



Planning & Resources Council

THURSDAY, FEBRUARY 22, 2018
3:00-5:00 PM, GRIFFIN GATE

MEETING SUMMARY

PRESIDENT	Nabil Abu-Ghazaleh	√	DIVISIONAL REPS (7)	Adelle Schmitt	√
VICE PRESIDENT ACADEMIC AFFAIRS	Katrina VanderWoude	√		Evan Wirig	√
VICE PRESIDENT STUDENT SERVICES	Marsha Gable	√		TBD	
VICE PRESIDENT ADMINISTRATIVE SERVICES	(Interim) Bill McGreevy	√		Irene Palacios	
SR. DEAN OF COLLEGE PLANNING & INSTITUTIONAL EFFECTIVENESS	Mike Reese (Interim)	√		Liz Barrow	
DEAN OF CAREER & TECH ED/WORKFORCE DEVELOPMENT	Javiar Ayala	√		Jessica Owens	
DEAN, COUNSELING & ENROLLMENT SERVICES	Martha Clavelle	√		Nadra Farina-Hess	√
DEAN OF ARTS, LANGUAGES AND COMMUNICATION	(Interim) Joan Ahrens	√	BASIC SKILLS REPRESENTATIVE	Shawn Hicks	√
DEAN, ENGLISH, SOCIAL/BEHAVIORAL SCIENCES	Agustin Albarran		SUPERVISORY REPRESENTATIVES (2)	Genie Montoya	
DEAN, MATH, NATURAL SCIENCES & EXERCISE SCIENCE/WELLNESS	(Interim) Cary Willard	√		Kurt Brauer	
DEAN, LEARNING & TECHNOLOGY RESOURCES	Int. Matt Calfin	√	CLASSIFIED SENATE DESIGNEE	Monica Blando	√
SR. DEAN OF ALLIED HEALTH & NURSING	(Interim) Domenica (Dee) Oliveri	√	CLASSIFIED SENATE REPRESENTATIVE	Brian Lam Cindy Emerson	√
ASSOCIATE DEAN OF NURSING/DIRECTOR OF NURSING	Domenica (Dee) Oliveri	√	CSEA REP	Will Pines	
DEAN, ADMISSIONS, RECORDS & ENROLLMENT SERVICES	Aaron Stark	√	ASGC REPRESENTATIVE	TBD	
ASSOCIATE DEAN, ATHLETICS	Thomas Armstrong				
ASSOCIATE DEAN OF STUDENT SUCCESS AND EQUITY	Lida Rafia	√			



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DIRECTOR FACILITIES & OPERATIONS	Loren Holmquist (Interim)	√			
PRESIDENT, ACADEMIC SENATE	Tate Hurvitz (Co-Chair)	√			
AFT REPRESENTATIVES	Jim Mahler				
	Sara Ferguson	√	Guest Joan Ahrens		√
CHAIRS & COORDINATORS REP	Scott Therkluson for Judd Curran	√	RECORDER:	Patty Sparks	√

Meeting commenced at 3:00 PM.

I. ENROLLMENT UPDATE – REESE

FTES was up on the first day of the semester by .77% but still under last year at this time. We are more efficient, as we are serving more students with 111 less sections, as well as, 28 less faculty. WSCH is short by 525, we are behind but higher than last year. Fill rate is up by .7%. We are doing well, however overall districtwide we are 2.5% down. Numbers are fluid and can shift with census numbers due September 3.

The college has efforts in place to address the FTES downfall with work being done through Equity and SSSP as well as, concerted efforts in student engagement activities.

No action taken.

II. BUDGET UPDATE - MCGREEVY

A handout was provided, 2018/2019 Funding Formula, for the Council to review. McGreevy reported he attended the State Chancellor’s Workshop on August 15, in Newport Beach. He explained there is an overall shift to performance base funding. The College will be held harmless until 2019/2020, however we are waiting for more clarification from the State.



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Discussion:

Abu-Ghazaleh:

Colleges across California are struggling with an FTES downturn. It looks as if there will be a stabilization period over the next three years, however, there is still uncertainty as to how we will be funded. We cannot spend funds we have not actually received and should operate with last year's funding allocation. We will operate based on a flat budget, however staffing will continue through the critical hire process.

McGreevy:

For the 2018/19 Fiscal Year, the funding allocation is as follows:

- 70% Base Allocation
 - Primarily Credit FTES
- 20 % Supplemental Allocation
 - Counts low-income students, based on the following:
 - Pell Grant Recipients
 - California Promise Grant Recipients
 - AB 540 Students – (as part of CA. Ed Code, AB540)
- 10% Student Success Allocation
 - Outcomes based
 - Chancellor's *Vision for Success* goals with "premiums" for outcomes of low-income students

There are questions on what criteria and data will be required to receive the Student Success Allocation. Furthermore, allocations will gradually shift to 60% Base Allocation, 20% Supplemental Allocation, and 20% Student Success Allocation. For Base FTES, the state is looking at a three year average beginning with fiscal year 2017/18.

All in all, the College will fare well as we already serve a large population of low-income students, and our success rates regarding associates and transfer degrees, certificates are on the higher end, but we need to do better.

Council:

The Council discussed that there is no real control over transfer degrees. Furthermore, our students have no guarantees they will transfer as our UC State colleges are highly impacted as well. It was agreed that maintaining the care and attention to students is imperative. We are



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the kind of place that brings people in because of what we do. We will be mindful of how we are funded and continue to develop successful strategies to best serve our community and students.

Staffing:

The state will mandate new faculty hires however we do not have sufficient information to determine how many.

Tutoring:

Funding for tutoring has been cut, however there are plans to increase funds when we have a plan for tutoring and outcomes.

Outreach:

We have plans in place (over the last few years) to reach out to students who traditionally do not go to college.

No action taken.

III. IEPI

UNIT PLANNING UPDATE – REESE

As a reminder, the IEPI Team came to the campus last fall. They provided their suggestions, we applied for and received funds to implement the work.

We came up with a vision, implemented templates. To date, there is good feedback, however some comments such as “Too much like program review” and “Needs to be more like a temperature check” were considered. The process will entail:

- In the fall, CPIE will prepare data
- Units will receive the data in September
- September/October units will enter their program review data (TracDat, possibly)
- Early spring, CPI will pull and prioritize funding requests

The new governance re-org will simplify the process, and ultimately funding requests will be brought to the Budget Committee and finally to the College Council for recommendation.



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TracDat is being considered as our planning software, however there is funding through the IEPI grant should that be reconsidered.

No action taken.

SLO UPDATE – AHRENS

As a reminder, The IEPI Peer Response Team recommended, “Increase confidence in SLO Implementation.”

On September 21, the National Institute for Learning Outcomes Assessment (NILOA) Coaches (Coaches) will be on campus. There will be four tailored workshops available, they are:

- Faculty Workshop
- Deans and Chairs/Coordinators’ Workshop
- Student Services’ Workshop
- Classified Professionals ‘ Workshop

From previous visits, a need for action plan was created with the goal of “Work Smarter Not Harder.”

Standard II.A.3, in part reads:

The Institution identifies and regularly assesses learning outcomes for courses, programs, certificates and degrees using established institutional procedures.....

Only 30% of Outcomes are in TracDat. This does not mean that faculty are not doing this. After an overview of Grossmont College Outcomes Assessment (GOAT) in the spring of 2018, an action plan will need to be developed this year.

Through a focus group, barriers in meeting the Standard II.A.3 requirements were discussed. Six dominant barriers (what is stopping/hindering the work) were identified. This however afforded a time to also establish opportunities. Barriers and Opportunities are as follows:

- 1. Policies**
Barriers



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- a. Need a clear policy or OA time line
- b. No clear chain of accountability
- c. Lack of consistent frame work - need better ways to get information to faculty

Opportunities

- d. Clarify policies
- e. Create a calendar of dates and resources
- f. Create space for campus collaborations and conversations regarding OA

2. Attitudes and Dispositions

Barriers

- a. Lack of Departmental Program Ownership
- b. Outcomes Assessments not “tied” to learning

Opportunities

- c. Foundation for faculty engagement – communities of practice
- d. Opportunity for empowering faculty – can support student learning if done intentionally

3. Politics and Power

Barriers

- a. Negatively impacts academic freedom

Opportunities

- b. To work well as a creative team
- c. Use shared governance to create policies
- d. Foster a collective sense of purpose – rally around common goals

4. Structure

Barriers

- a. Duplication of work
- b. Cumbersome processes
- c. GOAT is not an official committee

Opportunities

- d. Create clear lines of accountability and reporting
- e. Create opportunity to share out good work – student learning summit
- f. Tie in SLO results to resource allocation/use as justification of needs
- g. Filter TracDat results to governance bodies to assist with decision making
- h. Simplify – classroom research
- i. Establish how this works with categorical programs and student services



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5. Institutional Culture

Barriers

- a. OA viewed as “extra work”
- b. Viewed as a job of chairs and coordinators

Opportunities

- c. Refocus on learning and engagement
- d. Students understand SLOs and are empowered by the transparency
- e. Generate greater collaboration between individuals, teams and departments
- f. Establish best practices for data collection and use
- g. Create time and space for collaboration
- h. Increase collaboration between full and part-time faculty

6. Data Practices

Barriers

- a. TracDat
- b. Lack of TracDat training sessions

Opportunities

- c. Create user guides and video
- d. Integrate technology
- e. Analyze disaggregated data
- f. Mapping and assessment of ISLOs
- g. Identify ways to more effectively serve students
- h. Identify ways to efficiently spend money

Council discussion:

There is a need for a coherent outcome model as well as, a need to make it “easier” to do the work. Having a single coordinator model does not work, effort needs to be collaborative. SLOs are a part of the annual plan wherein we explain why we need resources and showing the *need* ties to improve student learning. There is a need for student involvement as well.

TracDat or another planning software needs to be “easy to use and follow.”

Action Taken/Reminder: Friday, September 21, the NILOA Coaches will be on campus for four outcomes assessments workshops.



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Governance Re-Org Update – Abu Ghazaleh

During Convocation, table top exercises included discussions regarding the governance re-organization that included who the constituents groups are and who are engaged, the new “flow” of committees, and also questioned, what the general consensus of the new platform is as well as looking for feedback. The goal with the reorganization is to focus on the consultation and implementation of college decisions in a more meaningful, trustworthy structure. A draft handbook will be disseminated soon, starting with Academic Senate then through the current governance committees. The hope is to have the new committee structure active for the spring semester. An impromptu panel of GOSC members answered questions and provided answers.

Council Discussion

The council discussed whether there is a place to evaluate a program specific to staffing needs, for instance if more staff is required. Staffing concerns will remain with the staffing committees.

The new governance structure will require more from its committee members, like reporting out to their constituent groups, which will be outlined in the Governance Handbook.

Action taken: A draft Governance Handbook will be made available to the college campus through the current constituent groups, beginning the week of August 28.

III. FACILITIES UPDATE - HOLMQUIST

There is a scheduled power outage on August 25. An email notice has gone out and reminders to “unplug” computers and equipment Friday before leaving the campus.

Performing and Visual Arts Complex

The project’s progress is as expected, meeting timelines.

Building 31

The anticipated completion date is August, 2019.

Building 36

This project is in the basic concept stage



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200 Building Complex

This project, as discussed in previous meetings, has taken a new avenue. The idea is to tear down the 200s, and build two more buildings (2 and/or 3 story).

IV. STRATEGIC HIRES

- Student Services Assistant, Sr. – Gable

This position is filling a resignation. Under direction of a supervisor, this position provides vital support to the general counseling and transfer services teams. This position meets the critical threshold criteria to assist and meet the dramatic increase of accountability measures coupled with the expectations that more students be served in a comprehensive manner in counseling and transfer services. This position is included in the current budget.

- Science Laboratory Technician II (AOJ) – Reese

This position is filling a resignation. It is critical to the department as it assist instructors with planning, proper handling of chemicals; supervise lab activities and supports classroom health and safety.

- CDC Aide – Reese

This position has been vacated since January 2018. This position provides support in planning and supporting curriculum implementation. This position is legally mandated.

- CDC Technician – Reese

This position has been vacated since June 2018. This performs all functions necessary for the enrollment and awarding of CE funding for child care services. This position maintains records and reports as well as supports the CDC Coordinator with organization, storage and maintenance of all documentation required for grant fulfillment (CACFP). This position is legally mandated.

Action Taken: The Council recommended these positions move forward for hire.

Council Adjourned: 5:10 p.m.