

Alignment Taskforce Meeting

Monday, May 8, 2017

12:30 p.m. – 1:30 p.m.

L-108

Minutes

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

Absent: Steve Quis, Mary Kjartanson, Stefanie Johnson Shipman

Items: **1.) Update on Progress of Delinquent Report #1 (Due 3/30/17)**

Honda reported that they had completed the previous accomplishments under all three plans of BSI, SSSP and SEP. Hsieh commented that the progress noted on the timeline was according to three phases (March 30th, April 21st, and May 12th). The document shared at the meeting reflected the product as of March 30th. Hsieh asked for the group to respond with any comments or changes by the end of the semester (and if more time was needed, to please let her know). Honda commented that it was difficult to make clear correlations between what the college was doing and what the results are. There is not currently a mechanism to track why the students were coming in for tutoring. However, they have identified what areas they need to work on in terms of the data. Hsieh noted that they do not really have any benchmarks for the areas, so it was good that areas had been identified for improvement. The first thing that the taskforce and workgroup is looking at is compliance, then after this stage, they can identify the deficient areas (so next time better data will be available). **ACTION ITEM – HONDA, RAMSEY, HOPKINS, & BSI CO-CHAIRS** Hsieh thanked Honda for her work.

2.) Integrated Planning PPT from CCCCCO

a. Building Process for Subsequent Alignment Projects

Miramontez reported that representatives from the college had attended the RP conference, and got the latest information from the State Chancellor's Office. Zhang shared a PowerPoint from the conference that covered four general topics: 1) Rational for Integration, 2) Integrated Planning Documents, 3) Expenditure Guidelines, and 4) Resources. For the outcomes, Zhang reported that the State Chancellor's Office wanted the college to understand the role and rationale for the research. BSI, SE, and SSSP had been chosen because the programs share similar goals and address achievement gaps. The State Chancellor's Office IEPI was invited to serve as the lead. The Integrated Plan has 11 questions (13 including sub-questions), and they took the strategic planning and program review model (evaluate previous efforts, set goals, implement activities, and analyze the results). The deadline was moved a little bit to December 15, 2017. The 2017-19 Integrated Plan will cover two years. The presentation hinted that the college should align the integrated program plan with the college and district strategic plans/educational master plans. Hsieh asked for the college's

representatives on the District's Strategic Plan committee to follow up on this alignment. **ACTION ITEM – MIRAMONTEZ & GRISHAM** It was discussed that the MIS submission needed to be as clear as possible. Hsieh recommended for Ramsey to discuss with the District the opportunity to review the MIS data prior to submission to the State to ensure accurate MIS data reporting. **ACTION ITEM - RAMSEY**

Zhang mentioned that all of the college constituencies' involvement was recommended, and Hsieh asked for Ramsey to work with Adela Jacobson to have a student representative from the ASG on the taskforce. **ACTION ITEM - RAMSEY**

Hopkins arrived at 12:54 p.m.

Everything in the integrated plan needs to be backed up with data and evidence. Synthesized processed data at a higher level was needed.

Hsieh noted that she wanted the group to keep in mind that the plan needed to be adopted by the Board of Trustees, so the timeline for completion was going to be earlier than the December deadline.

Zhang commented that the college does not have enough resources to cover the information on slide 19 of the presentation. The key questions were listed, and they were the same goals listed in the spreadsheet previously provided to the taskforce. One goal in 2015-16 that crosses all three plans would need to be identified, and the activities described for it. It was noted that the goals must be outcomes-based, using system-wide outcomes metrics.

It was clarified that the list that was provided by Honda included goals that were in progress or needed to be started. Honda said she and Stephens had met and shared the information with SSSP, and these were the goals that were integrated across the three plans. Honda confirmed that the information was presented to SEP and SSSP, as well as at BSI. Hsieh wanted to make sure there were no surprises for the individuals who were actually involved in carrying out these goals and activities. **ACTION ITEM - HONDA**

Zhang noted that the college did not have to address question #5, as it is for a non-credit site. Hsieh mentioned that the college has a professional development taskforce, and needed to continue with this effort.

Hsieh challenged the college to look at the guidelines broadly, and within the confines, to take advantage of available funding for student needs. Ramsey responded that they would take a look at it. **ACTION ITEM - RAMSEY**

Bell commented that he and Kapitzke are used to a one-page document indicating what can or cannot be bought. He recommended that the campus come up with an overarching guideline saying these things (in broad terms), and suggested looking at some way within the requisition process to identify activities with a number or other designator. **ACTION ITEM – BELL, HOPKINS, & RAMSEY TO LEAD TO INVOLVE OTHERS**

McMahon asked about question #3 (on page 2 of the spreadsheet), and that she did not see the measurable outcomes described. Honda noted that it was in question #7.

Zhang said she thought the taskforce could take the information one step further to link the expenditures to the goals, and that way there would be clear delineations.

Bell and Ramsey would get together to work on this.

Zhang shared that the college feedback and recommendations were welcomed.

Zhang interpreted that the takeaway message for research was to focus on equity gaps and basic skills completion. Miramontez reported that they want to get this right the first time. The college has already started their alignment efforts, but these documents were the “first iteration of a larger integration effort on the part of the [State] Chancellor’s Office.” This was a process that would take place over time. Hsieh asked for the taskforce to think about the accreditation standards for these over the next seven years. **ACTION ITEM - MURPHY**

3.) Progress and Plan on Report #2 (Due 4/21/17)

Honda reported that they have worked on the future plans and identified strategies. Question #6 needed to be addressed, and she did not think that it could be worked on in a vacuum. **ACTION ITEM – HONDA, MURPHY, & MCMAHON** The college has a professional development taskforce, but not a committee. Honda shared that couple of the areas that were due 4/21/17 were waiting on District information, but otherwise the information was pretty much complete. Murphy asked about question #7, and noted that there were several that she wondered how they would be measured. Were they still in progress, or are there ideas for how they would be able to measure something like, “evaluate professional growth of faculty”? Or is it counting the number of faculty who have gone through professional development? Honda mentioned a pre-test post-test. Hopkins said for IEPI, there was a professional development piece for funding, and they will count how many faculty go to professional development, and the attendees/participants would have to detail what they gained from it and how they would use it in their classroom. Miramontez said there would be a quantitative and qualitative piece to measure it. Hsieh commented that more people needed to be involved for input. Everyone needed to be involved in the crosswalk, and integrated dialogue needed to happen. Hsieh left this to the lead individuals as to who would be involved in the document, and commended the group on the significant progress. **ACTION ITEM – HONDA, RAMSEY, HOPKINS, & BSI CO-CHAIRS**

Bell asked about budget development and where they were with it. It was confirmed that it had not been started yet. Hsieh said that the deadline was May 5th, and that she would leave this in the hands of the lead individuals, to report back with a revised and reasonable timeline. **ACTION ITEM – HONDA, RAMSEY, HOPKINS, & BSI CO-CHAIRS**

4.) Adopted by the Board No Later Than 11/9/17)

Hsieh said at the Cabinet level, it had not yet been discussed, but that it would likely go to the November Board meeting (which would be sooner than the December deadline).

5.) Next Meeting Date

Hsieh said she needed to consult with the workgroup about the time. She asked for the discussion and actual work to be held outside of the meeting, but the big meeting was to inform everyone of the progress (as the big meeting was not a working meeting).