STRATEGIC PLANNING COUNCIL AGENDA

PALOMAR COLLEGE
Learning for Success

Date:	October 15, 2013
Starting Time:	2:00 p.m.
Ending Time:	3:45 p.m.
Place:	**AA-140**

CHAIR: Deegan

MEMBERS: Barton, Claypool, Cuaron, Davis, Dimmick, Gilroy, Gonzales, Gonzalez, Holmes, Larson, Laughlin, Lienhart, Magnuson, Maunu, Moore, Navarro, Perez, Sourbeer, Talmo, Titus, Tortarolo, Vernoy, Wick

RECORDER: Ashour

	Attachments	Time
A. MINUTES		2 min
1. Approve Minutes of October1, 2013		
B. ACTION ITEMS/FIRST READING		5 min
1. BP 7250 Educational Administrators	Exhibit B1	
2. AP 7250 Educational Administrators	Exhibit B2	
C. INFORMATION		30 min
1. Student Success Presentation	Exhibit C1	
D. INTEGRATED PLANNING MODEL		30 min
1. SPC Timeline Check-In		
2. Strategic Plan 2016 Action Plan Update		
E. ACCREDITATION RECOMMENDATIONS AND PROGRESS		15 min
1. Accrediting Commission Actions and Policy Updates		
2. Accreditation Self-Evaluation Update		
F. REPORTS OF PLANNING COUNCILS		15 min
1. Finance & Administrative Services Planning Council – Ron Perez		
2. Human Resource Services Planning Council – John Tortarolo		
3. Instructional Planning Council – Berta Cuaron		
4. Student Services Planning Council – Adrian Gonzales		
G. REPORT FROM PC3H COMMITTEE		5 min
H. OTHER ITEMS		

A regular meeting of the Palomar College Strategic Planning Council scheduled October 15, 2013, was held in AA-140. President Robert Deegan called the meeting to order at 2:10 p.m.

<u>**ROLL CALL**</u>
Present: Barton, Claypool, Cuaron, Dimmick, Deegan, Gilroy, Gonzales, Larson, Laughlin, Lienhart, Navarro, Perez, Sourbeer, Stockert, Talmo, Titus
Absent: Gonzalez, Holmes, Maunu, Moore, Tortarolo, Wick
Guests: Jayne Conway, Brent Gowen, Laura Gropen, Kendyl Magnuson
Recorder: Cheryl Ashour

A. <u>**MINUTES**</u>
    1. **Approve Minutes of October 1, 2013**
        MSC (Sourbeer/Titus) to approve the Minutes of October 1, 2013 as written

B. <u>**ACTION ITEMS/FIRST READING**</u>
    1. **BP 7250 Educational Administrators**
        There were no comments. This item will return for action/second reading at the next meeting.

    2. **AP 7250 Educational Administrators**
        There were no comments. This item will return for action/second reading at the next meeting.

C. <u>**INFORMATION/DISCUSSION**</u>
    1. **Student Success and Support Presentation (Exhibit C1)**
        Adrian Gonzales gave a presentation on the California Community Colleges Student Success and Support Program. **(Exhibit C1)** He led a discussion on the following:
        - The historical context
        - The formation of the Student Success Task Force
        - Enacted Policy changes
        - Student Success Act (SB 1456) **(Exhibit C1a)**
        - Changes to priority enrollment
        - Next Steps for Palomar
        - Student Success & Support Program Planning & Implementation Timeline **(Exhibit C1b)**
        - Recommendations of the Student Success Task Force **(Exhibit C1c)**

D. <u>**INTEGRATED PLANNING MODEL**</u>
    1. **SPC Timeline Check-In**
        Michelle Barton discussed the upcoming tasks.

    2. **Strategic Plan 2016 Action Plan Update**
        Michelle Barton discussed the progress of the Strategic Plan 2016 Action Plan. She stated that the objectives relating to the First Year Experience will be included under the SSTF objectives. The persons responsible for Action Plan objectives have been contacted.

E. <u>**ACCREDITATION RECOMMENDATIONS AND PROGRESS**</u>
    1. **Accrediting Commission Actions and Policy Updates**
        There was nothing to report.

    2. **Accreditation Self-Evaluation Update**
        Berta Cuaron discussed the progress of the Self-Evaluation document.

F.   REPORTS OF PLANNING COUNCILS

    1.   Finance and Administrative Services Planning Council
      Ron Perez reported that FASPC discussed SPPF, PRPs, the Staffing Plan, and the Emergency Operating Plan (EOP). An EOP timeline and action plan will be completed by the end of the semester.

    2.   Human Resource Services Planning Council – no report

    3.   Instructional Planning Council
      Berta Cuaron reported that IPC modified the PRP form; chairs and directors will be trained on using the form on October 5, 2013.

    4.   Student Services Planning Council
      Adrian Gonzales reported that SSPC discussed electronic cigarettes and the Student Success Act.

G.   REPORT FROM PC3H COMMITTEE
Sherry Titus reported that PC3H discussed the vandalizing of its flags and signs. She stated that the Director of Athletics is now participating in PC3H meetings; safe zone training is being organized, and the GSA Award ceremony will be held on November 8 at 5:30 p.m. in the Student Union.

H.   OTHER ITEMS

    1.   Legislative Update
      Laura Gropen gave an update on state and federal legislation.

    2.   Political Economy Days
      Teresa Laughlin reported that Political Economy Days is scheduled for tomorrow and Thursday from 8:00 a.m. to 3:30 p.m.

    3.   ASG
      Genesis Gilroy reported that ASG held a retreat at the end of September; began drafting its goals; have nearly completed updating last year's minutes and the ASG website; decided to increase its outreach to students regarding GRAD; and will be going to Sacramento this weekend.

I.   ADJOURNMENT
There being no remaining items, the meeting was adjourned at 3:30 p.m.

BP 7250   EDUCATIONAL ADMINISTRATORS

References:
> Education Code Sections 72411 et seq., 87002(b), 87356, and 87457-87460;
> Government Code Sections 3300-3313 (Peace Officers' Bill of Rights) and
> 3540.1(g) and (m)

Educational administrator means an administrator employed in an academic position designated by the Governing Board of the District as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District. Educational administrators include, but are not limited to, the superintendent/president ~~superintendents, presidents,~~ and other supervisory or management employees designated by the Governing Board as educational administrators.

An administrator is a person employed by the Governing Board in a supervisory or management position as defined in Government Code Sections 3540 et seq.

Date Adopted: 4/14/2009; Revised:

AP 7250   EDUCATIONAL ADMINISTRATORS

References:
> Education Code Sections 72411 et seq., 87002(b), and 87457-87460; Government Code Sections 3300-3313 (Peace Officers' Bill of Rights) and 3540.1(g) and (m)

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Governing Board upon recommendation by the Superintendent/President. Educational administrators shall further be entitled to health and welfare benefits made available by action of the Governing Board upon recommendation by the Superintendent/President.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the Superintendent/President.

Every educational administrator shall be employed by an appointment or contract of up to four years in duration.

The Governing Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the term of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Governing Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Governing Board determines that the administrator is not to be reemployed when his/her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

An educational administrator, hired after June 30, 1990, who has not previously acquired tenure as a faculty member in the District shall have the right to become a first

*NOTE: This procedure is **suggested as good practice**. The language in **red type** is recommended from the CCLC. The information in **blue type** is additional language to consider including. The language in **black type** is current Palomar Policies 27 titled Administrator Retreat Rights and 154.1 titled Supervision of Faculty with no adoption date and Procedure 154.1 titled Supervision of Faculty with no date. The language in **green ink** reflects revisions/additions made by HRS This procedure was reviewed on Oct. 17 and Dec. 12, 2008 the P&P.This procedure was tabled at the January 23, 2009 Task Force Meeting and reviewed again on February 20, 2009. This procedure was reviewed at the April 15, 2011; May 13, 2011; Sept 16, 2011; and Dec. 9, 2011 P&P Meetings. This procedure was reviewed at the 9-6-13 meeting; line 53 amended. This procedure was approved by the P&P Committee on 10-4-13.*

Date Approved:
(Replaces current Palomar Policies 27 and 154.1 and Procedure 154.1)

year probationary faculty member once his/her administrative assignment expires or is terminated, if the following criteria are met:

- The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developed jointly by the Superintendent/President and the Faculty Senate and approved by the Governing Board. The Board shall rely primarily on the advice and judgment of the Faculty Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.
- The requirements of Education Code Section 87458(c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.
- The administrator was not hired prior to July 1, 1990 and/or is not part of the classified service.\

Educational Administrators who were hired prior to July 1, 1990 and were tenured faculty have full retreat right to full-time faculty in their prior discipline**.**

Refer to the current Administrative Association Handbook for details regarding retreat rights.

> ❖ **From current Palomar Policy 27 titled Administrator Retreat Rights**

~~In accordance with Education Code Section 87458 an instructional or student services administrator hired after June 30, 1990, who was not previously tenured shall have the right to become a first-year probationary faculty member at the conclusion of the administrative assignment if all of the following apply:~~
> ~~A. The administrator meets the minimum qualifications for the discipline in accordance with Education Code 87356.~~
> ~~B. The administrator has completed at least two years of satisfactory District service as a faculty member or as an instructional or student services administrator.~~
> ~~C. The termination of the administrative assignment is for any reason other than cause.~~

~~This policy does not apply to:~~
> ~~A. administrators who were hired prior to July 1, 1990.~~
> ~~B. administrators who are part of the classified service.~~

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    ❖ **From current Palomar Policy 154.1 titled Supervision of Faculty**

~~Faculty members are under the supervision of the department chairperson/director, the dean of the appropriate division, and the Assistant Superintendent/Vice President for Instruction with reference to their teaching duties. The faculty in conduct of their instruction are to be facilitated in every possible way by all members of the administrative staff.~~

    ❖ **From current Palomar Procedure 154.1 titled Supervision of Faculty**

~~**Division Organization**~~
~~*Instruction*~~
~~The educational program consists of five instructional divisions:~~
- ~~ARTS AND LANGUAGES DIVISION~~
- ~~MATHEMATICS AND THE NATURAL AND HEALTH SCIENCES DIVISION~~
- ~~MEDIA, BUSINESS, AND COMMUNITY SERVICES DIVISION~~
- ~~HUMAN ARTS AND SCIENCES DIVISION~~
- ~~VOCATIONAL TECHNOLOGY DIVISION~~

~~The deans of the five instructional divisions are responsible to the Assistant Superintendent/Vice President for Instruction. Their duties require extensive communication with chairpersons and directors, with each other, and with the Assistant Superintendent/Vice President for Instruction in the interest of maintaining a viable program which uses all college resources in meeting the needs of the entire community.~~

~~The instructional departments and programs are: American Indian Studies; Art; Athletics; Behavioral Sciences; Business Education; Chemistry; Child Development; Communications; Computer Science and Information Systems; Cooperative Education; Counseling, Guidance, and Career Development; Dental Assisting; Earth Sciences; Economics, History, and Political Science; Emergency Medical Education Programs; English; English as a Second Language; Family and Consumer Sciences; Foreign Languages; Library/Media Center; Life Sciences; Mathematics; Multicultural Studies; Nursing Education; Performing Arts; Physical Education; Physics and Engineering; Public Safety Programs; R.O.P.; Reading Services; Special Education; Speech Communication/Forensics/ASL; Trades and Industry; and Vocational Programs.~~

~~*Student Services*~~
~~Student Services is divided into six primary areas of responsibility: Enrollment Services; Counseling, Guidance, and Career Development; Student Support Programs; Student Affairs, Intercollegiate Athletics, and Matriculation.~~

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Enrollment Services covers the entire admissions and registration process as well as records evaluation for the purpose of determination of graduation eligibility. The process of veteran benefit eligibility and monitoring is also a part of this area.

Counseling, Guidance, and Career Development includes all functions of counseling on and off campus.

It includes the Counseling Center, Career Center, Transfer Center, and Assessment. Counseling is also an integral part of the Disabled Student Programs and Services (DISABILITY RESOURCE CENTER) and the Extended Opportunity Program and Services (EOP&S).

Student Support Programs includes a wide diversity of services including Financial Aid and Scholarships, Extended Opportunity Programs and Services (EOP&S), Disabled Student Programs and Services (DISABILITY RESOURCE CENTER), Student Job Placement, Tutorial Services, Health Services, GEARUP, TRIO/SSS, and Upward Bound Program.

Student Affairs includes the areas of Student Government, student clubs and activities, and discipline.

Matriculation activities span a number of different programs and services and reports organizationally to the Assistant Superintendent/Vice President for Student Services, but has reporting responsibilities to the Assistant Superintendent/Vice President for Instruction as well, due to secondary effects of the programs on instruction and curriculum.

Intercollegiate Athletics includes men's and women's athletics, athletic trainers, and athletic equipment and facilities.

Also see BP/AP 7211 titled Faculty Service Areas, Minimum Qualifications, and Equivalencies

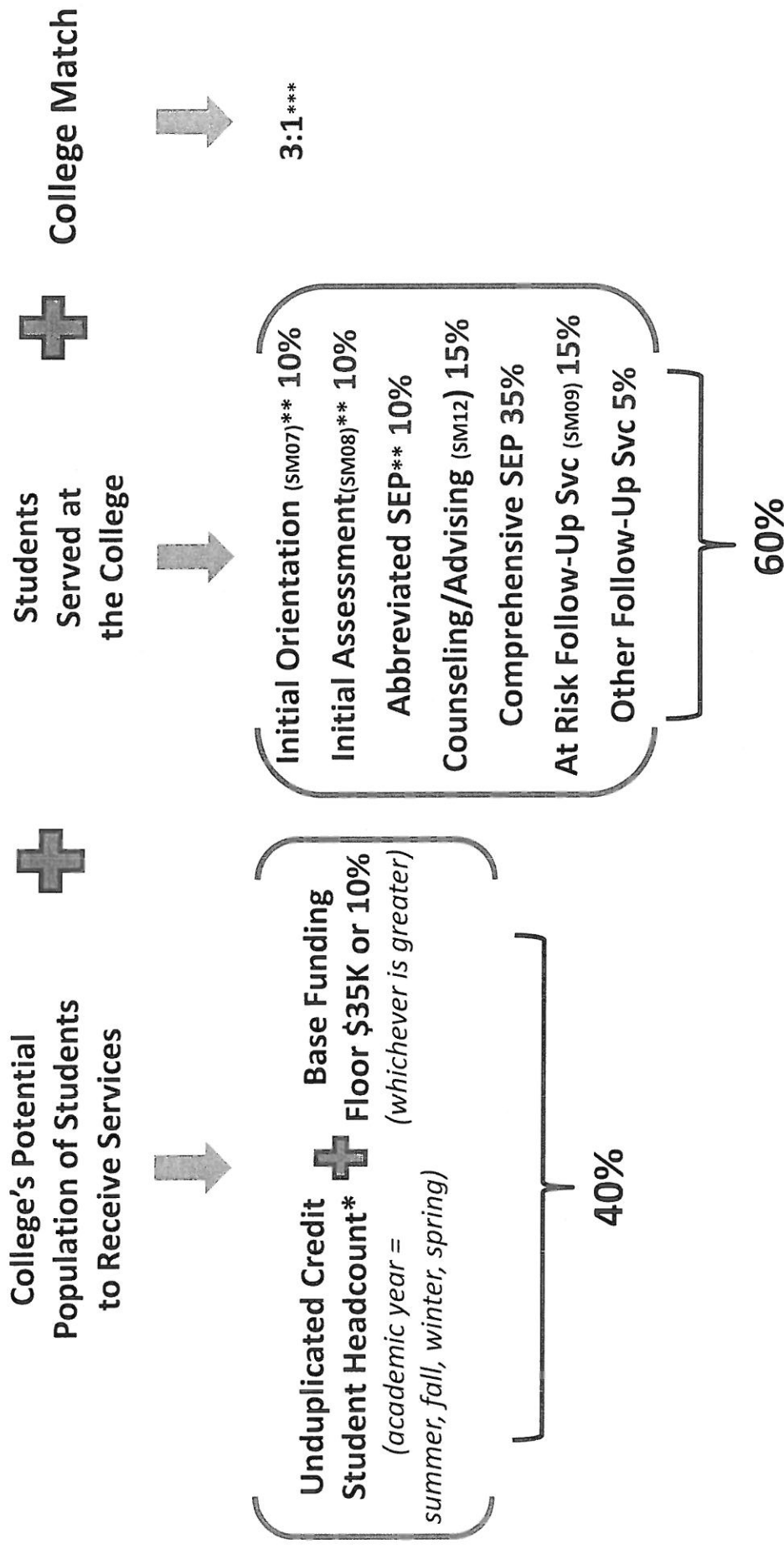Office of Primary Responsibility: Human Resource Services

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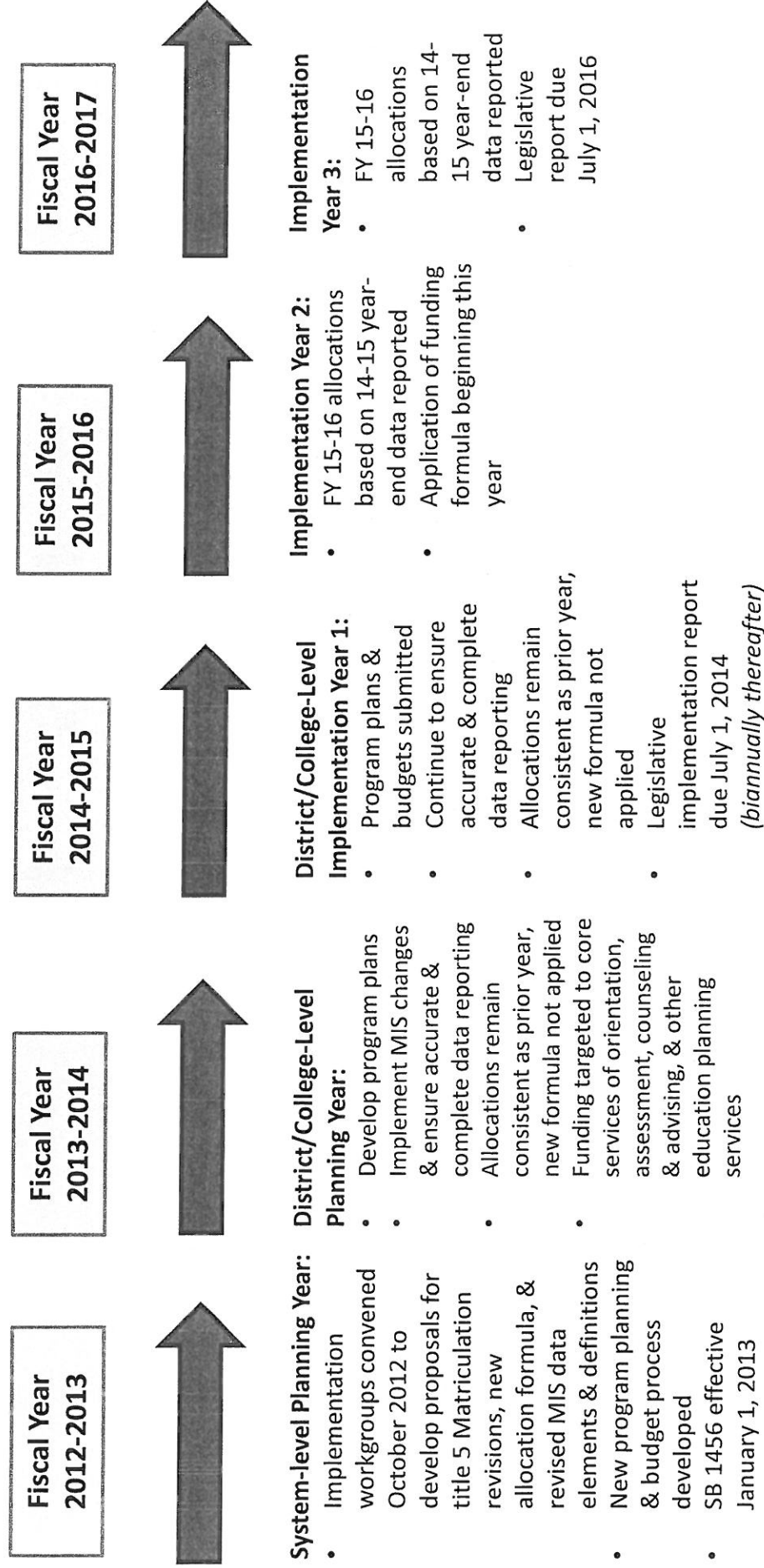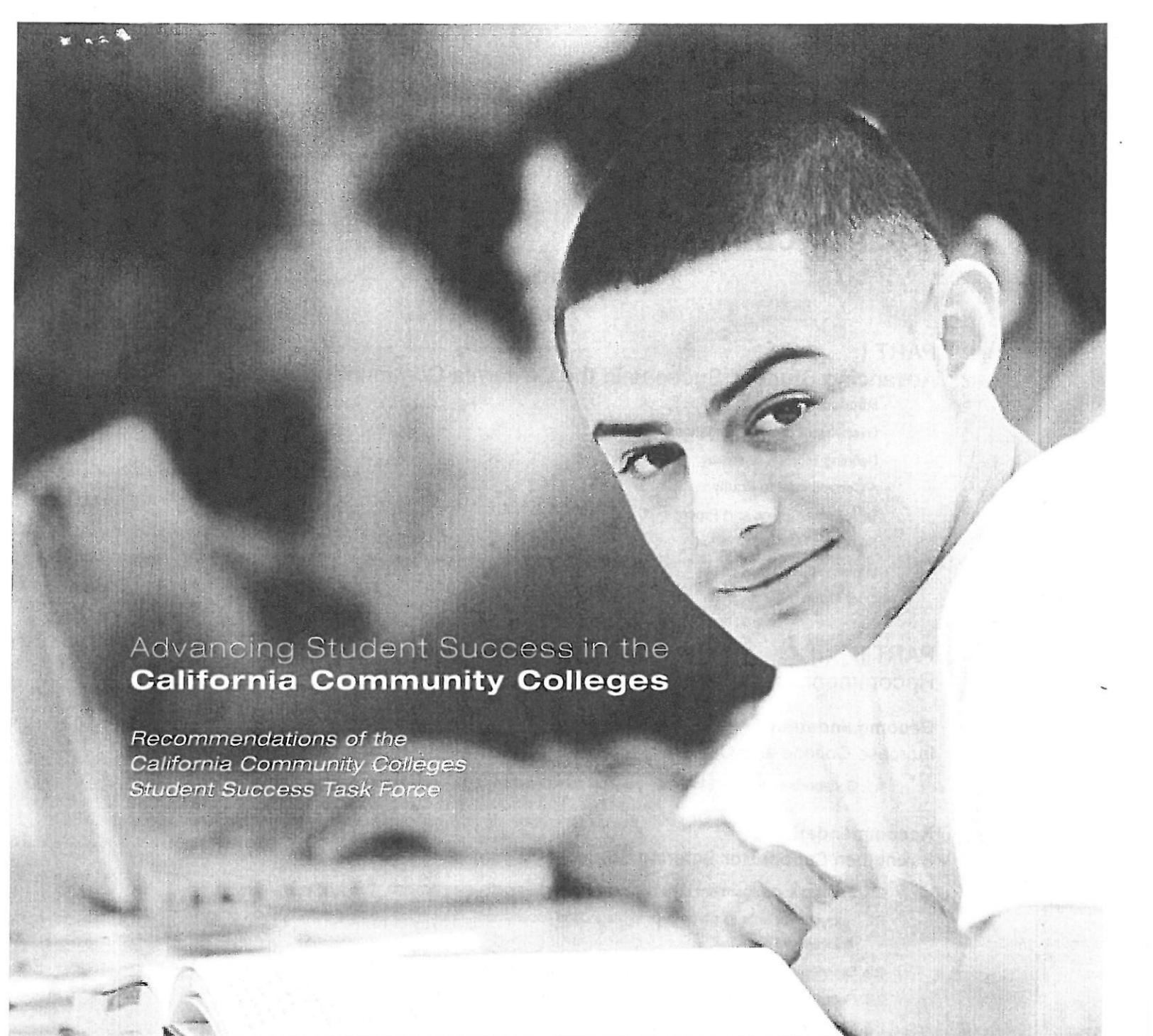# Proposed SB 1456 Student Success & Support Program Credit Funding Formula

College's Potential Population of Students to Receive Services

➜

Unduplicated Credit Student Headcount*
(academic year = summer, fall, winter, spring)

➕

Base Funding Floor $35K or 10%
(whichever is greater)

40%

➕

Students Served at the College

➜

Initial Orientation (SM07)** 10%
Initial Assessment (SM08)** 10%
Abbreviated SEP** 10%
Counseling/Advising (SM12) 15%
Comprehensive SEP 35%
At Risk Follow-Up Svc (SM09) 15%
Other Follow-Up Svc 5%

60%

➕

College Match

➜

3:1***

*includes CA resident students enrolled as of census in at least 0.5 credit units, (STD7) headcount status "A," "B," "C," excludes special admits

**include pre-enrollment services provided for students with SB record, but no enrollment)

***match may include A&R, & SSSP related technology & research

Student Success Act of 2012 (SB 1456)
Student Success & Support Program
Planning & Implementation Timeline

Fiscal Year 2012-2013	Fiscal Year 2013-2014	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Fiscal Year 2016-2017

System-level Planning Year:
- Implementation workgroups convened October 2012 to develop proposals for title 5 Matriculation revisions, new allocation formula, & revised MIS data elements & definitions
- New program planning & budget process developed
- SB 1456 effective January 1, 2013

District/College-Level Planning Year:
- Develop program plans
- Implement MIS changes & ensure accurate & complete data reporting
- Allocations remain consistent as prior year, new formula not applied
- Funding targeted to core services of orientation, assessment, counseling & advising, & other education planning services

District/College-Level Implementation Year 1:
- Program plans & budgets submitted
- Continue to ensure accurate & complete data reporting
- Allocations remain consistent as prior year, new formula not applied
- Legislative implementation report due July 1, 2014 (*biannually thereafter*)

Implementation Year 2:
- FY 15-16 allocations based on 14-15 year-end data reported
- Application of funding formula beginning this year

Implementation Year 3:
- FY 15-16 allocations based on 14-15 year-end data reported
- Legislative report due July 1, 2016

CALIFORNIA COMMUNITY COLLEGES

Advancing Student Success in the
California Community Colleges

*Recommendations of the
California Community Colleges
Student Success Task Force*

CALIFORNIA COMMUNITY COLLEGES

STUDENT
SUCCESS
TASK FORCE
1 2 3 4 5 6 7 8 9

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Student Success & Support Program

Adrian Gonzales
Vice President of Student Services
Palomar College

Historical Context

- January 2011: CCC Board of Governors create 20 member task force to develop a strategic plan for improving student success

- Task Force developed 8 recommendations + a review of outcomes based funding

- Within the 8 recommendations, there are 22 specific policy changes

Student Success Task Force

- **January 2012:** Board of Governors approved Student Success Task Force recommendations

  - **R2:** Strengthen Support for Incoming Students (assessment, orientation, SEPs, required participation in support services, better use of technology)

  - **R3:** Incentivize Student Behaviors (enrollment priorities, conditions for receiving a BOG Waiver)

  - **R8:** Align Resources with Student Success Recommendations

Enacted Policy Changes

- **R2.2:** Require students to participate in diagnostic assessment, orientation and the development of an educational plan (SB 1456)

- **R3.2:** require students receiving a BOG Fee Waiver to meet various conditions and requirements
  - EC 76300 (g)(1): students must meet academic and progress standards as defined by the Board of Governors, to be implemented over time
  - AB 130 & 131: AB 540 student eligible for state financial aid and support programs

- **R8.2:** Invest in the new Student Support Initiative (SB 1456)

- **R3.1:** Adopt system-wide enrollment priorities reflecting the core mission of community colleges (Title 5)

Student Success Act (SB 1456)

- Aligns Matriculation Act of 1986 with the SSTF recommendations by refocusing matriculation on the core services of:
  - orientation services
  - assessments
  - counseling and advising, including development of education plans
  - follow-up for at-risk students

- Strong focus on incoming students and students who are making successful progress toward degrees, certificates, transfer or career advancement

- Requires institutional research to measure effectiveness of services and evaluate the impact on student equity

- Existing Matriculation Funds are being utilized to fund SB 1456

- As a condition of receiving funds, districts will be required to implement a state-wide common assessment (when available)

SB 1456 Workgroups

- Matriculation Title 5 Revisions Workgroup (October 2012)

- Matriculation MIS Revision and New Allocation Formula Workgroup (November 2012)
  - Will begin using Summer 2014

- Student Equity Workgroup (January 2013)
  - Annual Report due October 2014

- Program Reporting and Forms Workgroup (January 2013)
  - SSSP Plan due October 2014

Changes to Priority Enrollment

September 2012: BOG Approved Changes to Title 5 (58108)
Implementation Deadline: Fall 2014

- P1: Veterans, Foster Youth (and former foster youth), CalWorks

- P2: EOPS and DSPS students who have completed orientation, assessment, and SEPs (may collapse P2 into P1 at the discretion of the district)

- P3: new students who have completed orientation, assessment, and SEPs and continuing students in good standing below 100 units (districts can establish priorities within this group)

- P4: districts can establish priorities below level 3 as appropriate

- district would be required to have an appeal process for student who lose priority status

Next Steps for Palomar

- Engage the campus community in a review and discussion of the SSTF recommendations
  - Faculty Senate
  - BSI Committee
  - Instructional Planning Council
  - Student Services Planning Council
  - Strategic Planning Council

- Consider role and purpose of the Matriculation Advisory Committee in relation to other committees on campus
  - Review existing matriculation plan and develop new plans in alignment with upcoming Title 5 changes (due October 2014)

Next Steps (cont.)

- Review Orientation Program and delivery mechanisms

- Review Student Education Plan (SEP) development

- Discussion of instructional faculty role in advising services

- Refine current priority enrollment process to align with Title 5 changes

- Implement changes in PeopleSoft to address process changes and MIS data collection needs

DISCUSSION