

# Santa Rosa Junior College



## INSTITUTIONAL PLANNING COUNCIL

Monday, February 10, 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:** Frank Chong, Patty Collis, Stephanie Dirks, Greg Drukala, Luz Garcia, Vince Hamilton, Alex Hays, Kate Jolley, Sean Martin, Amy Roscielle Flores, Jane Saldaña-Talley, Sandy Sigala, Eric Thompson, Julie Thompson

**Absent:** Pedro Avila, Dorothy Battenfeld, Maggie Fishman, Karen Furukawa-Schlereth, Jessica Melvin, Purnur Ozbirinci

1. **APPROVAL OF MINUTES (1:30-1:35)** From the meeting of January 27, 2020  
Suggested addition by Sean: on item 2.c. – Academic Senate update: “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.” Patty motioned to approve, Alex seconded, all approved with amendment.
2. **PLANNING UPDATES (1:35-1:45)**
  - a. **Administrative Update** (SRJC President Frank Chong)  
We have our Spring PDA on Thursday, and are looking forward to hearing Sean Brumbaugh's lecture. Dr. Chong will give a 10 minute presentation on the strategic plan outcomes in terms of diversity, sustainability, educational excellence, and facilities. We had a lot happen since the last plan with the fires, and a rise in the cost of living. Dr. Chong had a rare face-to-face meeting with Chancellor Oakley recently, representing as a founding Board member of the Asian Pacific Americans in Higher Education. The conversation was about African American, Latino and Asian Pacific American leaders in higher education and how to increase diversity within the colleges.

**Comments:** What's the status of replacing the locks in buildings? Locks are just one part of the safety program. We've been working with AFA about FAQs on an emergency plan to come out soon. We hired a lock consultant to develop a plan and timeline at all the sites. Emeritus has been an active project, and lockdown buttons are currently being installed on inside of classrooms, as well as cameras in certain areas, and pushbutton locks being installed building by building. There is concern about the alert system for students because they are receiving emails instead of texts. We are currently integrating the system to include all forms of communications; all communications will come from PD going forward, and students need to check contact information with A&R. There is also a safety concern where the loading dock cross walk is with

the fast moving auto-traffic on Elliot for pedestrians. Perhaps we can work with the City to install speed bumps.

Guy Kovner, a reporter from the Press Democrat will be reporting on the college about enrollment. In the last 10 years, we've lost about 30% headcount and 20% FTES, but still offering the same number of sections. Dr. Chong tried to frame it such that colleges will grow and contract with the community with many influencing impacts to include the economy, fires, and cost of living. We are still putting out more degrees, certificates, and transfers than ever before, and are trying to outreach to more students, and being very proactive to increase and sustain enrollment. The article will come out soon, perhaps on Sunday. Sean Martin talked to him as well. He brought up many of the same issues as Dr. Chong. One item he pointed out was about the schedule cuts which makes it harder for students to plan around. We still have a stable overhead even with the schedule adjustments.

Jane to provide the write-up to include the data by Josh Adams at the next meeting.

- b. Budget Advisory Committee Update (SRJC Vice President Kate Jolley)  
We discussed the Governor's budget to include a 2.9% COLA, and \$10M for Tauzer Gym renovation. The student centered funding formula had no proposed changes. This year might include some changes with trying to incorporate non-credit and first generation students. The Budget 101A presentation was last week which had a great turn-out; received feedback on what to include in the next presentation. All staff were emailed the presentation slides. The next one will take place later in the spring.
- c. Academic Senate Update (Academic Senate President Eric Thompson)  
Academic Senate had discussion items at the last meeting to include the sustainability committee, the faculty hiring policy, and the faculty fund for advance studies. There is controversy in all three which stems from diversity. The disagreement is about how to bring in and achieve more diversity. We will be continuing to have discussions about diversity. We will be working on the equivalency policy this semester as well.
- d. PRPP Update (Vice President, Academic Affairs/Asst. Supt., Jane Saldana-Talley)  
Included in item 3.a.
- e. Update on Budget Reductions, Reorganization, and Restructuring Governance (as appropriate)  
On Thursday, the shared governance workgroup presented a large volume of work to College Council. The College Council will have more time to review during the next meeting and determine next steps in the process of passing this along to the president. Dr. Chong announced two town halls on February 26<sup>th</sup> in Petaluma and 27<sup>th</sup> at the SR campus to discuss plans for his executive reorganization.

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

- a. **FINAL DRAFT - PRPP 2019 Wrap-Up/2020 Kickoff Message (1:45-1:55):** (back up: FINAL DRAFT) Vice President, Academic Affairs Jane Saldana-Talley reviewed the final draft of the message to be distributed to the college community on February 11 to wrap-up the 2019 PRPP cycle and launch the 2020 cycle.
  - Need to reformat the President's Cabinet Prioritizations document to make more readable
  - Writers Guide 2020 version still needs to be updated by the PRPP coordinating committee
  - The content should be updated by the coordinating committee
  - Letter was supposed to go out on February 11, but will likely be delayed
  - There is no reference to Horizon on the Navigation Guide and editing instructions
    - Jane is concerned with promoting Horizon due to all the glitches

- Eventually Citrix is going away, so we will migrate to Horizon - we will have to provide training on Horizon if we are going with this
  - Need to update the training dates
  - Is the Council in agreement with the launch once the edits have been made? – All agreed yes
  - Kevin and Phyllis on the ITG committee to check on deadline for PRPP
    - Goal for ITG funding requests is February 28<sup>th</sup>
    - This does not fit with the regular PRPP cycle, so they need to communicate this deadline separately
  - Patty rolled everything that has been approved, so you're able to see the 2020/21 PRPP document
  - We need to streamline the templates
  - Created all of the docs from last year and can be found in the PRPP 2020 SharePoint site
  - Who updated the PRPP website last year? Jane to follow-up
- b. **IELM Partnership Review Team (PRT) (1:55-2:15):**  
 President Chong will provide an overview of the plans he is currently vetting with college leaders to bring a Partnership Review Team (PRT) to the college.  
 Tabled until next meeting.
- c. **Spring 2020 IPC Projects and Planning Reports (2:15-2:55):** (back up: PRPP/IPC Calendar 2019/20)  
 IPC reviewed the 2019/20 Planning Calendar for spring 2020 and discussed projects to be completed. Members were asked to offer suggestions for agenda topics, reports and focused conversations.
- Shared the PRPP/IPC 2019/20 planning calendar details
    - Will reach out to ACCJC to obtain the template for the 2020 Annual Report due later this spring (Jane to ask Karolina to follow-up about this)
    - Comprehensive Plan due to the Chancellor's office by end of this year (Jane will research and provide more information)

***Are there any topics, reports that should be included in the IPC focused conversations?***

We will bring forward to upcoming meetings. There is a whole list of items on the calendar, but not all will be reviewed.

- Can OIR provide data for faculty-driven requests?
  - Funding is available for certain research, but we should know the specifics
  - Faculty are trying to think of ways to get the data they would like to see
  - There is a lot of data out there - we don't have a lot of ways to look at the data through our own lenses
  - Guide for interpreting data from faculty perspective included in Guided Pathways document (Eric will share)
  - OIR just completed a custom study for an instructor – this is not known though
    - We should have a repository of these reports and studies that have been completed (OIR webpage?)
- We are in 2<sup>nd</sup> term for AB705 – may be helpful to revisit and track progress with tutorial center, and other programs affected by AB705
  - Tracking success rate in transfer level courses
  - The questions we are asking are important, not just how are we using the data
  - Sometimes the numeric snapshot is not indicative of what's going on in the classroom
- There were other changes that were considered like a new SIS system, but never implemented; would like an update on where we are
  - We will be looking at this again soon within next year (Kate)
  - Kate to talk with Pedro about any updates, and provide at future IPC meeting
- The use of surveys at SRJC
  - The information lacks representation, or low participation with a 4% response – this is a failed survey

- How do we judge the credibility of a data source?
- Example: the student survey is very large so we only do it once every couple of years
  - We are quite confident with the very stable results
- Some of the smaller surveys are not as successful
- In general we are using very small sum to make decisions which is not good
- We need to address how other college sites have very poor infrastructure specifically the Southwest Center
  - Very outdated and poor conditions which serves our undocumented students
  - Should have the same resources as the other campuses
  - We are looking at alternative sites for the SWSR Center – SRJC does not own the site
  - The community would like to keep it open – reputation is that it is separate but unequal
  - All campuses should be treated equally
- Hiring process progress - how is it going? Any updates? Perhaps Karen can provide for a future IPC meeting
- Crime and safety updates would be good to share, not necessarily discussions, just to raise awareness
  - Perhaps a trend report needs to be shared by PD?
- Everyone is always welcome to submit a request to add agenda items for these meetings
  - BAC asked some of the larger categorical groups to come and talk about what their function is and how they use the funding
  - Interesting to learn about this – to include what happens to the positions when grant funding runs out

The meeting was adjourned at 3:00 pm.