

SSSP-SEP-BSI-BSSOT-CTE-SWP-SEM Alignment Meeting

Monday, February 27, 2017

12:30 p.m. – 1:30 p.m.

N-206

Minutes

Attendees: Patricia Hsieh, Paulette Hopkins, Brett Bell, Gerald Ramsey, Daniel Miramontez, Lynne Ornelas, Jacque Honda, Marie McMahon, Mary Kjartanson, Denise Kapitzke, Xi Zhang, Laura Murphy, Naomi Grisham, Briele Warren

Absent: Steve Quis

Items: 1.) Introduce SSSP-SEP-BSI Integrated Plan 17-19 Template

Miramontez reported that since December, new information was received from the State Chancellor's Office. They want a two-year plan that integrates SSSP-SEP-BSI (with a deadline of December 1st). Within this two-year plan, they provided a template. Miramontez emphasized that the plan needs to be created and go through college governance process before going to the Board of Trustees. There is a budget plan that is also associated with the integrated plan, and the type of data needed includes goals for the general population, identified student groups, and activities designed to address disproportionate impact.

The college would need to look at previous plans and develop analyses for them. Miramontez noted that for future planning, the college would need to come up with five integrated goals. Some of the goals that the state is suggesting is already in line with what the college has.

2.) Go Over Game Plan & Timeline for SSSP-SEP-BSI Integrated Plan 17-19

Zhang reported that based on the template, there are three phases of work to complete in order to meet the deadline. The first phase is to review the previous plans. The outcomes should be identifying progress, the factors attributing to success (or lack of), goals that intersect BSI-SEP-SSSP and activities planned for achieving the goals, and best practices for student completion or close achievement gaps. Zhang presented the Miramar Crosswalk for SSSP, Student Equity, Basic Skills, and CTE, and how it could be of assistance to the process, as well as the trends. Zhang noted that the college has already 'crosswalked' the activities. Murphy asked if all of the plans were already assessed, and Ramsey mentioned that a summary report would help the college determine how they move forward. Murphy confirmed that the college already had some of the information, and they would not need to re-invent the wheel. Zhang reported that they ran into some issues where some plans did not specify any objectives (or had objectives that were not measurable), so this would need to be addressed.

Hopkins asked for clarity, as Basic Skills was implementing two different grants (Basic Skills Initiative grant and the BSSOT grant), and she wanted to know

which one was being discussed. Miramontez responded that this would be addressed a little later on in the meeting, with regard to alignment.

Kjartanson asked what percentage of the campus students would be the recipients of the monies and activities. Zhang responded that with the SSSP, it targets all incoming students. For SEP money, there are specific student subpopulations. About 60% are placed into basic skills.

Hsieh encouraged Hopkins to review the email that she had forwarded to the group regarding the program goals and planning details. During the LAO visit, they did not ask for all of the goals, and the college was able to pick and choose. Internally the college should align everything for accountability.

Zhang said that what worked out of the old plans would be brought into the new plan. Zhang presented the second phase addressing future plans, and the objectives and activities associated with these plans. Bell asked if there would be more than five activities, as they were required to report based on the five activities. Miramontez noted that there was a budget worksheet provided from the state, and Bell expressed a concern about how the college sets up their structures to report on both goals and activities (it would take a lot of work). Hsieh commented that the internal budget request process identifies the needs (some areas are obvious, but some have multiple possible sources). The alignment will allow the available resources to be utilized in different areas. Murphy said her understanding was to try and focus on the commonalities of the three plans they currently have rather than go outside of it. Miramontez responded that as they work on their strategic goals, they also want to make sure they are not doing it independent of the larger picture, so the answer was yes and no. Hsieh re-read the attachments sent to the group, and confirmed that there would not be three stand-alone plans; the plans need to show that they are clearly integrated. Zhang noted that they would probably have more than five common goals across the three plans, and it would be a matter of prioritizing what to include in the integration plan. Ramsey expressed that each plan has very distinctive characteristics, and they would have to take a close look and possibly re-assess. Hsieh stressed that dialogue needed to take place.

Zhang said that the last phase (phase 3) was finalization and approval – very straightforward. She then presented a more comprehensive plan with the timeline attached. Hsieh thanked Zhang for her extensive work and preparation for the group to start the report (as well as Miramontez' guidance and organization). Hsieh noted that perhaps the document needed to be more inclusive, as Honda was currently listed as a lead for each section. Hsieh mentioned that the BSI Committee work and dialogue would also be important, and recommended expanding it a little bit. Hsieh noted that Ramsey's area had more work than the others. Miramontez said they would make the modification and send out the information to everyone.

(Hopkins left at 1:22 p.m.)

Hsieh reminded the group that the timeline needed to be addressed, as there were deadlines as soon as the end of March.

3.) Set Expectations of Subsequent Initiative Alignments Based on Template

Bell asked if the Chancellor's Office supported any online or in-person training

related to this integration project that they could go to, and Hsieh responded there was an Expenditure Guidelines webinar that afternoon, and another one on Thursday, March 2nd.

Miramontez reported that the focus for now was the integration of the three, but the beauty of it was that the college has a template to work from. This taskforce is charged with integrating the seven, not just the three. Miramontez proposed two levels of alignment: One would show how the operational plan serves the students (not for reporting purposes), and another would be CTE-SWP. There would be three types of alignment SSSP-SEP-BSI, BSI-BSSOT, then CTE-SWP-SEM.

Hsieh said that everything should align with the strategic plan. The college will get there if they are faithful with what they say they are going to do.

4.) Set Meeting Dates for Spring 2017 Based on Timeline

Ramsey asked if the alignment meetings could be tacked on to another existing meeting. Murphy asked about communicating to the various committees, and Hsieh said that the conversations needed to be taking place now; sooner rather than later.

Hsieh commented that Monday afternoons seem to work for everyone.

Miramontez said that the following alignment meetings would be status updates from this point forward. Hsieh asked for a deadline of when to hear back from everyone as to who needs to be involved in the next meeting, and Miramontez said by the end of Wednesday would be ideal. Hsieh recommended that the information be communicated from the group to the committee chairs via email, and by putting it on committee agendas, etc. Miramontez asked for the updated information to be provided to him from the group to populate in the document, and he would send it out. Hsieh recommended Monday, March 20th at 12:30 p.m. for the next alignment meeting, but at a different location (due to the BSI meeting in N-206 at 1:15 p.m. that day). Everyone was in agreement. Hsieh indicated that those who needed to leave the alignment meeting early for the BSI meeting could do so.