



Approved

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, February 7, 2024

In-Person and Via Zoom

Regular Meeting: 2:10 – 4:00 p.m.

Members present: Maria Huning, Alicia Aguirre, Kassie Alexander, Mayra Arellano, Mia Berta, Nick Carr, Rachel Corrales, Karen Engel, Denise Erickson, Chialin Hsieh, Jacky Ip, Hyla Lacefield, Ray Lapuz, Kim Lopez, Joan Murphy, Manuel Alejandro Pérez, Ludmilla Prisecar, Megan Rodriguez Antone, Julian Taylor, Diana Tedone-Goldstone.

Members absent: David Eck, Gina Hooper, John Omar, Sarita Santos.

Guests and others present: Ron Andrade, Gonzalo Arrizon, Wissem Bennani, James Carranza, Mary Chries Concha Thia, David Gainey, Max Hartman, Alyssa Lucchini, Carole Meagher, Terra Morris, Candice Nance, Danielle Pelletier, Mahitha Rao, Gampi Shankar, Chantal Sosa, Ameer Thompson, Kathleen Sullivan-Torrez.

AGENDA ITEM	CONTENT
<p>Welcome, Introductions and Approval of Consent Agenda</p>	<p>The PBC agenda and minutes from the December 6 PBC meeting were presented along with the December 13, January 24 and February 3 board-approved staffing updates. Two faculty replacement requests were included: A Fashion Design Faculty request submitted by Ronda Chaney and Dean Hyla Lacefield; and a Communication Studies Faculty, submitted by Dean James Carranza.</p> <p>ACTION: A motion to approve the Consent Agenda was made by Dean Hyla Lacefield and seconded by VP Chialin Hsieh. Motion passed.</p>
<p>Drop for Non-Payment Proposal (Danielle Pelletier, ESL Faculty; Max Hartman, Dean of Counseling; Wissem Bennani, Dean of Enrollment & Student Support Services)</p>	<p>Dean Wissem Bennani summarized the data of students who were dropped for non-payment from fall 2021 to spring 2023. The data showed that most students re-enrolled at Cañada after being dropped for non-payment, some re-enrolled at either CSM or Skyline College and many did not re-enroll in the district after being dropped in the same semester. Of the students who did not re-enroll, he said the majority of these students did not return the following term. The balance of money owed by students who were dropped was presented.</p> <p>Dean Bennani reviewed the enrollment status and cumulative units earned, as well as demographics, race/ethnicity and age of non-returning students.</p> <p><u>Cañada SSPC Drop for Non-Payment Proposal</u> Dean Max Hartman said the proposal would: Exclude all continuing and returning students from drop for non-payment if they have previously completed at least one unit with a C/Pass or higher at SMCCCD.</p> <ul style="list-style-type: none"> • Balance limit at the time of drop: Not more than \$499. • Review the communication sent to students to make sure they are informed about new changes. <p>ESL Faculty Danielle Pelletier reviewed the possible implications. Students may end up with registration holds if they don't pay the balance on time. They also may not be aware that they have to drop the course on their own, or they will end up with a balance.</p>

	<p>Enrollment Services Committee (ESC) discussed the proposal on February 2. More data is needed from all three colleges before making a decision and Dean Bennani is working with CSM and Skyline. Regarding the timeline, ITS would need the criteria by the end of February 2024, otherwise the earliest opportunity for implementation would be spring 2025. Dean Hartman said the dollar amount and academic standing are being considered.</p> <p>The proposal will be brought back to ESC, District Joint VP Council and the Chancellor's Cabinet.</p> <p><u>Comment:</u></p> <ul style="list-style-type: none"> • President Lopez commended them on the great work they have done and for presenting the proposal to the ESC. • Rachel Corrales said the staff in the Cashier's office has had conversations with students who are being dropped. Would like that criteria available for students and also education around the misunderstanding around free college. She also pointed out that digital books are added close to or after registration and students are being dropped because those charges are added. <ul style="list-style-type: none"> ○ Dean Bennani said that communication is a part of the proposal. • Alicia Aguirre is pleased that this is moving forward but said it will take a long time. She asked if the College has any funds that are accessible in the interim for students. <ul style="list-style-type: none"> ○ Dean Hartman noted that there is one thing that can be done now without changing a policy. There are groups of students that are already exempted from drop for non-payment. He said that any student who has completed the FAFSA application for financial aid is automatically exempted.
<p>College Midterm Report to the ACCJC – 2023 (Karen Engel, Dean of PRIE, ALO)</p>	<p>The College Midterm Report was submitted to the ACCJC in October 2023 and Dean Karen Engel said the ACCJC accepted and approved the report. She asked PBC members to share this information with their constituents.</p>
<p>ISER 2025 Preparation: Timeline and Spring 2024 Gap Analysis Process</p>	<p>Cañada College is beginning the process of preparing the Institutional Self Evaluation Report (ISER) and it will take years to complete. Dean Engel presented the two-year timeline. The report is due to the ACCJC by December 2025 and she recommends that the College have a first draft prepared by December 2024. An Accreditation Steering Committee will be formed and faculty accreditation leads will be appointed.</p> <p>The process of gathering evidence is underway and they hope to present any gaps in evidence to PBC by the end of the spring semester. A workshop will be held on March 11 to review the new accreditation standards and talk about what the ACCJC is looking for, as well as to answer questions that participants may have. The slides may be viewed on the PBC website at: https://canadacollege.edu/planningbudgetingcouncil/2023-24/iser-prep-2-year-timeline-and-steering-comm-as-of-feb-2024.pdf</p> <p>ACTION: A motion to adopt a two-year timeline for the preparation of a new Institutional Self-Evaluation Report for the ACCJC was made by Dean Hyla Lacefield and seconded by VP Chialin Hsieh. Motion Passed.</p> <p>The Accreditation Steering Committee composition was reviewed and each standard will have three tri-chairs: one faculty, one Classified staff and one administrator. Dean Engel would like to hold one two-hour meeting this spring. She also reviewed the spring ISER preparation schedule by month. The ACCJC notified the College about evidence that will be required and which evidence will be optional by standard, as well as required documentation.</p> <p><u>Steering Committee Composition (as of February 7, 2024)</u></p>

	<ul style="list-style-type: none"> ○ Standard I: Dean Karen Engel, Alicia Aguirre and Maria Huning ○ Standard II: VP Chialin Hsieh, VP Manuel Pérez, David Eck and a Classified staff to be determined ○ Standard III: VP Ludmila Prisecar, Nick Carr and Rachel Corrales ○ Standard IV: Dean Karen Engel, District Vice Chancellor Aaron McVean, Ray Lapuz and Jacky Ip Standard IV focuses on governance and decision making and will include a lot of district evidence. <p>The slides may be viewed on the PBC website at: https://canadacollege.edu/planningbudgetingcouncil/2023-24/iser-prep-2-year-timeline-and-steering-comm-as-of-feb-2024.pdf</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> ● Maria Huning asked about the timeline and expected work ahead of the Steering Committee meeting in April. <ul style="list-style-type: none"> ○ Dean Engel said it will be up to the administrative leads for each Standard to present any gaps in evidence to their groups. There is no pre-preparation for the other committee members. ● VP Pérez would like Steering Committee members to serve for two years, otherwise it would be good to have their participation for one semester or one year. He would like to affirm the membership at the end of the semester for the next semester. <ul style="list-style-type: none"> ○ Dean Engel said most of the people identified are PBC members. If they cannot continue, hopefully PBC can find replacement members next year. <p>ACTION: A motion to approve spring 2024 Accreditation Steering Committee members and direct them to return to PBC by early April with recommendations for how to address any evidence gaps was made by VP Chialin Hsieh and seconded by Joan Murphy. Motion passed.</p>
<p>Institution-Set Standards for 2022-23 (Karen Engel, Dean of PRIE and Terra Morris, PRIE Analyst</p>	<p>Each year, the institution (Cañada College) looks at the standards that we measure and evaluate ourselves on, as well as goals and metrics. Those standards were set in 2020. A standard is the minimum of what is acceptable for that metric. Dean Engel said there are five years of data for each metric. In some areas, the College has exceeded its goal and in other areas, the College barely met its set standard. She asked PBC to review the set standards, which are posted on the PBC website: https://canadacollege.edu/planningbudgetingcouncil/2023-24/institution-set-standards-2022-2023-for-pbc-feb-2024.pdf</p> <p>Terra Morris, temporary PRIE Analyst, has done the work on both the Institutional Set Standards and the College Scorecard. She reviewed the slides, which are posted on the PBC website at https://canadacollege.edu/planningbudgetingcouncil/2023-24/institution-set-stds-presentation-to-pbc-feb--2024.pdf</p> <p><u>Enrollment Management</u></p> <ul style="list-style-type: none"> ● <u>FTES and Headcount:</u> The proportion of FTES to overall headcount was compared between academic years 2018-2022 and it was about 30%. There was a slight drop in the average units that students attempted during that same time period. ● <u>Home Campus Students:</u> The total number of students enrolled at Cañada was compared with students whose program of study is at Cañada (home campus students). Between fall 2019-fall 2023, the proportion is steady at just under 60%. ● Weekly Student Contact Hours, LOAD, FTEF and number of course sections per academic year was presented. The five-year comparison for academic years 2018-2022 was shown, along with the goals for each area.

	<ul style="list-style-type: none"> • The number of Sequoia UHSD graduates who enroll at Cañada within one year of graduation was presented, along with the number of students enrolled in Middle College. The College EMP calls for increasing dual enrollment opportunities for high school students, as well as increasing the size of Middle College. <p><u>Student Momentum</u></p> <ul style="list-style-type: none"> • Persistence: The percentage of students who enroll in fall and return in spring was presented for academic years 2018-2022. Persistence rates for all enrolled students was compared with home campus students in 2019-2022. • Course Success: Overall rates by modality (online, hybrid, face-to-face) are fairly steady across the five academic years. • Disproportionately impacted students by instructional modality show that Hispanic students are negatively impacted regardless of modality. • Transfer gateway course completion shows what percentage of first-time, incoming students complete transfer-level English and Math within the first year. English is fairly steady and math is steady. • Degrees & certificates conferred has dropped in the most recent academic year (2022-23). • Time to completion shows the median number of units earned when students are finishing their first associate degree. In the last academic year, there were 74 units and that is stable. • The number of online programs was grown dramatically and now 84 of the College's degrees are offered 100% online in either a synchronous or asynchronous format. • The number of students transferring to a CSU or a UC is below our goal, but across the academic years, the number is fairly steady. • Student employment outcomes show the percentage of CTE students who are employed after exiting the program. In academic year 2022-2023, 92% of students are employed after exiting the program. • There is a first-time cohort dashboard and it is posted on the PRIE website. <p>Dean Engel hopes to present updated goals and an updated scorecard by next year.</p> <p><u>Comment:</u></p> <ul style="list-style-type: none"> • Alicia Aguirre asked if the data on English/math completion includes ESL students since ESL students may be here for a couple of years before they attempt to take English 100. <ul style="list-style-type: none"> ○ Terra Morris said Transfer Gateway course completion includes all first-time, incoming students who are given one year to complete transfer-level English, so it may exclude ESL students.
<p>EMP Priority #2 Work Group Implementation Proposal: Expand programs and opportunities to new community members in North Fair Oaks, Belle Haven and East Palo Alto, especially BIPOC communities (Manuel Alejandro Pérez, Vice President of Student Services Work Group Lead</p>	<p>VP Pérez presented a summary of the EMP workgroup proposal. The work group is trying to triple the number of students who can come to Cañada. They are focusing outreach in North Fair Oaks, Belle Haven and East Palo Alto with an emphasis on BIPOC students.</p> <p>PBC asked them to bring back an operational plan of their recommendations:</p> <p>Recommendation #1: Establish a regional council with reps from these communities. After meeting a week ago with community organizations, they decided to develop a digital or online platform to share information about the focus of this group and collect information from those organizations. They would then host a listening session or town hall in Belle Haven, North Fair Oaks or East Palo Alto to collect feedback and insights around forming a possible advisory council.</p> <p><u>Recommendation #2:</u> Develop unique resources to build trust with our Black community, Ohlone tribal community and with people of color communities. They could host focus visits at the high schools and at Cañada to connect groups, including AAHNAPI students and Latinx students.</p>

	<p>They would also like to form a list of high school leads, community leaders and community organizations that represent these groups. They are waiting to confirm their Ohlone lead contact.</p> <p><u>Recommendation #3:</u> Develop existing transportation resources and/or develop a strategic action plan for expanding instruction and services in the Belle Haven, East Palo Alto and North Fair Oaks communities.</p> <p><u>Recommendation #4:</u> Ensure that all recommendations and plans are data-informed. With the assistance of Dean Karen Engel, they will update existing data dashboards to show benchmarks and milestones that will inform their recommendations.</p> <p>The slides may be viewed on the PBC website: https://canadacollege.edu/planningbudgetingcouncil/2023-24/emp-work-group-implementation-matrix-nfo-bh-epa.pdf</p>
<p>EMP Priority #3 Work Group: Implementation Proposal: Strengthen K-16 Pathways and Transfer Work Group Recommendations (Chialin Hsieh, Vice President of Instruction, Work Group Lead)</p>	<p>The Work Group's goal is to decolonize transfer and strengthen support services so that the College's disproportionately impacted students succeed in the transfer process. Gonzalo Arrizon said they prioritized recommendations, attached timelines and set up processes with the goal of strengthening transfers and support services in order to increase the number of transferring students. The recommendations are:</p> <ul style="list-style-type: none"> • Enhance collaboration and establish administrative processes: Starting in March or April ColtsU Transfer Center will provide updates and collaborate with campus programs and divisions. They will improve communications and visibility on campus, create an alumni network and develop relationships with university partners. • Establish metrics: The PRIE Office is central to this work. They reviewed actions and will set up a method to collect data to find out who the students are that they are not reaching. They will partner with success teams. • Experiment with course time frames: Mahitha Rao said they are assessing the effectiveness of semester variations (8-week "minimester" or 12-week models) instead of taking full semester length courses to see how that affects transfer rates. • Support transcript evaluation services: They will advocate for resources to augment transcript evaluation services such as additional personnel or tech resources. They hope to start recommendations #3 and #4 this month. <p><u>Comment:</u> Max Hartman is happy to see the alignment of transfer work with guided pathways, the work that is being done to reach out to alumni and efforts to connect it to the CRM.</p> <p>The slides may be viewed on the PBC website: https://canadacollege.edu/planningbudgetingcouncil/2023-24/emp-work-group-transfer-implementation-feb-7-2024.pdf</p>
<p>EMP Priority #4 Work Group: Implementation Proposal: Reimagining Career (Karen Engel, Dean of PRIE, Work Group Lead)</p>	<p>Dean Engel said the Work Group is calling itself the "career onramp collaborative." Their first recommendation is to hire a new Workforce Director who would help with the alignment and coordination of the collaborative that is needed. In the meantime, Dean Lacefield and Dean Engel will continue to bring the group together to collaborate. Dean Engel presented the Work Group's recommendations for implementation of its recommendations with action items identified for this spring. These include:</p> <ul style="list-style-type: none"> • Re-filling the vacant co-op faculty position, which is now called Work Experience Education faculty. Dean Hyla Lacefield said this position could connect efforts to make sure that all students have access to work-based learning opportunities. • Working with the Marketing Department to update communication materials about work and work-based learning opportunities at Cañada.

	<ul style="list-style-type: none"> • Supporting the work of interest areas, which are the focal point for career exploration and work-based learning for students. • Ensuring Cañada’s not-for-credit students have access to all the same career on-ramp services and other campus services as for-credit students, well as more support to transition to credit programs. • Starting career pathways in high school. They will work with Dual Enrollment. • Ensuring that the alumni network is strong and transparent in LinkedIn. <p>Dean Engel said there is a new statewide plan for career tech education and the Workgroup wants to make sure the Cañada is ready and prepared.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> • Dean Hyla Lacefield said that when the previous faculty retired, the College held off with the replacement because we knew this would be changing. She feels that this is the time to explore this opportunity. • Candice Nance asked if the Colleges are able to offer not-for-credit courses now. <ul style="list-style-type: none"> ○ Dean Engel said the district does offer some courses, but there are obstacles with the faculty salary schedule. The Group will check with Vice Chancellor Aaron McVean to see how that could be scaled. ○ Candice said Skyline Colleges does offer ESOL for non-credit and she would like to help with this work. <p>The slides may be viewed on the PBC website: https://canadacollege.edu/planningbudgetingcouncil/2023-24/emp-work-grp-reimagining-career-implementation-matrix-for-pbc-2-7-2024.pdf</p>
<p>EMP Strategic Initiative 4.3: Create a hub for evening and weekend students – evaluation of Fall 2023 pilot (Manuel Alejandro Pérez, Vice President of Student Services; Karen Engel, Dean of PRIE)</p>	<p>VP Manuel Pérez said they reviewed ideas for Cañada de Noche, which was piloted for September-November 2023. The program provided service and support and was located where the College held most of its evening courses. At this time, they are not yet looking at services for weekend students, only weeknight/evening students. These include resources, food and learning support services.</p> <p>Marketing designed the evening services website to look different than the College’s regular website. They wanted fast access with most information on one screen. It was sent to students and evening instructors who were teaching last semester. All evening supports and evening services, food, and Public Safety contact information, as well as Public Safety escorting services was included. The map on the website had specific information for where these services were located in the evening.</p> <p>He reviewed the Grab & Go and Snack Program. Food lockers are installed in Building 13 and prepared for a spring 2024 launch. They are piloting the food lockers with just the evening students.</p> <p>Dean Engel reviewed the data from three surveys that were held last fall to students, faculty and Classified staff. The survey for students was just sent to in-person or hybrid classes starting after 4:30pm in fall 2023. All Classified staff, regardless of what time they worked, were surveyed. Students expressed gratitude for the services. Some faculty were appreciative and others reported that they did not see the change they had hoped for, primarily around Public Safety. Classified staff felt that it was not always necessary to stay open that late all semester.</p> <p>VP Pérez reviewed the general evaluative feedback. Fall 2023 was contrasted with spring 2024 and the number of evening classes and students really increased.</p> <ul style="list-style-type: none"> • They want to make sure their evening programs served their part-time BIPOC students.

	<ul style="list-style-type: none"> • There was a concern that by calling it Cañada de Noche, the College was only focusing on Spanish-speaking students. • More low-income students are attending this semester compared to last. Evening enrollments by day and building were reviewed. • The evening busy times by day and by building were presented and should be useful information for Public Safety so they know where most of the students are in the evening. • Evening counseling appointments by day were presented. Dean Max Hartman said they want to have counseling services where the students are and they added drop-in counseling in the evenings. <p>Their commitment to targeted support will continue in the spring semester.</p> <p>The slides may be viewed on the PBC website: https://canadacollege.edu/planningbudgetingcouncil/2023-24/canada-de-noche-report-to-pbc-feb-7-2024.pdf</p>
STANDING ITEMS	
Associated Students of Cañada College	<p>Mia Berta is now the ASCC rep to PBC. She reported the following:</p> <ul style="list-style-type: none"> • The ASCC will be hosting more events this semester. • Club Rush will be held during the week of February 12 in The Grove. • In celebration of Black History Month, they will be serving food from local Black-owned restaurants in The Grove.
Academic Senate of Cañada College	<p>On behalf of Academic Senate President, David Eck, Diana Tedone-Goldstone reported that the Academic Senate will meet on February 8 and will provide an update next month.</p>
Classified Senate of Cañada College	<p>Maria Huning said the Classified Senate has not met, but will provide an update at the March PBC meeting.</p>
Planning Council Reports	<p>IPC: Diana Tedone-Goldstone is now the IPC rep to PBC. She reported that the IPC had its first meeting during the week of January 29 and there was discussion on the instructional program review process and suggestions for improvements for next year.</p> <p>SSPC: Mayra Arellano said the IPC met during the week of January 29 and Dean Wissem Bennani and Dean Max Hartman presented the drop for non-payment proposal. SSPC reviewed the marketing proposal and they want a recommendation on how to better promote classes and be more engaging. They suggested creating calendar invitations. SSPC will work closely with Marketing to also increase the College's social media presence.</p>
President's Update	<p>Earlier in the meeting, PBC approved the consent agenda items for the faculty replacement positions in Fashion Design and Communication Studies. President Lopez approves both replacement position requests and would like the College to proceed with the hiring process.</p>
Matters of Public Interest and Upcoming Events	<p>None were reported.</p>
ADJOURNMENT	<p>The meeting was adjourned at 4:06 p.m.</p>
Next Meeting	<p>The next meeting will be held on February 21, 2024.</p>