



## Planning and Budget Council

Minutes – **APPROVED**

November, 25, 2024

1:30 – 3:00 PM

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**Attending:** Patty Collis, Anne Donegan, Maggie Fishman, Malena Hernández, Robert Holcomb, Sara Jones, Dawn Lukas, Siobhan McGregor-Gordon, Eve Miller, Shannon O'Reilly, Nick Perrone, Theresa Richmond, Whitney Schultz, Molly Senecal, Sandy Sigala, Jeremy Smotherman, Kim Starke, John Stover

**Absent:** Angélica Garcia, Ruben Garcia, Benjamin Goldstein, Linda Jay, Kate Jolley, Anthony Spinozzi,

**Guests:** Candy Bridger, Rebecca Levelle, Lauren Nahas

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### 1. Approval of 10.28.24 Minutes

The minutes were approved with the following additions to the Guided Pathways Update:

- Concern was raised regarding the expectation for part-time students to complete transfer-level English and Math within the first year.
- A request was made to review the Guided Pathways budget at a future meeting.

### 2. Member Announcements and Questions

Dawn Lukas was welcomed as a new member of PBC.

There was a request to review the budgets for the Native American Student Success and Support Programs Grant and the Associate Degree for Transfer (ADT) Grant at future meetings.

### 3. California College Pathways Fund Proposal Narrative PPT Presentation

Molly Senecal and Cauty Bridges presented a proposal for a \$100,000 grant from the California College Pathways Fund. This grant provides financial support to foster youth students participating in SRJC's Bear Cub Scholars program and are not eligible for the NextUp program. The funding, spread over two years, will provide \$25,000 to assist with food and gas, and also \$25,000 for emergency needs for up to 20-50 students. Concerns were raised about the potential impact on existing financial aid and eligibility criteria. It was clarified that the grant will not replace financial aid but support students with unmet needs. There was unanimous support to recommend moving forward with the grant application.

### 4. Quality Focused Essay Update (page 272)

Jeremy Smotherman provided an update on the [Quality Focus Essay](#) (QFE) submitted to ACCJC in 2022. Although the QFE is not part of the new 2024 accreditation standards, it will be relevant to the midterm evaluation. Key updates included:

- The Mission, Vision, and Values statements were adopted by the Board of Trustees in Fall 2022.
- Strategic planning is ongoing to address equity based on the Chancellor's Office disproportionate impact from the Student Equity Program.
- Key Performance Indicators (KPIs) have been established in the areas of enrollment, persistence, completion and transfer, and other equity issues.
- The participatory governance structure is being reviewed by College Council as well as the assessment of integrated plans. The importance of Senate involvement in determining equity-related priorities was emphasized.
- Disproportionate impacts for first-generation students are being assessed.
- Assessment of the Strategic Plan will begin when the strategic plan is finalized.
- A resource allocation model will be informed by the Strategic Plan and equity initiatives.

Progress on Student Learning Outcomes (SLOs) were addressed in a follow-up letter to ACCJC. Discussion included using equity data to track transfer level math and English in the first year of completion with disproportionate impact measures from the Chancellor's Office. John and Jeremy will meet to discuss bringing the Equity Measure to Academic Senate in spring.

5. **Accreditation Oversight Committee Recommendation**

Lauren Nahas, the classified Tri-Chair of the Accreditation Oversight Committee, presented a [recommendation](#) specific to ACCJC Standard 1.5 which ensures that students, employees and community members understand SRJC's mission. The committee recommends increasing visibility and awareness of the mission by displaying it in common spaces, classrooms, meeting rooms, and on digital platforms such as social media and websites. Members discussed the possibility of creating a slogan to encapsulate the mission, though the focus is to promote and increase awareness of the mission. It was noted that the college currently uses the slogan "Learn Your Way."

It was recommended to take signage to Kate Jolley, Vice President of Administrative Services and Finance, and any slogan development to Sarah Pew, Director of Marketing and Communications. Council members supported increasing awareness of the mission and recommendations will be taken to the Accreditation Oversight Committee. Further development will be brought back to PBC for consideration.

6. **Strategic Planning Update** – Jeremy Smotherman

Jeremy Smotherman provided an [update](#) of the Strategic Planning Actions Workgroup. The goal is to bring recommendations to PBC and Dr. Garcia with final recommendations to the Board in June. The orientation phase is complete and has moved into the framing phase focusing on establishing guiding principles, reviewing data, and understanding perceived needs. A District-wide survey was sent to staff and student to gather input. Members were encouraged to participate and promote the survey in their areas. Planned site visits to all district locations in the spring aim to better understand the District's diversity and needs of students and communities they serve.

Addressing concerns about survey representation, the work group is supplementing the survey with town halls and targeted outreach to specific programs and departments. Efforts are also being made to maintain a diverse representation of disciplines on the Actions Workgroup. Members were reminded that collaboration and participation across all constituent groups are critical to the strategic planning process. The Board is also actively engaged in the planning process and will receive updates in the spring.

7. **PRPP Coordinating Committee Work Plan Update** – Jeremy Smotherman

An update to the PRPP Coordinating Committee Work Plan that was presented in the October 28<sup>th</sup> meeting was provided. No new sections will be added to the PRPP, and tool tips prompts are being updated for clarity and consistency.

Suggestions included creating a mechanism for users to provide feedback on issues with the PRPP tool and to include last names on the Work Plan. It was also noted that changes are highlighted in the Writer's Guide.

8. **ACCJC Distance Education Update** – Jeremy Smotherman

In September, the college was notified by ACCJC of new federal regulations regarding distance education. Specifically, institutions must submit a [Substantive Change Application](#) where at least 50% of students are enrolled in online courses or where 50% of sources can be offered online. SRJC meets both criteria with 57% of students enrolled in at least one online course and 51% of courses eligible for online instruction. The Accreditation Oversight Committee is working to complete the report in December which is due to ACCJC by early next year.

A key focus is meeting the ACCJC's standards for regular substantive interaction (RSI) which differentiate online courses from correspondence sources. Faculty must ensure at least two of the

following: providing feedback on coursework, responding to questions, facilitating discussions, or engaging in other approved instructional activities. Regular interaction requires predictable engagement opportunities and monitoring of student progress, with prompt instructor responses. These standards will be evaluated starting spring 2025 and we must demonstrate compliance in at least 85% of sampled courses. To support faculty in meeting these standards, Academic Senate is actively discussing online teaching certification, and there is widespread support for certification (broadly speaking, specifics to be worked out). In addition, ACCJC's rubric for evaluating RSI are underway. Communicating these standards and how they will be evaluated is critical in supporting faculty.

The Accreditation Oversight Committee plans to finalize and review the report before presenting to PBC for feedback before submission.

The meeting adjourned at 2:50 p.m.

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[PBC Committee Function](#)