



Building the future through quality education

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Santa Ana College • Santiago Canyon College

PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

A G E N D A

Wednesday, October 26, 2016 3:30pm-5pm

District Office, Decision Room 340

- I. Welcome & Introduction**
- II. Public/Committee Member Comments**
- III. Minutes for Review and Approval**
 - September 28, 2016
- IV. Report from District Council – October 17, 2016**
 - a. Accreditation Standards-RSCCD Strategic Goals & Objectives
- V. Review of Data Metrics to support 2016-19 RSCCD Strategic Plan (*handout*)**
- VI. POE Goals for 2016-2017**
 - a. RSCCD Participatory Governance Summit-Plan Draft Agenda
 - b. Review pre-Summit Survey Draft (*handout*)
 - c. Goal #1: work to align the planning and budget cycles between the colleges and the District
- VII. Updates of Planning at the Colleges**
 - a. Santa Ana College
 - b. Santiago Canyon College
- VIII. Grant Development Schedule (*handout*)**
- IX. Other**

NEXT MEETING: November 23, 2016

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

POE COMMITTEE MEMBERS:

Michael DeCarbo • Dr. Marilyn Flores • Dr. Bonita Jaros • Carlos Lopez • Enrique Perez • Nga Pham • Connie Ramos
Kristen Robinson • Craig Rutan • Mark Smith • Aaron Voelcker • John Zarske

RSCCD Comprehensive Master Plan 2013 – 2023
RSCCD Goals

RSCCD Goal 1

RSCCD will assess the educational needs of the communities served by RSCCD and will adjust instructional programs, offerings, and support services and will allocate resources as needed to optimize the alignment of students' needs with services and fiscal resources.

RSCCD Goal 2

RSCCD will assess the educational needs of the communities served by RSCCD and then pursue partnerships with educational institutions, public agencies, non-profit organizations, and business/industry/labor to collaboratively meet those needs.

RSCCD Goal 3

RSCCD will annually improve the rates of course completion and completion of requirements for transfer, degrees, certificates, and diplomas.

RSCCD Goal 4

RSCCD will support innovations and initiatives that result in quantifiable improvement in student access, preparedness, and success.

RSCCD Goal 5

RSCCD will use a cycle of integrated planning that will demonstrate the effective use of resources.

Data to Complement the 2016-2019 RSCCD Strategic Plan

OVERARCHING GOALS ARE TO IDENTIFY DATA TO ENHANCE THE EXISTING REPORT THAT WE CURRENTLY HAVE IN PLACE. ALL DATA SHOULD INCLUDE THREE YEARS, WHEN APPROPRIATE, TO SHOW PROGRESS.

Goal #1: RSCCD will assess the educational needs of the communities served by RSCCD and will adjust instructional programs, offerings, and support services and will allocate resources as needed to optimize the alignment of students' needs with services and fiscal resources.

Objective 1A: Increase percentage of local high school graduates who attend RSCCD

- *Percent of feeder high school graduates as new freshmen at SAC and at SCC (data will be presented by high school) (District Research, Planning, and Institutional Effectiveness Office)*

Objective 1B: Develop sustainable, alternative revenue streams to address student educational needs

- *Competitive grants, data to include: grant submitted, grant received, amount awarded for colleges and district (RSCCD Resource Development)*
- *Foundation grants, data to include: grant funding and total assets for district/colleges (College/District Foundation Directors)*
- *Community Services ending balance (Community Services Offices)*

Objective 1C: Increase outreach to adults seeking college credit or continuing education classes

- *Number of outreach events in the community for credit programs (VP Student Services)*
- *Number of outreach events in the community for adult education programs (VP Continuing Education)*

Goal #2: RSCCD will assess the educational needs of the communities served by RSCCD and then pursue partnerships with educational institutions, public agencies, non-profit organizations, and business/industry/labor to collaboratively meet those needs.

Objective 2A: Strengthen current relationships and foster new partnerships that address local educational needs

- *List of ongoing and new business, educational, and community partnerships (current list (Appendix A1) will be submitted to all Vice Presidents/Assistant Vice-Chancellors with final collaboration at President's/Chancellor's Cabinets)*

Objective 2B: Support regional collaboration that addresses the needs of local employers in high demand occupations

- *List of regional high demand occupations (District Research, Planning, and Institutional Effectiveness Office)*
- *CTE Core Indicators of Performance data by college (District Research, Planning, and Institutional Effectiveness Office)*
- *CTE Outcome Survey data by college (Workforce Development/(District Research, Planning, and Institutional Effectiveness Office)*

Goal #3: RSCCD will annually improve the rates of course completion and completion of requirements for transfer, degrees, certificates, and diplomas.

Objective 3A: Enhance the ability to predict student instructional needs in order to improve program completion

- *Narrative describing the process that the colleges are engaging in to predict student instructional needs (Enrollment Management Committees/Enrollment Management Plans)*

Objective 3B: Provide alignment of course offerings with student educational plans

- *Narrative describing the efforts to build the schedule of classes to ensure student instructional needs are met (Student Support Services Program (SSSP) Directors)*

Objective 3C: Utilize equity plans to reduce disproportionate impact on student success

- *Data demonstrating achievement gaps in performance in the five areas of the Student Equity Plan) and include strategies to close these gaps. (Student Equity Office/College Researchers)*

Objective 3D: Increase support for Distance Education and Open Educational Resources (OER)

- *# of faculty trained annually to teach online courses. (Distance Education Coordinators)*

Goal #4: RSCCD will support innovations and initiatives that result in quantifiable improvement in student access, preparedness, and success.

Objective 4A: Maintain and enhance RSCCD's technological infrastructure

Suggested data, but will ask Asst. Vice Chancellor of ITS for suggestions on data to consider

- *# of computer upgrades for student usage (classrooms and labs) (Asst. Vice Chancellor, ITS)*
- *# of classrooms mediated (Asst. Vice Chancellor, ITS)*
- *# of computer upgrades for staff/faculty usage (Asst. Vice Chancellor, ITS)*

Objective 4B: Enhance opportunities that enable students to access college classes and services prior to high school graduation

- *# of college courses offered at OUSD, SAUSD, and other local high school districts (Vice Presidents of Academic Affairs)*
- *List of services/events, such as orientation, registration, financial aid, etc.) provided to high school students (Vice Presidents of Student Services)*

Objective 4C: Support innovative pedagogies and curriculum design

- # of workshops/sessions SAC/SCC provides to faculty for innovation pedagogies and curriculum design. (Professional Development Coordinators/Committee)

Objective 4D: In collaboration with constituent groups, provide support for efforts to increase faculty/staff diversity

Suggested data, but will ask Asst. Vice Chancellor of HR for suggestions on data to reflect district's effort to improve diversity

- # of staff/faculty who attend EEOC trainings (Asst. Vice Chancellor of HR)
- Personnel data (ethnicity, age, gender) by employment grouping, by college/district

Goal #5: RSCCD will use a cycle of integrated planning that will demonstrate the effective use of resources.

Objective 5A: Support and enhance green practices and sustainability efforts

Suggested data, but will ask Asst. Vice Chancellor of Facilities Planning & Construction Support/Vice-President of Administrative Services for suggestions on data to reflect college's/district's green practices

- Water usage by site (District Facilities)
- Natural gas usage by site (District Facilities)
- Electricity usage by site (District Facilities)

Objective 5B: Refine and improve the synchrony of integrated planning and resource allocation processes between the colleges and district

- Narrative describing how the college/district is refining and improving the synchrony of integrated planning & resource allocation (POE)

Objective 5C: Evaluate and improve the cycle of integrated planning

- Narrative describing how the college/district is evaluating and improving the cycle of integrated planning (POE)



RSCCD Participatory Governance Summit & Planning Process Survey, 2016

Participatory Governance Summit

The RSCCD Planning & Organizational Effectiveness Committee has been charged with planning the 2017 RSCCD Participatory Governance Summit. To make it a productive and effective gathering, we would like your input on how the session should be structured, issues that need to be addressed, as well as your perception of the current district-wide planning and resource allocation processes. Your feedback will be used to strategize for the upcoming summit, as well as for future district plans. Thank you.

Did you attend the 2016 RSCCD Participatory Governance Summit (held on April 18, 2016)?

☐ Yes

☐ No

What was the most effective component, and why?

What was the least effective component, and why?

As a result of your attendance, how much more knowledge of the RSCCD Participatory Governance Structure did you gain?

- ☐ I now fully understand the RSCCD Participatory Governance structure
- ☐ I gained much knowledge of the RSCCD Participatory Governance structure
- ☐ I gained some additional knowledge of the RSCCD Participatory Governance structure
- ☐ No gain, I fully understood the RSCCD governance structure prior to the summit

Please tell us your level of agreement regarding the following goals established as a result of the 2016 summit:

	Strongly Agree	Agree	Disagree	Strongly Disagree
My committee's minutes are shared with District Council.	☐	☐	☐	☐
District Council activities are shared regularly at my committee meetings.	☐	☐	☐	☐
My committee has planned a process to produce an annual report.	☐	☐	☐	☐

What do we need to ensure the 2017 RSCCD Participatory Governance Summit is worth your time and effort?



RSCCD Participatory Governance Summit & Planning Process Survey, 2016

District-wide Planning

Please tell us your level of agreement regarding the district-wide planning:

	Strongly Agree	Agree	Disagree	Strongly Disagree
I am familiar with the current RSCCD Planning Design	☐	☐	☐	☐
The district-wide planning process is clear.	☐	☐	☐	☐
The district-wide planning process is linked with the colleges' planning processes.	☐	☐	☐	☐

I understand the roles and responsibilities of the following RSCCD Governance Committees:

	Strongly Agree	Agree	Disagree	Strongly Disagree
District Council	☐	☐	☐	☐
Fiscal Resources	☐	☐	☐	☐
Human Resources	☐	☐	☐	☐
Physical Resources	☐	☐	☐	☐
Planning and Organizational Effectiveness	☐	☐	☐	☐
Technology Advisory Group	☐	☐	☐	☐

The committees collaborate to support the work of District Council.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Disagree
- ☐ Strongly Disagree
- ☐ I Don't Know



RSCCD Participatory Governance Summit & Planning Process Survey, 2016

District-wide Resource Allocation

Please tell us your level of agreement on the district-wide resource allocation:

	Strongly Agree	Agree	Disagree	Strongly Disagree	I Don't Know
The process to identify and prioritize district-wide resource requests is clear.	☐	☐	☐	☐	☐
I am satisfied with the district-wide resource request and prioritization process.	☐	☐	☐	☐	☐
There is coordination between district-wide and college-based resource requests.	☐	☐	☐	☐	☐
The district-wide resource allocation timeline is clear.	☐	☐	☐	☐	☐
The district-wide resource allocation timeline is satisfactory.	☐	☐	☐	☐	☐

Changes to the District-wide planning and resource request process you would recommend:



RSCCD Participatory Governance Summit & Planning Process Survey, 2016

District Operations Resource Allocation

(including district functions assigned at the colleges, e.g. bookstore, child development)

Please tell us your level of agreement on the district operations resource allocation:

	Strongly Agree	Agree	Disagree	Strongly Disagree	I Don't Know
The process to identify and prioritize district operations resource requests are clear.	☐	☐	☐	☐	☐
I am satisfied with the district operations resource request and prioritization process.	☐	☐	☐	☐	☐
There is coordination between district operations and college-based resource requests.	☐	☐	☐	☐	☐
The district operations resource allocation timeline is clear.	☐	☐	☐	☐	☐
The district operations resource allocation timeline is satisfactory.	☐	☐	☐	☐	☐

Changes to the district operations planning and resource request process you would recommend:



RSCCD Participatory Governance Summit & Planning Process Survey, 2016

About You

RSCCD Governance Committee(s) you serve on (select all that apply):

- ☐ District Council
- ☐ Fiscal Resources
- ☐ Human Resources
- ☐ Physical Resources
- ☐ Planning and Organizational Effectiveness
- ☐ Technology Advisory Group

Location you are assigned:

- ☐ Santa Ana College
- ☐ Santiago Canyon College
- ☐ District Operations

Your role at RSCCD:

- ☐ Classified
- ☐ Faculty
- ☐ Management
- ☐ Student

RSCCD Resource Development Grant Development Schedule

item VIII.

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institutionalizing?
Submitted								
<i>AB 798: California College Textbook Affordability Act Up to \$50,000/college (Chancellor's Office)</i>	SAC – Cherylee Kushida	Goals #3 and #4	June 30, 2016	UPDATE: Awarded.	August 30, 2016	No	Increase course sections using OER to provide no- and low-cost options to students	Maintain section(s) with OER
<i>Beverage Container Recycling Grant Program \$50,000 - \$250,000 (CA Dept. of Resources Recycling and Recovery)</i>	DO – Tracy Conner	Goal #5	July 7 th	Submitted	Two cycles: December 2016 and August 2017	No	Implement a beverage container recycling and litter reduction program to promote increased recycling of beverage containers and reduce litter.	The containers and related items will purchased will remain in use
<i>EHS Child Care Partnerships \$1.5-2 million (U.S. Dept. of Health & Human Services)</i>	DO – Janneth Linnell	Goals #1 and #2	August 1, 2016	Submitted	September 2016	Yes 20%: consists of state-funded staff & unclaimed indirect	Expand child care services through partnerships with service providers and referral organizations, and home-based child care providers.	No
<i>Fiscal Agent for Strong Workforce Regional Programs \$26 million (Chancellor's Office)</i>	DO – Enrique Perez	Goal #2	September 20, 2016	UPDATE: Awarded.	September 27, 2016	No	Provide coordination, facilitation and technical assistance services for the LA/OC colleges to implement regional projects with Strong Workforce Program funds.	No
November 2016								
<i>Community College Initiatives \$100,000 (National Endowment for the Humanities)</i>	SCC - Jared Kubicka-Miller	Goal #4	Pre-proposal due 11/1/16; Proposal due 1/12/17	Writing pre-proposal	Late-spring 2017	No	Implement a multi-disciplinary project to engage students in building critical thinking and communication skills by exploring the theme of "First Generation Women and Power."	No

RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institutionalization?
<i>Louis-Stokes Alliances for Minority Participation (LSAMP)</i> <i>Up to \$500,000 per year for 3 years</i> <i>(National Science Fdn.)</i>	SAC – Crystal Jenkins	Goals #3 and #4	November 4, 2016	Planning	May 2017	No	Increase the enrollment, persistence, completion and transfer in Chemistry Programs, especially among underrepresented students.	No
Fall 2016								
<i>City of Santa Ana DOL Grant to provide business services</i>	DO – Leila Mozaffari	Goal #2	Fall 2016	Planning	Unknown	Unk.	Provide business services and training workshops to Santa Ana residents and small business owners.	No
<i>College Assistance Migrant Program</i> <i>\$2,125,000</i> <i>(U.S. Dept. of Education)</i>	SCC – Deisy Covarrubias	Goals #1, #2 and #4	Late fall 2016	Planning	August 2017	No	Engage in outreach and recruitment of children of migrant families, and provide extensive educational and support services during their first year in college.	No
<i>Upward Bound – Regular</i> <i>\$1,250,000</i> <i>(U.S. Dept. of Education)</i>	SAC – Romelia Madrigal	Goals #1, #2, and #4	November 28, 2016	Planning	August 2017	No	Provide college and career preparation and planning services for low-income & at-risk Santa Ana high school students.	No
<i>Zero-Textbook-Cost Degree Grant Program (Chancellor's Office)</i> <i>Up to \$35,000 for planning</i> <i>Up to \$150,000 for Implementation Grants</i>	SAC – Cherylee Kushida	Goals #3 and #4	December 12, 2016	Planning	December 16, 2016	No	Develop a plan or implement a project to offer a Zero-Textbook-Cost Degree Program	Yes. Continue to offer the courses using Open Educational Resources for no-cost.
Spring 2017								
<i>Veterans Upward Bound</i> <i>\$1,250,000</i> <i>(U.S. Dept. of Education)</i>	SAC – Brenda Estrada & Lilia Tanakeyowma	Goals #1, #2, and #4	Early spring 2017	Planning	August 2017	No	Provide college and career preparation and planning services for veterans.	No

RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institutionalization?
<i>Upward Bound Math and Science</i> \$1,250,000 (U.S. Dept. of Education)	SCC – Maggie Cordero	Goals #1, #2, and #4	Early spring 2017	Planning	August 2017	No	Provide college preparation and planning services for students in Orange USD High Schools who plan to pursue STEM majors.	No
<i>Child Care Access Means Parents in School Program</i> \$520,000 per campus (U.S. Dept. of Education)	DO – Janneth Linnell	Goal #4	Early spring 2017	Planning	August 2017	No	Provide child care services to low-income parents enrolled at Santa Ana College or Santiago Canyon College.	No
Spring 2017								
<i>Procurement Technical Assistance for Business Firms</i> \$300,000/yr for 3 years (Defense Logistics Agency Office of Small Business Programs.)	DO – Leila Mozaffari	Goal #2	May 3, 2017	Planning	Unknown until submission date set by funder	Yes: 50% Consists of SBDC staff, and leveraged state and local projects	Provide technical assistance to small businesses to assist them in procuring government contracts.	No