



Cañada College

Educational Master Planning Facilitation and Support

June 2021 - February 2022

The Research and Planning Group (RP Group) for California Community Colleges is proposing to contract with Cañada College to provide planning and facilitation support for the college's Educational Master Planning Task Force and Office of Planning, Research, and Institutional Effectiveness (PRIE) to support the college's long-term strategic planning process.

The areas of focus for this work will include facilitation at key strategic planning events and serving in an advisory role on the college's anti-racism efforts and to PRIE throughout the process.

Overview of Project

The RP Group will co-design and coordinate with key Cañada College personnel as indicated below to plan and facilitate the following planning events:

1. June 2021 Strategic Planning Training for the EMP Task Force: 25 participants
 - o The RP Group will co-design, plan, and facilitate an orientation to strategic planning for the EMP Task Force.
2. August 2021 Campus Summer Leadership Retreat: 45 participants
 - o The RP Group will co-design, plan, and facilitate a one-day session during the two-day retreat.
3. October 13, 2021 FLEX Day
 - o The RP Group will co-design, plan, and facilitate a two-hour, college-wide session on the college mission, vision, values.
4. January 2021 Educational Master Plan Retreat: 25 – 45 participants
 - o The RP Group will co-design, plan, and facilitate a two-day strategic planning retreat where the EMP Task Force will synthesize the results of external and internal scans, community input, and other information to articulate new goals and strategic initiatives for the college.

In addition to the facilitation of the events described above, the RP Group will:

5. Review and provide consultation and feedback on the college's assessment of its anti-racism efforts.
6. Provide consultation and feedback to the PRIE office on matters related to assessment, evaluation, and data to support the strategic planning efforts.

Timeline, Costs, and Deliverables

The proposed term of this contract would be from June 15, 2021 through February 28, 2022. **This project is quoted at a flat rate of \$49,600.** Below is a list of major deliverables during the contract period.

| Date | Activities | Deliverables | Cost |
|-----------------------------|---|---|----------|
| June 2021 | Meetings with Cañada College personnel to plan and design the Strategic Planning Training for the EMP Task Force Collation and review of materials to support strategic planning | <ul style="list-style-type: none"> ● An agenda for the June training ● Facilitation at the June training | \$6,000 |
| July - August 2021 | Meetings with Cañada College personnel to plan, design, and facilitate the Campus Summer Leadership Retreat | <ul style="list-style-type: none"> ● An agenda for the retreat ● Facilitation at the retreat in August ● Memo with highlights from the retreat and potential opportunities | \$9,600 |
| September - October 2021 | Meetings with Cañada College personnel to plan, design, and facilitate the Flex Day session Collation and review of college documentation and materials related to the mission, vision, and values | <ul style="list-style-type: none"> ● An agenda for the session ● Facilitation at the session in October ● Memo with highlights from the session and potential opportunities | \$4,000 |
| October 2021 - January 2022 | Meetings with Cañada College personnel to plan and design the EMP Retreat Collation and review of the college's EMP documentation and supporting materials | <ul style="list-style-type: none"> ● An agenda for the retreat ● Facilitation at the 2-day retreat in January ● A brief with highlights from the retreat and potential opportunities | \$14,000 |
| May 2021 - February 2022 | Meetings with Cañada College personnel to review and discuss anti-racism efforts Collation and review of materials related to the college's anti-racism efforts | <ul style="list-style-type: none"> ● A brief with highlights and key opportunities to assess and sustain the college's anti-racism efforts | \$10,000 |
| May 2021 - January 2022 | Meetings with PRIE staff to provide consultation and support related to the strategic planning efforts | N/A | \$6,000 |

Brief Biographies of Team Members

The Research and Planning Group for California Community Colleges (RP Group) is a nonpartisan nonprofit that has been working in service of California community colleges for over 20 years. We are fully supported by membership dues, research and evaluation contracts, professional development, and foundation grants. Our work strengthens the ability of California community colleges to discover and undertake high-quality research, planning, and assessments that enable and enhance evidence-based decision making, institutional effectiveness, and success for all students. With a majority of our work defined and conducted by community college practitioners themselves, the RP Group provides an on-the-ground perspective to complex issues within California's community college system.

Dr. Al Solano (Project Lead)

Dr. Solano, a long-time RP Group trusted partner and collaborator, is the Founder of and a Coach at the Continuous Learning Institute. A big believer in kindness, he helps institutions of higher education to plan and implement homegrown practices to improve student success and equity by coaching them through a process based on what he calls the "Three Cs: Clarity, Coherence, Consensus." In addition, Dr. Solano's bite-sized, practitioner-based articles on student success strategies, institutional planning and implementation, and educational leadership are implemented at institutions across the country. He has worked directly with over 40 colleges and universities and has trained well over 5,000 educators. He has coached colleges for over a decade, worked at two community colleges, and began his education career in K12. He earned a doctorate in education from UCLA, and is a proud community college student who transferred to Cornell University to complete his bachelor's degree in Government and History.

For more information, visit: <https://www.continuous-learning-institute.com/about>

Dr. Hannah Lawler (Team Member)

Dr. Lawler has worked in the field of institutional research, planning, and effectiveness (IRPE) in California community colleges for over 15 years. She is currently the Dean of Institutional Research at Santa Monica College (SMC) and has served in this role for 11 years. In addition to her position at SMC, Dr. Lawler has consulted with and provided technical research assistance, evaluation services, and racial equity data training for the Center for Urban Education (CUE) at USC, the Research & Planning (RP) Group of California, and several community colleges across the state. In 2016, she launched one of the pioneer data coaching programs in the California Community College (CCC) system at SMC and has trained dozens of faculty, staff, and administrators on how to more effectively analyze data to drive conversations that lead to interventions and strategies to close racial equity gaps. Dr. Lawler holds a bachelor's degree in psychology from Pepperdine University and a doctorate degree in higher education administration from USC.

Payment Schedule

Two invoices will be submitted for payment: \$24,800 in June 2021 upon signing of the contract to cover expenses related to planning, preparation, and facilitation, and \$24,800 upon completion of the final event and submission of all written deliverables in February 2022.

Organizational Information

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