



Approved

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, November 18, 2020

Via Zoom

Regular Meeting: 2:00 – 4:15 P.M.

Members present: Jeanne Stalker, Diana Tedone, Margarita Baez, Nick Carr, James Carranza, Rachel Corrales, Loretta Davis Rascon, Karen Engel, Denise Erickson, Salumeh Eslamieh, Nimsi Garcia, Max Hartman, Hyla Lacefield, Ray Lapuz, Mari Managadze, Cynthia McCarthy, Graciano Mendoza, Jamillah Moore, Manuel Alejandro Pérez, Peggy Perruccio, Tammy Robinson, Megan Rodriguez Antone, Chantal Sosa, Roslind Young.

Members absent: .

Guests and others present: Milena Angelova, Wissem Bennani, Alex Claxton, Mary Chries Concha Thia, Joshua Forman-Ortiz, Patty Hall, Mary Ho, Jamie Hui, Debbie Joy, Jessica Kaven, Matt Lee, Adolfo Leiva, Doniella Maher, David Reed, Sarita Santos, Rebekah Taveau, Elizabeth Terzakis, Maureen Wiley.

AGENDA ITEM	CONTENT
<p>1. Welcome, Introductions and Approval of Consent Agenda</p>	<p>Meeting called to order at 2:04 PM.</p> <p>ACTION: A motion to approve the consent agenda was made by Peggy Perruccio and seconded by Mari Managadze. Motion passed.</p>
<p>2. English Faculty Replacement Position</p>	<p>English Department Coordinator Doniella Maher reported that the English Department is hopeful that the faculty replacement position can be approved so that they can continue some of the work they have been doing around AB705 implementation, Guided Pathways and offering core classes for transferability. The replacement position may allow the English Department to continue to develop things like the Writing Center and build programs such as UMOJA and other learning community programs. The work for these projects cannot be done by adjunct faculty and replacing the position brings them back to eight full-time faculty in the department.</p> <p>ACTION: A motion to recommend the hiring of the English faculty replacement position was made by Rachel Corrales and seconded by Peggy Perruccio. Motion passed.</p>
<p>3. Education and Human Development Faculty Replacement Position</p>	<p>Faculty Member Patty Hall said the Education and Human Development Department is requesting a replacement position for a faculty member who resigned last June. They are expecting some significant changes in their department and would like to consider filling the position next year. Academic Senate asked her to present the information to PBC and then work with the administration on the timing of the process.</p> <p>ACTION: A motion to recommend the hiring of the Education and Human Development replacement faculty position was made by Peggy Perruccio and seconded by Dean Max Hartman. Motion passed.</p>
<p>4. Personal Counseling Faculty</p>	<p>Dean Max Hartman presented a slide proposal prepared by Dr. Bettina Lee on their request to replace a full-time faculty in the Personal Counseling Center to fill the vacant position held by the</p>

<p>Replacement Position</p>	<p>late Dr. Gena Rhodes. Two adjuncts are working in the center, one who was filling in for Dr. Rhodes while she was on leave. The addition of the full-time faculty position held by Dr. Rhodes helped the Center receive a district-wide mental health grant allowing them to expand services and develop a student community. They would like to move forward so that the new faculty can oversee the Counseling Center intern recruitment program in preparation for next year.</p> <p>ACTION: A motion to recommend the filling of the Personal Counseling faculty position was made by Rachel Corrales and seconded by Margarita Baez. Motion Passed.</p>
<p>5. STUDY SESSION: College Scorecard</p>	<p>The College Scorecard (also known as the Institution Set Standards), contain four different types of metrics:</p> <ul style="list-style-type: none"> • Enrollment Management Metric • Student Momentum Metric • Completion Metric • Employment Outcome Metric <p>These measure outcomes and student progress while at the college. PBC formed a Task Force that included faculty, administrators, staff and a student, who worked for more than a year to update the metrics and set new goals. In order to make sure that the College continuously improves student outcomes and how effective it is by looking at the mission, identifying different strategies and actions and checking to see if the impact of the actions worked. Then we adjust and scale or eliminate them if they were not effective. Dean Engel acknowledged Task Force members Dean James Carranza, Mary Chries Concha Thia, former student JT Eden, Dean Max Hartman, Professor Jessica Kaven and Dean David Reed. She also commended PRIE Analyst Alex Claxton for his work on the project.</p> <p>The metric definitions used were largely from the state-defined Student Success Metrics. Existing goals that PBC had already set in the context of the College's Student Equity and Achievement Plan (SEAP) and the State Chancellor's Office's Vision for Success are included here.</p> <p>For accreditation purposes, the ACCJC and related standards indicate that every college must set standards for student achievement. Looking at five-year trends, the College set a minimum standard so it can be monitored so the college does not fall below the minimum. ACCJC-required items must be reported on and while there are a minimum number of metrics that must be reported on, there is no maximum number. The information must be published on the Task Force website.</p> <p>The Chancellor's Office released the Vision for Success goals, which included updated definitions and student success metrics, which are incorporated. The Task Force recommends applying a 5% increase or decrease to most of the metrics. They set a baseline year of 2018-2019, since it was not impacted by COVID-19. The new goal for headcount is lower due to COVID-19. PBC may decide it wants more than a 5% increase on some of the items. Goals should be reasonable and attainable within the timeframe.</p> <p>Some items correspond with the College's Enrollment Management plan and the goals it is seeking to achieve.</p> <p>The data on race and ethnicity comes from CCC Apply and VP Manuel Pérez would like to be more strategic on how the College addresses race and ethnicity data.</p>
<p>6. Institution Set Standards</p>	<p>ACTION: A motion to approve the new metrics and goals for the College's institution set standards adding in metrics for race, sex and gender expression by Dean Hyla Lacefield and seconded by Denise Erickson. Motion Passed.</p>

<p>7. STUDY SESSION: Research and Evaluation Plan</p>	<p>The PRIE Team, comprised of Milena Angelova, Alex Claxton and Dean Karen Engel, is proposing a new one- to two-year Research and Evaluation Plan for the purpose of supporting the College's continuous improvement efforts. It will look at the sources of innovation and new interventions for student outcomes and then make recommendations to improve or scale something. It is hoped that the cycle would continue year after year to maintain the process.</p> <p>Sources of Innovation for 2020-21</p> <ul style="list-style-type: none"> • Education Master Plan • Strategic Enrollment Management Plan • Guided Pathways • Student Equity and Achievement Plan • AB705 • Grant-sponsored programs <p>Evaluation Methodology</p> <p>Using both quantitative and qualitative data, the PRIE team developed four levels of intervention as well as a proposed fifth level:</p> <ol style="list-style-type: none"> 1. Student reaction to intervention 2. Student learning following intervention 3. Student behavior change 4. Outcomes of the behavior change 5. Proposed new level: Cost effectiveness of staff involvement and time of each intervention. The PRIE team is working with the Vice President of Administrative Services on developing a means to assess the cost of the intervention. <p>Logic Model</p> <p>The Logic Model pulls together data about the innovations, interventions and activities so the information will be in one centralized place. Three innovative strategies and interventions were reviewed:</p> <ul style="list-style-type: none"> • Dual Enrollment: Alex Claxton is the PRIE lead and is working with Mayra Arellano who is the intervention lead to collect information and support analysis to move the project forward. They are looking at the program's impact on student success and measuring outcomes. • AB705 Implementation: Milena Angelova reported that they are looking at the placement process, corequisite courses and extended instruction and evaluating how academic support outside the classroom helps implement AB705. Outcomes and long-term success for students in Math and English would be analyzed to help close the gaps. • Trabajo Grant: The same evaluation is being done for this grant which is about students' interest in STEM fields, including internships and job shadowing, which is difficult in an online mode during COVID-19. They are looking at outcomes, which are under development and hope to have them ready in two months. Students gain experience in their field, more students prepare for STEM degrees, transfer to four-year colleges in STEM and enter the workforce. <p>Karen commended her team for their work on the Research and Evaluation Plan. Dean Engel responded to a question about how items are added to the list. Karen commended her team for their work on the Research and Evaluation Plan and indicated that the Plan presented is a draft and that PRIE is interested in receiving feedback before seeking approval.</p>
<p>STANDING ITEMS</p>	
<p>8. Associated Students of Cañada College</p>	<ul style="list-style-type: none"> • Mari Managadze announced that the ASCC will be holding events during the next couple of weeks.

	<ul style="list-style-type: none"> • During its last meeting, Dean Max Hartman presented on Guided Pathways and ASCC gave a response to the BSU's demands regarding the race discussions in our college. • Educators NOW had \$2000 of funding approved for book printing and mailing, and Leadership Over Lunch had \$70 of funding approved for shipping costs for their event. • The ASCC delegated two anti-racist task force representatives, as well as two transfer task force delegates.
9. Academic Senate of Cañada College	<ul style="list-style-type: none"> • Diana Tedone-Goldstone announced that the Academic Senate had a good presentation on Building 9, First Floor renovations. • The Senate will hold its last meeting of the semester on December 10.
10. Classified Senate of Cañada College	<ul style="list-style-type: none"> • Jeanne Stalker and the Classified Senate Officers wished everyone a safe, healthy and happy Thanksgiving.
11. Guided Pathways	No update was reported.
12. Planning Council Reports	<p><u>IPC</u>: No update was reported. <u>SSPC</u>: No update was reported. <u>APC</u>: No update was reported.</p>
13. President's Update	<ul style="list-style-type: none"> • The College will hold its Critical Conversation on Race on Friday, November 20 at 1:30pm with a continued discussion of Ibram Kendi's book, <i>How to be an Antiracist</i>. • Dr. Moore thanked everyone for their tireless effort throughout the semester and for their help with students. • Tonight's Board of Trustees Meeting will be the last meeting for Karen Schwarz and Dave Mandelkern who are not continuing as trustees. • The College's Economic Workforce Development Department, in conjunction with workforce staff from CSM and Skyline, will be presenting work they have done on their portal at the Board Meeting. • Dr. Moore thanked students with the ASCC who volunteered at the Second Harvest Food Bank on Friday, November 13. Due to ongoing need during the COVID-19 pandemic, the food distribution program will continue through the end of the academic year.
14. Matters of Public Interest	<p><u>Upcoming Events</u></p> <ul style="list-style-type: none"> • December 2: Rebekah Taveau announced that there will be a Leadership Over Lunch Conversation with Artists from 11:30am. • December 10: The Library will be hosting a virtual therapy dog session from noon-12:30pm.
Next Meeting	The next meeting will be held on December 2.
ADJOURNMENT	4:03 PM