 - There are vendors available that offer this type of software; typically this is not widely used and most institutions have a different in-house process

c. **Focused Conversation: Employee Diversification (2:25-2:55):**

Inspired by the discussion around the EEOC Plan at the last IPC meeting, and by other conversations, Academic Senate president, Eric Thompson explored some interesting ideas being promulgated in the name of diversification to kick-off the IPC conversation.

Slides on Employee Demographics for July 2011 through June 2019 was discussed

- Shows recent history of race broken down by work group types
- The category with the largest white race lies in adjunct faculty group
 - The most diverse group is classified, with management coming in second
- Our students are majority non-white population and still growing
- We are trying to figure out how to build a more diverse staff
 - We want more diversity to match more closely the diversity of the students
- Talked about and provided CCC Diversity, Equity and Inclusion Statement
 - There was only one change in this draft – the word “vestiges” be changed
 - Objection about this term was that it inferred that the problem that has been mostly dealt with but not quite done
- Eric included some takeaways from an ASCCC Plenary Breakout on November 8, 2019:
 - “The very structure of our society is racist, including our educational system.” – taken from Screening & interviewing Committee Guidelines of SRJC
- Also included statements from the current hiring orientation packet: “Common forms of implicit bias during faculty hiring”

Feedback:

- Biases are part of cognitive human brain processes, we just need to be more vigilant

- Critical thinking can help us to stay on track
- Dr. Chong is the very first person of color as president at SRJC
 - He can relate to the biases, but the real proof is in the numbers at the college and the change has to be counted
 - We need to start with the data to get a real grasp on this and go from there
 - We've increased the # of Latino administrators by 150% since he took the office as president
 - We are going to continue hiring the best people whether they are white, LGBT, of color, etc.
 - One of our 8 values includes diversity
- The Academic Senate will have an opportunity to promote this with the revision of the faculty hiring process
 - We need more diverse representation on hiring committees
 - Need to bring in more staff interdepartmentally
 - The hiring policy does not currently have this practice, needs to change
- How are we going to intentionally attract people of color or with diverse backgrounds?
 - Retention is also important to consider
 - It's important with regards to adjunct faculty to recognize their efforts not just their credentials when hiring for full time positions
 - We always want to hire the best and brightest, so it doesn't matter if they are "insider" or not, it's not automatic to get hired fulltime if you are adjunct
 - The faculty on the hiring committees are very devoted to diversity hirings
- We need to be committed to this ongoing; look forward to the senate re-engaging the hiring policy to include this
- There are other issues than just racism, i.e. - classes, sexism, etc.
- Our values are clearly stated on our webpage, in our Strategic Plan, etc. which sends the message about who we are in terms of diversity
- Is there something in our educational system with regards to racism that exists structurally?
 - Perhaps it is within the existing staff like all-white faculty
 - There are profound structural barriers and they exist in our overall society, there is a real truth, the numbers do matter with # of diverse population
- We typically get about 130 applications for 1 position; we need to be better at recruitment which involves long-term planning
- All institutions are aggressively pursuing diversity hires including the elite universities so very competitive
 - Diversity will come from outside the area
 - Biggest challenge is cost of living which is very high
 - Something to consider is relocation expenses which would be a great way to pull from out of the area
- Neogov new hiring application system works well but word of mouth is best way to attract people
 - We should become ambassadors and advocates of the college to attract new hires
 - Job fairs are a good way to get the word out - the staff are the best recruiters for the college
- We should maintain the value of respecting and honoring diversity, and continue to bring into the hiring process
- We need to take a look at the diversity of the eligible applicant pool versus the overall diversity of the staff
 - The numbers can be found on census data on CA State website

4. FUTURE 2019/20 MEETING DATES:

Will there be an IPC meeting on Jan 13th?

- It's been decided to cancel the January 13th meeting and reconvene on January 27th.

January 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>