GROSSMONT COLLEGE
Planning & Resources Council

THURSDAY, APRIL 26, 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	**Lorenze Legaspi**	√		**Irene Palacios**	
SR. DEAN OF COLLEGE PLANNING & INSTITUTIONAL EFFECTIVENESS	**Mike Reese (Interim)**	√		**Liz Barrow**	√
DEAN OF CAREER & TECH ED/WORKFORCE DEVELOPMENT	**Javier Ayala**	√		**Jessica Owens**	
DEAN, COUNSELING & ENROLLMENT SERVICES	**Martha Clavelle**			**Nadra Farina-Hess**	√
DEAN OF ARTS, LANGUAGES AND COMMUNICATION	**Bill McGreevy**	√	**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	**Fabienne Chau**		**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**				
DIRECTOR FACILITIES & OPERATIONS	**Loren Holmquist (Interim)**				
PRESIDENT, ACADEMIC SENATE	**Tate Hurvitz (Co-Chair)**	√			

AFT REPRESENTATIVES	Jim Mahler				
	Sara Fergeson	√	Guest		
CHAIRS & COORDINATORS REP	Judd Curran	√	RECORDER:	Patty Sparks	√

Meeting commenced at 3:00 p.m.

Additions to the Agenda: Strategic Hire

Printing Assistant

Lorenze Legaspi stated that an employee hired in the Printing Department did not pass probation and therefore has left the department short staffed. The Printing Assistant position is critical as coverage is imperative to complete print jobs. The Printing Department has had to alter work hours due to lack of coverage. The Council agreed to move this position forward.

Action Taken: The Printing Assistant position was recommended to move forward.

I.   BUDGET UPDATE - LEGASPI
   Legaspi utilized the overhead projector to share data regarding the current status of our budget(s) to date, some information shared:

- Increased spending in Academic and Classified Salaries
- Increased employee benefits
- Other operating expenses (i.e., service contracts, mileage, etc.)
- Capital outlay (i.e., campus projects)
- Other expense (i.e., building alterations, etc.)

   We are approximately 75% through the fiscal year, yet we have spent approximately 78% of our budget. It was suggested that a quarter to quarter review of budgets be provided to analyze spending patterns.

No action taken.

II.   ACHIEVING THE DREAM (ATD) WRAP-UP - RAFIA

The last ATD meeting was held on Thursday, April 12, with 45 – 50 attendees with Dr. Byron McClenney and Dr. Ken Gonzalez (ATD Coaches). Participants heard from presenters who shared the last three years' of efforts and accomplishments relating to the three strategic priorities, Engagement, Outreach, and Retention. As a reminder the College created the following positions to ensure that we meet our goals, they are:

- Outreach Coordinator, Heriberto Vasquez
- Student Engagement Coordinator, Susan Berry
- Retention/Grad Coach(s); Shardai Zarajoza and Symone McDaniels

The meeting was wrapped up with a discussion on Guided Pathways and the work that has been done by the Student Success & Equity Task Force (SSETF) and future work to be done by the Guided Pathways Convening Group.

Tate Hurvitz added that he attended the District Student Success & Equity Committee (SSESC) meeting. There, discussions about a variety of ways for the colleges (Cuyamaca and Grossmont) to connect with SESC, as the District will continue its work with ATD.

President Abu-Ghazaleh stated that the College has outgrown ATD. The College has launched outreach, engagement and retention efforts and continue with these efforts successfully. Lida Rafia stated that a monthly recap on these efforts can be provided each semester ensuring the opportunity for all to be engaged.

Action Taken: SSETF to discuss ATD involvement at the District level.

III.   GOVERNANCE ORGANIZATION STEERING COMMITTEE (GOSC) PROGRESS UPDATE – ABU-GHAZALEH

As a reminder the GOSC is made up of administrators, classified staff and faculty.

There are four forums scheduled to present the proposed reorganization governance structure on May 2 and 3. These forums are scheduled at different times of the day to ensure everyone can attend. Some goals set by GOSC are as follows:

- Forums - Broadly share how the proposed structure will work to ensure efficiencies and alleviate duplicated work or missions of other bodies.

- Training for chairs of committees
- Committees staffed by fall, 2019
- Governance Structure in place by fall, 2019

As a note, for Political Economy Week, there is a chance Gavin Newsom, candidate for Governor, may visit the Campus during the same time one or more forums are scheduled. An email will be distributed should Mr. Newsom visit the College.

Action taken. GOSC Forums are schedule for May 2, 3 and all are encouraged to attend.

IV.   ANNUAL UNIT PLAN PLANNING – REESE
Currently, the college struggles with staggered "deadlines" and planning software (TracDat) that is difficult to traverse for end users. The Unit Plan Taskforce (UPTF) had met four times last summer, tasked to investigate what a unit plan should look like.

The UPTF is working to develop a new template for annual unit planning with the goal of a one-time entry process submitted in September. Prioritization committees will continue to do their work with the difference of having resource requests pulled from unit plans. The idea is to have all resource requests in one place, accessible access to run resource requests, and a more user friendly application overall. Prioritization committees will submit their recommendations to the College Council. The Annual Unit Plan timeline is different from what the College is used to.

The Council discussed budget timelines and how it fits with the planning processes. The work will be done, but the funding allocation will still remain fluid until May, maybe later. TracDat may be the planning software only if it can be changed to meet the needs of the college. Other tracking and planning software can be considered if TracDat cannot do what we need it to do.

For Administrative Services, the Grounds department agreed to pilot their annual unit plan over the summer.

Action Taken: Council was instructed to send Mike Reese questions and/or suggestions regarding the Annual Unit Planning processes.

V.   SLO INTEGRATION UPDATE - REESE/AHRENS
Joan Ahrens presented a PowerPoint presentation, *Grossmont College Outcomes Assessment Taskforce Spring 2018,* for the Council to review. The Grossmont Outcomes Assessment

Taskforce (GOAT) is staffed with administrators, classified, faculty and a research and planning analyst. The SLO integration has been tedious work, and presented the following information:

Accreditation
Standard 1.B.1
"The College demonstrates a sustained, substantive and collegial dialog about student outcomes, student equity, academic quality, institutional effectiveness, and continuous improvement of student learning and achievement. We use a six-year SLO assessment plan. Assessing a course SLO once every six years is ideal, if we aspire to participate in continual improvement. Assessment should be constant but analyzing data and making substantive changes can be periodical."

The Assessment Cycle:
- Plan & Identify Outcomes
- Collect Data
- Analyze Data
- Share Results
- Identify & Implement Changes
- Assess Impact of Change

An audit was conducted in the fall, 2017. The audit covered the instructional side of the house only. Six-year assessment plans were looked at but also whether or not they included a plan for improvement. During Flex week, there will be workshops available that will help close the loop on utilizing SLOs to guide change leading to improvement, and what students need.

Accreditation
Standard 1.B.8
"The institution broadly communicates the results of all its assessment and evaluation activities so that the institution has a shared understanding of its strengths and weaknesses and sets appropriate priorities."

The college is doing some of this through Program Review and will do more as we move toward integrated planning. There is value in sharing results as departments can learn from other departments. GOAT will work with instructional deans on ideas for how to communicate results in a meaningful way.

Accreditation
Standard 1.B.6.
• "The institution disaggregates and analyzes learning outcomes and achievement for subpopulations of students. When the institution identifies performance gaps, it implements strategies, which may include allocation or reallocation of human, fiscal and other resources, to mitigate those gaps and evaluates the efficacy of those strategies."

State Academic Senate has begun to address how to do this by hosting SLO symposiums. This standard will be addressed at the State Academic Senate Accreditation Institute. Having access to technology that will allow us to disaggregate the data in various ways is key. Emerging technology is coming from the makers of TracDat and their competitors. Canvas already has the capability of tracking this information because it works using student ID numbers and it has an assessment component. Canvas can communicate with TracDat and vice versa. Curricunet has advanced version that also has the capability to interact with Canvas.

IEPI/PRT Team Findings
Recommendation:
Increase confidence in SLO Implementation – *this means we are not in compliance with ACCJC Standards on SLO assessment.*

Their suggestion:
Engage more faculty in SLO work and provide more training – *this means we have a lot of work to do.*

Council Discussion:
SLOs are to be tied to strategic plans, putting them in place and utilizing them for improvement and what our students truly need is the purpose. Having "good" SLOs is not always good, SLOs need to guide us in continuous improvement, which should lead us to how students are learning and where to improve.

Joan Ahrens will be meeting with CPIE, GOAT, and have a telephone conference with Nancy Quan for guidance and help to continue the good work being done. There is a push to encourage and excite faculty, with the Chairs leading the charge.

No action taken.

VI.   SELF SERVICE IMPLEMENTATION UPDATE – HURVITZ

The College is moving from Web Advisor and shifting registration to Self Service for the fall. Some advantages discussed:

- Will have only Grossmont Programs
- Search availabilities including keyword searches
- More user friendly

Web Advisor will be in the background as a safety measure. Testing is on-going as to search capabilities and how that affects the site. Waitlists will still be in Web Advisor for the first iteration, but eventually Web Advisor will be completely replaced.

Course Descriptions: There was discussion to use the same information regarding courses for both campuses which ups the ante to have the course descriptions filled out.

OER/ZTC: Nadra inquired if OER/ZTC will be identified within course offerings. The function will be there that identifies OER/ZTC but depends on how it's coded. There is no set date as to when the system will be available but notifications will be sent and training will be provided.

VII.   CLASSIFIED STAFFING PROCESS REVIEW – VANDERWOUDE

The process began on March 2, and requests were due April 6. On May 4, the Classified Staffing Committee (Committee) will meet to hear presentations, four minutes for each presentation and four minutes for the Committee to ask questions. The Committee will provide their rankings by May 14, with a meeting scheduled for May 17 for discussion. The Committee recommendations will be presented to this Council on May 21, 2018. There were seven positions submitted.

The Council requested that a Classified Staffing Request form and the Rankings worksheet be forwarded to this Council prior to the meeting on the 21st.

Action taken: Patty to provide the Classified Staffing Request form and the Rankings worksheet to P&RC prior to the next meeting.

VIII.   ACCREDITATION UPDATE – MIKE REESE

The Accreditation Steering Committee met on April 7. There has been some setback as we need more effort with Standard II, and evidence collection. The leads are finding the right people to obtain evidence to vet through the tri-chairs. Evidence can be forwarded to the CPIE Office,

Mike Reese, to upload in the assigned modules for the different Standards. We have 14 of the 128 Standards, but we have 80% of the Evidence.

There will be some Flex Week workshops and readings of the Standards, keeping the work in the forefront. Once a draft is complete, this Council will have a chance to look it and provide feedback. There is consideration of hiring someone to work (possibly faculty) over the summer to work on the draft Self Study.

 President Abu-Ghazaleh stated that we need to take guidance from ACCJC and rely on evidence, let the evidence tell the story. In years past, people were afraid of not saying enough but the message is to trust the evidence.

Council Adjourned: 5 p.m.