

Strategic Planning Committee

Minutes

1:30 PM – 2:30 PM • Wednesday, November 6, 2019 • L405

Present:

Primavera Arvizu, Michael Carley, Kendra Haney, Catherine Hodges and Esmeralda Rodriguez

Absent:

Andrea Anaya, Joe Cascio and Anja Goebel

I. Call to Order

Mr. Carley called the meeting to order at 1:34pm.

II. Approval of Agenda

Motion made to approve the amended November 6, 2019 agenda.

M/S/C: Catherine Hodges/ Kendra Haney

III. Approval of Minutes

Motion made to approve minutes from October 23, 2019.

M/S/C: Kendra Haney/Catherine Hodges

IV. Discussion Items

A. IE Plan Report Status Update

This report is updated as of last week and VP Arvizu will go through all the changes. VP Arvizu Will go over the progress status as of last week and what still needs to be done.

a. Area of Focus – Enrollment Management

1) Crosswalk developed and disseminated

- IR Director Carley worked on the crosswalk over the summer and has been going through the governance process and different committees and shared. Listed the dates for which committees it went to (PSEC 9/17/19, SP 9/18/19, and EM 10/28/19). The crosswalk still needs to go to the Accreditation Committee then CC.

2) Distance Ed goals to be developed, approved and circulated

- McKenna Salazar is working with the Dual Enrollment Advisory Committee to develop and circulate goals (discussed on 8/19/19 and finalized outcomes on 11/5/19). Sarah Phinney is discussing the Distance Ed component with the Distance Ed Committee (start discussion 11/4/19).

3) Develop framework to expand faculty data knowledge to make informed decisions.

- EM will discuss fall 2019 and spring 2020 as a standing item so data is always being discussed. IR Director Carley has presented data throughout the semester to EM. He will make a list of things discussed after May 2019.

4) Find equity gaps through analysis of Enrollment Management data.

- RNL to provide one day on-site enrollment opportunities analysis 12/4-12/5/19.
- Discussed with ATD Coach about having a Data IT Summit with focus on Guided Pathways.

- Professor Pummill has a hard timeline for the 2-year plan. An email will go out to the campus regarding the major clusters. A marketing and communication team is going to start educating the marketing piece on campus. Developing something with the major clusters so when the counselors go out to the high schools in February/March it will be presented to the high schools. In the spring the division will start working on which careers and the salaries that can be made identified under those major clusters. This way a student can go online find a major cluster pathway and zone in on a career and salaries. We are going to have some outside individuals come to help create the completion teams (one team per major cluster).
- 5) Send team to Enrollment Management Academy.
- Group of three went to EM Academy over summer 7/15-7/18/19 (Erin Cruz, Judy Fallert and Kendra Haney).
 - The group gave report to Instruction on 11/4/19 and will share report with EM 11/25/19. The feedback was there is some great information and the team learned a lot. There are things that we are not doing we should be. We cannot keep doing the same thing with all the changes coming.
The group received a checklist to ask question on how things are being done on our campus. Professor Haney will bring the check list to the next EM.
Each school presented ideas on how to increase enrollment.
They also talked about how to set up budget. Talked about how VP of Finance and Instruction should be working on the budget from different angles and meet in the middle.
Discussed FTES to FTE ratio. The way hours are calculated online classes generate less FTES than most on-campus class.
- 6) Consultants retained/contracts approved for DegreeWorks, Tableau and Congos for reports pertaining to Enrollment Management and scheduling.
- DegreeWorks reports created summer 2019. There was some problems with production at the district level. We are hoping this problem is resolved so we can share reports with Divisions early spring 2020.
 - Tableau dashboards created fall 2018 by KCCD IR. Training to Presidents Advisory Board 11/4/19.
 - Discussing with the district on how they are going to purchase Tableau licensing.
- 7) An inventory will be collected for expanding Non-Credit options.
- Reagen Dozier is working on this faculty. One strand be worked on is ESL non-credit. She is also working on non-credit expansion.
- 8) Develop Non-Credit plan and assign Program Manager.
- Research and recommendations completed by spring 2020.
 - Three people attended the Non-Credit Institute 4/25-4/27/19 (counselor, faculty and ed advisor)

- CTE faculty explored CTE Non-Credit options during summer 2019.
- 9) Meet with consultant to analyze and map the scheduling process.
- EM to discuss fall 2019 and spring 2020. VP Arvizu has not seen much progress on this topic in any of the meetings she has been a part of. Discussion within divisions has occurred but that marcel discussion about what divisions coming together and seeing each other's schedule or having the discussion of what happens if there is cross over with major classes (Division Chairs and Counseling in one room looking at the schedule together).
- 10) Explore other scheduling/facility event platforms, make recommendations to college and district.
- The District, PC, BC, and CC explored other scheduling platforms. Looking at Adastra for facilities event component.
 - Findings shared and discussed with district-wide VP groups fall 2018, spring 2019 and fall 2019.
 - For the scheduling tool the District and colleges have not come to a consensus. Schedule Plus will not last much longer and a new scheduling software needs to be in place before then or the college will be in trouble. The options are being looked into.
- 11) Winter intersession proposal shared with the district-wide VP group, A&R and FA group. IT to develop timeline, testing and implementation.
- PC was exploring the possibility of winter intersession but had to have the other colleges on board before offering winter intersession here at PC.
 - After consideration with regards to Financial Aid, census date, etc. and discussing in Chancellor's Cabinet, 8/20/19, all colleges agreed and winter intersession was approved.
 - We have yet heard if Instruction wants to have classes this winter, however, now it is too late. BC will have winter intersession has part of their spring term.
 - Winter Intersession needs to go back to EM for consideration for Winter 2020.
- 12) Develop and implement a yearlong schedule
- Was discussed at District level and a yearlong schedule was created at PC; might have even been entered into Banner but students could only view one semester.
 - Team met with Lemoore to learn more about their Reg 365 program.
 - A scheduling as yet to be selected. Discussion will occur once scheduling tool has been selected.
- 13) Reevaluate space utilization
- Discussion to occur November 2019 in EM. (not yet happened)

- 14) Improve Schedule alignment with college goals (improve schedule development, waitlists, SEPs, completion and room usage)
 - DegreeWorks reports created and training for Division Chairs to begin fall 2019 and spring 2020.
 - 15) Coordinate scheduling across divisions to ensure SEPs can be completed
 - Discussed in EM 9/23/19
 - 2-year plans started fall 2019
 - 16) Update Student Services front counter
 - Design planning started fall 2019 and project completion over winter break.
 - 17) Flex day training to Chancellor's Office initiatives (SEA plan and Guided Pathways)
 - Initiative discussed during Fall 2019 Flex Day (8/22-8/23/19)
 - More discussion/information during Spring 2020 Flex Day.
- b. Area of Focus - Professional Development
- 1) President to lead the retreat/setting the Professional Development vision for the college.
 - New President hired, start date was July 1, 2019.
 - Admin Retreat held August 2019, Student Services Retreat held July 11, 2019 (Professional Development were part of retreat discussions).
 - Planning a CC retreat before the Spring 2020 term.
 - 2) Establish a Professional Development/FLEX Coordinator position
 - Dr. Robert Simpkins, with the assist of the Staff Development Committee.
 - 3) Define Professional Development and share with campus
 - A Staff Development Committee was formed and had their first meeting November 1, 2019.
 - Staff Development Plan was created and CC approved April 1, 2019.
 - 4) Develop and provide training to adjuncts annually
 - Adjuncts had a training before the fall term
 - 5) Create space on college website for professional development information and opportunities.
 - Dr. Simpkins and the Staff Development Committee have plans to place professional development on the website where it will be visible.
 - 6) Create a Faculty Learning Space on campus
 - The old web designer's office in the TI Building will become the new faculty learning room.
 - 7) Establish campus-wide forums on current trends and identified gaps
 - Several have already been established. (Pizza with the President, Coffee with the President, Presidents Forum, etc.)
 - 8) Create time for faculty to review data presented in a timely manner.
 - Data will be regularly discussed in EM
 - 9) Incorporate Equity and Social Justice training inside/outside of classroom
 - Equity Summit March 2020

- 10) Develop a budget for professional development
 - Funds have been identified.
 - Professional development needs and processes have been discussed in CC.
 - Language added in the Program Review handbook.
- 11) Evaluate Cornerstone as a reporting tool for professional development.
 - The District, specifically HR, wants to partner with the State Chancellors Office. MOU with Cornerstone Integration, fall 2019 (professional development tracking tool).
- 12) Create and share Division Chair Handbook with all Division Chairs.
 - Disseminated and reviewed during Division Chair Retreat August 21, 2019
- 13) Provide Division Chair training annually
 - Division Chair Retreat held on August 21, 2019
- 14) Explore flexible Flex or other options to allocate time for professional development opportunities.
 - Discussed during the Staff Development meeting on November 1, 2019
 - Discuss during EM
- c. Area of Focus – Technology/Distance Education
 - 1) Incorporate technology training into Flex days
 - Possible Data/IT Summit
 - 2) Explore which programs can be offered wholly or substantially online
 - Information provided to Sarah Phinney and discussed during one of the Distance Education meetings.
 - 3) Expand Distance Education webpage
 - Completed over the summer 2019
 - 4) Streamline technology tools for students
 - 46 faculty computers need to be replaced because Windows 7 will no longer be supported (possibly use IEPI money).
 - One time request from division for technology for inside the classroom.
 - 5) Incorporate technology in the Library and Student Services to meet student needs.
 - Library: Create a SMART study room, new databases were purchased, researching audiobooks
 - Student Services: Cranium Café, DegreeWorks updates, campus cast, paperless project, and Navigate.
 - 6) Explore a multipurpose room for training.
 - Creating a SMART study room in the Library.
 - 7) Explore an assessment center
 - PC no longer has an assessment center since AB705. They feedback is a need for a testing center (DRC students, online courses).
 - 8) Update computers and technology on campus.
 - Garage tables to be installed over winter break
 - 9) Define and promote online pathways.
 - DE and PSEC to discuss

- 10) Annually evaluate technology training needs in Distance Education
 - Taken to Distance Education Committee, but there is training for DE faculty.
- 11) Continue to provide online training for Distance Education Instructors
 - Sarah Phinney working on training.
- 12) Provide Student Services online training and continue to build online resources
 - Two counselors participated in an Online Counseling Training course for general counselors, September 9 - October 20, 2019.
 - Navigate training Spring and Fall 2019.
- 13) Provide Cranium Café Counselor training
 - Student Services provides training for online counseling (Cranium Café) every term.
- 14) Explore and/or purchase applicable technology tools to be used for instruction
 - OEI plan
- 15) Provide applicable faculty training on technology use and integration to support student learning.
 - Business Ed

At the bottom of the plan is cost breakdown on how much and where the money will be spent. PC can look to other funding to help in these areas.

There is targeted dates for achievement for each of the areas, VP Arvizu is working with different key people to make sure PC is on target.

PC will get more feedback from the PRT team Tuesday, November 12, 2019.

Pdf emailed to committee

B. CC Program Review Updates

President's Office

- The program review from the President's Office includes PIO, Information Desk and the Foundation. Dr. Habib met with all the people in her area over several meetings to review the previous program review and discuss the changes in responsibility from IT to PIO that will take place in the new program review. A draft program review is expected to be complete by end of fall semester.

IR

- Have the data for the SAOs plugged into the document. Reviewed and updated the goals from three years ago. Right now working on three or four new goals and resource requests. Hopes to have a draft by end of semester.

IT

- Has Dr. Habib mentioned in her report, areas that were once part of the IT program review have been moved under PIO (print shop, web person and Distance Ed which is now under Academic Affairs). Reviewed SAOs to see how we have changed, updated some numbers and working on the budget.

Health Careers

- Received data from IR Director Carley and with the help of Executive Secretary Velasco and Kinesiology Professor Guillen is able to view the data. Working to get the new data in the program review and will have done by the February 1st deadline.

Kinesiology – no report

V. Announcements

VI. Future Agenda Items

Adjournment:

Meeting adjourned at 2:23pm.