



Minutes of Strategic Planning and Allocation of Resources Committee
Held on April 23, 2019
Held in Building 4, Room 4-301

Chairs:

Eloisa Briones, Kathryn Williams Browne, Ingrid Vargas

Members Present:

Wissem Bennani, Belinda Chan (substituting for Barbara Lamson), Kathy Fitzpatrick, Angélica Garcia, Pearl Ibeanusi, Melissa Komadina, Evan Leach, Athena Nazario (Replacing Pia Walawalkar), Sonya Pope, Nicole Porter, Bianca Rowden-Quince, Leigh Anne Shaw, Jennifer Taylor-Mendoza, Miranda Wang, Karen Wong

Members Absent:

Zachary Bruno, Luis Escobar, Michael Fitzgerald, Filipp Gleyzer, Christine Roumbanis, Gabe Saucedo

Resource:

Belinda Chan (co-Recorder), Paul Cassidy, Judy Hutchinson (co-Recorder), Zahra Mojtahedi

1. GENERAL FUNCTIONS

1.1. Call to Order and Introduction

Tri-Chair Kathryn Williams Browne called the regular meeting to order at 2:22 p.m.

2. DISCUSSION/REPORT

2.1. District Committee on Budget and Finance (DCBF) Update

Due to lack of a quorum when meeting called to order, this item was discussed before action items.

Judy Hutchinson provided an update of the District Committee on Budget and Finance (DCBF) held on April 16, 2019. Discussed items can be found on DCBF Agenda.

The second period of the 2018-19 Apportionment Attendance Report was due to California Community College Chancellor's Office (CCCCO) on April 15, 2019. Skyline College reported to have a higher FTES compared to the first period. See [320 Report – P2](#) for details.

Phase 3 of the Capital Improvement Program (CIP) was also discussed during the DCBF meeting. Details can be found in the [CIP Update slides](#).

Next update will be shared in the May meeting.

2.2. 2019/20 Preliminary Budget Update

Due to lack of a quorum when meeting called to order, this item was discussed before action items.

[Skyline College Fund 1 Early Budget Scenario of February 28, 2019 and Skyline College Fund 1 Budget Status as of April 23, 2019](#) worksheets were tabled.

In this preliminary budget update, the estimated Tentative Fund 1 Site Allocation for Skyline College is more favorable than previously anticipated. If this trend continues, the committee may examine and consider a wider range of planning scenarios.

3. ACTION ITEM(S)

3.1. Approve Agenda

A split time of an agenda item on Comprehensive Program Review (CPR) debrief was proposed with an online survey to be administered in the first part of the debrief. A motion was made by Karen Wong and seconded by Eloisa Briones to approve the April 23, 2019 Agenda as proposed. Motion carried unanimously.

3.2. Approve Minutes

No amendment proposed to the April 11, 2019 Minutes. The April 11, 2019 approved as written.

4. DISCUSSION/REPORT

4.1. Comprehensive Program Review (CPR) Debrief, Part I

Members were given ten minutes to provide feedback on Comprehensive Program Review (CPR) process and format via an online survey.

5. ACTION ITEM(S)

5.1. Recommendation of Institutional Goal Setting to College Governance Council (CGC)

The California Community Colleges Chancellor's Office (CCCCO) requires colleges to set institutional goals in the listed areas to achieve the Vision for Success. Ingrid Vargas shared with the Committee that Skyline College proposed to align the percent proposed by CCCCCO as the institutional or the aspirational goals to achieve within five years from the 2016-17 base year.

1. Goal 1: Completion
 - To increase unduplicated degrees and/or certificate seekers combined by 20% over five years
2. Goal 2: Transfer
 - To increase transfer rate of students to 4-year universities by 35% in five years
3. Goal 3: Unit Accumulation
 - To reduce unit accumulation by 9% for the AA/AS degree seekers in five years
4. Goal 4: Workforce
 - To increase employment in course/program related job field by 9% in five years
5. Goal 5: Equity
 - To reduce achievement gap by 40% in five years

Questions and comments about the goals included:

- How are changes in enrollment factored into the completion goals?
 - The completion goals do not account for changes in enrollments. The goal calls for a 20% increase over the absolute number of certificate and degree earners
- Would the transfer rate include students enrolling into private universities?
 - The in-state private, out-of-state public and out-of-state private transfers are not captured in the metrics.
- How will the unit accumulation be counted for those who are doing double majors?
 - An answer to this question needs a further investigation.
- How do units earned from dual enrollment counted for unit accumulation?
 - Dual enrollment units are not counted toward CCC unit accumulation.
- Does the CCCCCO's report require colleges to submit an action plan on how to achieve the institutional goals?
 - Not for these Vision Goals, but the CCCCCO requires a separate Equity Plan.
- Some courses may not be available to students, which may result students changing their education path and end up with more units.

- Members recommend to have designated person/team to work on the listed equity gaps.
- Members recommend to have a dashboard of data that is accessible campus-wide.

6. DISCUSSION/REPORT

6.1. Scorecard Update

In relating to the Institutional Goal Setting, Zahra Mojtahedi provided an update on the Skyline College Scorecard, formerly known as the “Balanced Scorecard”, which began approval process in the 2017-2018 academic year in Institutional Effectiveness Committee (IEC), Strategic Planning and Allocation of Resources Committee (SPARC), and College Governance Council (CGC), and is currently in Phase II of the revision process.

Goal setting and changes of the Scorecard will continue in summer, taking into account the latest academic year for which institutional outcomes data is available. The revised Scorecard will be taken through campus governance and available for review in early fall 2019.

The revised Skyline College Scorecard will include goal alignment with language used by Accrediting Commission for Community and Junior Colleges (ACCJC), i.e., the College will be setting and publishing “institutional-set standards” and “stretch goals” in alignment with ACCJC terminology.

6.2. Comprehensive Program Review (CPR) Debrief, Part II

Zahra Mojtahedi and Karen Wong facilitated a debrief of the preliminary SPARC CPR Feedback Survey results, noting a reminder to fill out the feedback survey would be sent to absent members.

Feedback from the ten programs/units that underwent CPR in the 2018-2019 academic year will also be solicited through an online survey. Survey will include questions on presentation process feedback, and the role of SPARC in providing feedback. Survey results from both the SPARC survey and CPR Completers Feedback Survey will be shared in the next and final SPARC meeting of the year.

6.3. Institutional Self Evaluation Report (ISER) Draft Review

William Minnich, one of the Tri-Chairs of the Accreditation Steering Committee, provided an update of Institutional Self Evaluation Report (ISER) to the Committee. See the [2019 ISER Rollout slides](#) for more details.

7. ANNOUNCEMENT

No announcement was made.

8. NEXT REGULAR MEETING

Next regular meeting will be held on Thursday, May 9, 2019 at 2:10 p.m. in Room 6-203.

9. ADJOURNMENT

There being no further business, Karen Wong made a motion and seconded by Angélica Garcia to adjourn the meeting. April 23, 2019 meeting was adjourned at 4:06 p.m.

Minutes were approved by Members on May 9, 2019.