

# Santa Rosa Junior College



## INSTITUTIONAL PLANNING COUNCIL

Monday, January 27, 2020

Plover 526

1:30 PM – 3:00 PM

Minutes - **APPROVED**

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**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**.

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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, Greg Drukala, Karen Furukawa-Schlereth, Luz Garcia, Vince Hamilton, Alex Hays, Kate Jolley, Sean Martin, Amy Roscielle Flores, Jane Saldaña-Talley, Sandy Sigala, Eric Thompson, Julie Thompson

**Absent:** Dorothy Battenfeld, Maggie Fishman, Jessica Melvin, Purnur Ozbirinci

1. **APPROVAL OF MINUTES (1:30-1:35)** From the meeting of December 9, 2019  
Eric Thompson motioned to approve, Sandy Sigala seconded. Greg Drukala abstained. Minutes were approved.
2. **PLANNING UPDATES (1:35-1:45)**
  - a. **Administrative Update** (SRJC President Frank Chong)  
Enrollment is only down by 1.5%. Dr. Chong recently attended the legislative conference with Board members at the State Chancellor's Office. One of the workshops outlined all of the recent initiatives such as Guided Pathways, AB705, new student funding formula, etc. which led to a lot of rapid change and stress on colleges across the State. SRJC continues to manage these changes successfully through open communications. The budget looks promising, but we are still advocating for DSPS funding. The cost of living funds for the SEA grant has not come through. Pedro continues to lobby for this funding alongside other CSSO's. Prop 13 is a new facilities bond that provides \$15 billion in funding to higher education and K-12 schools; community colleges share would be \$4B. Dr. Chong encourages supporting Proposition 13 in the next election. This bond covers some items that Measure H does not fund, such as building improvements to include technology upgrades. PDA is coming soon with Biological Sciences faculty Sean Brumbaugh giving the Tauzer Lecture. Dr. Chong will talk about the current Strategic Plan and accomplishments to inspire the new plan going forward.
  - b. **Budget Advisory Committee Update** (SRJC Vice President Kate Jolley)  
Kate will cover the Governor's proposed budget in tomorrow's BAC. Dr. Chong will follow-up with Senator McGuire to advocate for ongoing as opposed to one-time funding.
  - c. **Academic Senate Update** (Academic Senate President Eric Thompson)  
The Senate is finalizing policies such as Faculty Staffing and Equivalency. The Senate is also currently looking at Community Education. Some faculty have expressed dissatisfaction with

some of the current offerings. We need to revisit the relevance of some of these courses, and remain mindful of the human impact of any decisions. Courses are not market-driven, and there have been courses that have been pulled. There is a need to renew the past practice of allowing departments to review courses proposed to community education to ensure those courses do not conflict with disciplinary content. The Board approves all courses offered through the Community Education program.

- d. **PRPP Update** (Vice President, Academic Affairs/Asst. Supt., Jane Saldana-Talley)  
Until the Director of Institutional Research position is filled later this year, Jane has designated Dean Cathy Price to act as co-chair. This is the program review process for the District and it is mission critical. The wrap-up memo from last year, and kick-off memo for the 2020 cycle will be shared today. Update on Budget Reductions, Reorganization, and Restructuring Governance (as appropriate)  
Dr. Chong and team are working on the restructuring of senior management and will share the proposal with the public in late February. This will include about 5-6 positions.

### **3. INSTITUTIONAL PLANS AND PLANNING**

a. **Review of PRPP Documents**

Component Vice Presidents were available to respond to questions regarding the 2019/20 Annual Goals.

- Annual Goals are contained within Section 6 of the PRPP template
- Each goal has a ranking
- Includes all Departments/Units
- This provides the basis for next year's report on accomplishments
- These are actual department goals that will be reported on during the next cycle
- Many goals linked to resources that aren't available right now
- One example of a goal accomplished was the implementation of a new online scholarship process (Student Affairs) that has proved very helpful during the review and sharing of applications

b. **DRAFT - PRPP 2019 Wrap-Up/2020 Kickoff Message**

Vice President, Academic Affairs Jane Saldana-Talley reviewed the draft message to the college community intended to wrap-up the 2019 PRPP cycle and launch the 2020 cycle. The draft has been developed with assistance from Vice President of Finance/Administrative Services and the PRPP Coordinating Committee. (39:30)

- PRPP committee created this draft memo
- Need to check the links to ensure active and valid
- The document does a good job of summarizing the process
- The PRPP proposed training dates are included
- IPC to review for any feedback or necessary modifications
- Training is very important to create some consistency and create common understanding amongst the various groups
  - Understanding the collaborative process is Deans' responsibility
  - Need to bring the classified staff into the training to help with the process
  - A lot of people don't understand how to navigate the software
- There is still time to make changes to include IPC feedback
  - Deadline for feedback: next IPC meeting on 2/10/20

c. **Focused Conversation: Accreditation Institutional Self-Evaluation Report Process**

SRJC is preparing to initiate the accreditation process that will culminate with an Institutional Self Evaluation Report (ISER) and Quality Focus Essay (QFE) to be sent to ACCJC by December 2021 and in advance of a team visit in spring 2022. ACCJC Vice President, Stephanie Droker, met with the Academic Senate Executive Council on January 21 to provide a brief overview of the

process. Academic Senate President Eric Thompson and Accreditation Liaison Officer Jane Saldana-Talley will share what they learned and lead a discussion as to ways SRJC might organize for this important work.

- Recently met with Stephanie Droker from ACCJC – She is current VP, soon to be President effective February 8, 2020
  - Worked alongside Pedro as VP at West Hills/Coalinga
  - Served as Academic Senate president, and as tenured faculty in Political Science
- Accreditation is a 7 year cycle – SRJC has undergone a lot of changes during the last 7 years
- Part of accreditation is about telling SRJC's story
- There is a culture shift within ACCJC it in a more positive direction
- Need to be brief in our self-evaluation – limited to 140 pages
- Can use elements of the upcoming strategic planning process to inform the Self-Evaluation in the interest of a more efficient process, particularly with regard to environmental scan and data collection
- The accreditation committees to be formed this spring, and the work to begin in Fall 2020
- Board to approve the report in December 2021 and the team site visit to occur in spring 2022
- Need to ensure that we have a diverse voice in this process to include veteran and new employees alike
  - Important that recently hired voices be included to consider the future of SRJC
- Stephanie emphasized student achievement and outcomes as a focus throughout the standards
  - She is very much a pragmatist, but as long as we are doing what needs to be done within the standards; learning is the focus
  - She will provide a training for SRJC to help understand the process
- We decide for ourselves what our SLO's are and then evaluated on our own created standards

The meeting was adjourned at 2:55 pm.