

Planning and Fiscal Council Minutes

Tuesday, November 9, 2021, 2:30pm-4:00pm, via Zoom

Members Present: Don Miller (Co-Chair and VPAA), Dorali Pichardo-Diaz (Co-Chair and President, AS), Eric Dixon-Peters (Vice President, Student Services), Stephen Kibui (Vice President, Finance & Business), Caroline Durdella (Dean, Institutional Research and Planning), Rebecca Green (1st VP, AS), Angelica Martinez (2nd VP, AS), Diana Valladares (Secretary, AS), Angela Rhodes (Parliamentarian, AS), Sheila Lynch (ASCCC Rep, AS), Kevin Smith (Past President, AS), Rudy Rios (President, RHCFA), Grant Tovmasian (Faculty), Veronica Holbrook (Faculty), Juana Mora (Faculty), Sandra Hernandez (President, CSEA), Jim Sass (CSEA), Lisa Sandoval (CSEA), Mark Yokoyama (Dean, Public Safety), Heba Griffiths (Director, EOP&S/CARE), Pricilla Mendoza (ASRHC President), Esmeralda De Anda (ASRHC Rep), Matthew De Haro (ASRHC Rep)

Members Absent: None

Support Staff Present: Lisa Norman (Acting Vice President, Human Resources), Mario Gaspar (Director, Facilities Services), Markelle Stansell (Sr. Admin. Asst. to VPAA)

A. Opening Items

1. Call to Order – The meeting was called to order at 2:35 pm.

2. Approval of Minutes – The October 26, 2021 minutes were approved by consensus as presented.

3. Superintendent/President's Report – None.

4. ASRHC Report – Pricilla Mendoza reported that ASRHC passed a resolution in yesterday's AS Senate meeting that states that many students didn't complete the classroom instruction and in-person learning survey. Most likely, the ones who did are online students that are actively engaged and who had access and experience with technology. ASRHC believes in order to advocate for the needs and preferences of the student body, that the survey must have a larger sample size that more accurately reflects the student population. AS has recommended that we try to reach a greater participation rate. They suggest that professors announce the survey in class, have banner on Canvas promoting the survey, and add the survey on AccessRio as a prerequisite prior to registration. They urge Rio Hondo to maintain an inclusive model of instruction by offering a sufficient number of classes both in-person and online to meet the needs of all students. This would also tackle the recent drop in enrollment and uncertain number of students who are willing to return and enroll for in-person instruction.

Matthew De Haro reported that they recently formed a partnership with the Child Development Center (CDC) for Winter, Spring, and Summer events. Additionally, positions for the ASRHC Finance Committee have been appointed and ASRHC should have an update on the Finance Committee by next PFC meeting.

5. Co-Chair's Report – Dorali Pichardo-Diaz reported that she will send out an e-mail soliciting participation on the Basic Skills Taskforce.

6. Public Comment – Kevin Smith asked for a COVID Taskforce update at the next PFC meeting.

B. Unfinished Business

1. Enrollment Update - Don Miller shared many of the data dashboards that are available in Tableau, including one that is based on our 320 Report. This report shows that in Fall 2018, our FTES were approximately 5,164. In Fall 2019, we were up slightly to 5,273. In the first complete year of COVID, which was last academic year, in Fall 2020 we had dropped to 4,772 FTES, which is about a 9.5% decrease from Fall 2019. As we go into Fall 2021, we have about 4,163 FTES total, which represents a decline of roughly 12.76% over last year. In discussion with other regional Chief Instructional Officers in Region 8, they're all experiencing between 10% and 16% decline in enrollments, so we are about dead center in the average decline in enrollments for colleges in the surrounding area in our region. We will be looking to do everything we can to support student enrollment for spring. We're going to increase outreach to students via our Student Success Teams, including contacting students who were with us in fall but have not registered for spring.

Don reported that the winter/spring schedule will go live tomorrow (Wednesday, 11/10) for viewing and registration will open for spring on November 18. Registration was pushed back to allow students time to meet with their counselors and so that staff can continue reviewing vaccine records and exemption requests. Lisa Sandoval commented that this information is very helpful to staff that are manning the live chat on our website, since they receive many inquiries from students regarding registration.

Sheila Lynch asked about whether we might have more students if we offered more remote synchronous classes, and if there are any conversations related to increasing these types of offerings. Don said that the deans have been adjusting their schedules and working with their faculty to try to offer multiple versions of the different modalities. We will need to look carefully as students enroll over the next month, and as we get into December, we may need to adjust once we have a better idea of where the demand lies.

C. New Business

1. Strategic Plan Objectives – At the last PFC meeting, the group reached consensus on institutional goals. At today's meeting, Caroline Durdella brought back the objectives and targets and gave background information on how we got to this point. In preparation for accreditation, we started in Spring of 2019 looking at our Mission, Vision, and Values statements. At that point in time, we had done the Educational Master Plan (EMP) in Fall 2019 and have developed a new comprehensive integrated planning model. Part of that comprehensive integrated planning model includes a strategic plan. What we needed to do is develop strategic plan goals and objectives in accordance with that model, which can be found in the EMP. The goal is to have a plan that is institutional in focus and that marries the program plan, unit plan, and area plan with a more broad-in-scope institutional plan. In fall 2020, we held two strategic planning retreats, which included participants from all campus constituencies. All the information generated in those two retreats was then presented at the April 30 Institutional Planning Retreat. After the Institutional Planning Retreat, IEC further synthesized the information to refine the goals and objectives that they've been working on for the last year. They wanted to retain the language that we used for the Vision for Success back in Spring 2019, because their belief was that this language is going to continue and that we'll be hearing from the Chancellor's Office soon regarding updating Vision for Success as well as the Student Equity and Achievement Plan. They also wanted to understand the data and understand our objectives within the context of the enrollment decline that we're seeing as a result of the pandemic. They developed objectives that are similar to our ACCJC standards, which have a floor standard and an aspirational standard, which is why you see a range of values. The floor value is the minimum we want to accomplish and aspirational values are more ambitious targets that we're hoping to accomplish. The goals are as follows:

Goal 1: Increase student completion and employment.

- 1.1 Rio Hondo College will increase the number of students completing Associate Degrees (including ADTs) from 1,343 in 2019-20 to between 1,360 and 1,537 in 2022-23, an increase of 1.3-14.0 percent.
- 1.2 Rio Hondo College will increase the number of students completing Chancellor's Office approved certificates from 907 in 2019-20 to between 916 and 1,095 in 2022-23, an increase of 1.0-20.7 percent.
- 1.3 Rio Hondo College will increase the number of students who transfer from 1,360 in 2018-19 to between 1,373 and 1,462 in 2021-22, an increase of 1.0-7.5 percent.
- 1.4 Rio Hondo College will increase the percentage of CTE students employed in their field of study from 71% in 2017-2018 to between 72% and 74.2% in 2021-22, an increase of 1.0-3.2 percentage points.
- 1.5 Rio Hondo College will increase the percentage of Black and African-American students who attain the Vision Goal of Completion from 5.0% in 2017-2018 to between 6.0% and 9.0% in 2022-2023, an increase of 1.0-4.0 percentage points.

Goal 2: Increase access, FTES, and enrollment efficiency.

- 2.1 Rio Hondo College will increase the number of new students enrolling at the college from 5,762 in Fall 2019 to between 5,819 and 6,279 in 2022-23, an increase of 1.0-9.0 percent.
- 2.2 Rio Hondo College will increase the number of non-traditional age students enrolling at the college from 12,221 in 2019-20 to between 12,282 and 12,396 in 2022-23, an increase of 0.5-1.4 percent.
- 2.3 Rio Hondo College will increase the number of new students applying for financial aid from 2,335 in 2019-20 to between 2,358 and 3,124 in 2022-23, an increase of 1.0-10.3 percent.
- 2.4 Rio Hondo College will increase dual enrollment FTES from 373.2 in 2019-20 to between 376.9 and 386.2 in 2022-23, an increase of 1.0-3.4 percent.
- 2.5 Rio Hondo College will increase the number of non-credit students who transition to credit courses from 185 in 2018-19 to between 192 and 211 in 2022-23, an increase of 4.0-14.0 percent.
- 2.6 Rio Hondo College will increase CDCP FTES from 58.6 in 2019-20 to between 59.2 and 59.8 in 2022-23, an increase of 1.0-2.0 percent.
- 2.7 Rio Hondo College will increase fall to spring persistence of students from 61.2% in Fall 2018 to between 62.2% and 66.2% in Fall 2022, an increase of 1.0 to 5.0 percentage points (excludes advanced in-service training).
- 2.8 Rio Hondo College will increase its FTES from 12,940.6 in 2019-20 to between 13,070.0 and 13,571.8 in 2022-23, an increase of 1.0-4.8 percent.
- 2.9 RHC will increase its overall efficiency ratio from 573.0 WSCH/FTEF in Fall 2019 to between 579 and 590 WSCH/FTEF in Fall 2022, an increase of 1.0-3.0 percent.
- 2.10 Rio Hondo College will increase community awareness through focused marketing-efforts of non-CTE programs.
- 2.11 Rio Hondo College will increase number of Black and African American students who enroll at Rio Hondo College in 2020 from 0.9% to between 1.4% and 1.9% and increase of 0.5-1.0 percentage points.

Goal 3: Increase faculty and staff understanding of institutional effectiveness and implementation of equity-minded/culturally-responsive practices.

- 3.1 Rio Hondo College will increase the number of professional development offerings related to equity-minded instructional practices from 32 in 2019-20 to 35 in 2022-23, an increase of 10 percent.
- 3.2 Rio Hondo College will increase the number of participants in equity-minded professional development offerings from 772 in 2019-20 to 849 in 2022-23, an increase of 10 percent.
- 3.3 Rio Hondo College will increase the number of faculty implementing equity-minded/culturally-relevant instructional practices from XX in 2021-22 to XX in 2022-23, an increase of XX percent. (Baseline to be established 2022.)
- 3.4 Rio Hondo College will increase the number of participants in institutional effectiveness professional development offerings from 5 in 2020-21 to 7 in 2022-23, an increase of 40 percent.
- 3.5 Rio Hondo College will increase the percentage of faculty and staff reporting understanding of institutional effectiveness metrics from XX in 2021-22 to 15 in 2022-23, an increase of X percent. (Baseline to be established 2022.)

Goal 4: Improve physical spaces and increase sustainability, energy conservation, and safety.

- 4.1 Rio Hondo College will increase knowledge of safety and security practices on campus.
- 4.2 Rio Hondo College will increase knowledge of sustainability and energy conservation measures on campus.
- 4.3 Rio Hondo College will improve employee perceptions of campus appearance, cleanliness, sustainability, and safety of physical environment in accordance with provisions of the Facilities Master Plan.

4.4 Rio Hondo College will improve student perceptions of campus safety, classrooms, labs, and other physical spaces on campus.

Goal 5: Increase productivity and efficiency through state-of-the-art information systems and platforms.

5.1 Rio Hondo College will increase automation of administrative platforms in human resources, finance, and facilities.

5.2 Rio Hondo College will increase integration, application development, and reporting/business intelligence capabilities.

5.3 Rio Hondo College will establish institutional technology standards and replacement and upgrade cycles.

5.4 Rio Hondo College will adopt technologies that increase student success.

After discussing whether the "implementation of equity-minded/culturally-responsive practices" piece of Goal 3 needed to be separated out into a sixth goal, the committee agreed leave the goals as written. ***The committee reached a consensus to accept the Rio Hondo College Strategic Plan 2021-2022 to 2027-2028.***

2. Legislative Update – Don provided an update on legislative updates related to [AB 928 - Student Transfer Achievement Reform Act of 2021: Associate Degree for Transfer Intersegmental Implementation Committee](#) and [AB 1111 - Postsecondary Education: Common Course Numbering System](#).

AB 928 envisions a common core set of general education requirements. It requires the Intersegmental Committee of the Academic Senate of the University of California, the California State University, and the California Community Colleges, on or before May 31, 2023, to establish a singular lower division general education pathway that meets the academic requirements necessary for transfer admission to the CSUs and UCs and would require (if the committee is unable to come to an agreement on or before May 31, 2023) the respective administrative bodies of those segments to establish a singular lower division general education pathway that meets the academic requirements necessary for transfer to the CSUs and UCs by December 31, 2023. In other words, right now we have several different transfer patterns (CSU, IGETC, etc.) but this bill calls for a singular pattern.

AB 1111 requires the California Community Colleges, on or before July 1, 2024, to adopt a common course numbering system for all general education requirement courses and transfer pathways and require all California Community Colleges to incorporate common course numbers from the adopted system into its course catalog. This bill requires a common course numbering system that is student-facing and ensures that comparable courses across all community colleges have the same course number. This endeavor will be undertaken over the course of the next several years in conjunction with California Community Colleges Curriculum Committee (5C) and the Chancellor's Office.

D. Committee Reports

1. PFC Subcommittees

Accreditation Steering Committee - The Accreditation Steering Committee has not met since the spring, so just the Accreditation Leadership Team has been meeting. They are working on finishing the ISER and presenting it to the Board tomorrow night, Wednesday, November 10. They are working fast and furiously on all the evidence. Everything needs to be completed by November 30 so that we can send it to our graphic design staff and get it ready to ship to the Commission by December 15. Our Accreditation visit is March 15.

IEC - Written report was attached.

Program Review - The e-mails are starting to go out with the schedule for everyone who's undergoing review. Program Review will be the first week of December.

PPC - At the last PPC meeting, the group got through four BPs and one AP, which will be coming forward at the November 23 PFC meeting.

Safety/Facilities - The Safety Committee will meet on November 19.

2. Other Committees

Basic Skills - None.

Distance Ed - Written report was attached.

Guided Pathways - Next meeting is Friday, December 10 at 10am.

Outcomes - None.

Staff Development - Staff Development will be sending out a brief employee questionnaire to gauge the interest in offering a campus-based institute on creating education related podcasts. The survey will include feedback on preferred timing and modalities if the idea receives enough interest. Also, the Staff Development Flex Committee will recommend to those involved in Flex Day planning that our Spring 2022 Flex day remain fully virtual, while we anticipate returning to at least some live, in-person Flex Day offerings in Fall if conditions permit. Because of the need for Facilities and A/V teams to ready the campus for a large increase in students and faculty traffic as spring term begins, a fully virtual program is the wisest choice.

Student Equity - Juana Mora asked the group to save the date on December 14 for the virtual Student Equity Summit.

- **Black Lives Matter / Anti-Racist Conversations** - None.

SSSP - None.

E. Closing Items

A. Announcements - None.

B. Adjournment - Meeting adjourned at 3:50 pm.



Agenda Item Details

Meeting	Nov 24, 2020 - Planning and Fiscal Council
Category	4. Committee Reports
Subject	A. PFC Subcommittees
Access	Public
Type	

Public Content

1. Accreditation Steering Committee - **Written report attached.**
2. Institutional Effectiveness Committee (IEC) - **Written report attached.**
3. Program Review
4. Policy and Procedure Council (PPC)
5. Safety/Facilities

[Accreditation Steering Committee Written Report to PFC 11_11_20.pdf \(21 KB\)](#)

[IEC Written Report to PFC_11_10_20.pdf \(92 KB\)](#)



Agenda Item Details

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5. Safety/Facilities

Accreditation Steering Committee Written Report to PFC 10_14_20.pdf (180 KB)

IEC Written Report to PFC_10_27_20.pdf (103 KB)



Institutional Effectiveness Committee
Tuesday, November 10, 2020 - 1:00pm, Zoom Meeting

Extract

Members Present: Caroline Durdella, Alice Mecom, Aditi Sapra, Alyson Cartagena, Grant Linsell, Julio Flores, Lisa Chavez, Michael Forrest, Ruben Agus

Members not present: Rowena Mendoza (Excused)

Guest: Sarah Cote

The Institutional Effectiveness Committee met on Tuesday, November 10, 2020, to discuss institution set standards, debrief on the vision and values information sessions and strategic planning retreats, and to finalize strategic planning recommendations. There was support for not increasing the standards, keeping them stable, and for coming back in the spring with standards for some students. Four vision and values information sessions took place; several committee members were in attendance. Progress was made in the two Strategic Planning Retreats that have taken place, Oct. 16 and Nov 6. Goals and activities were amended on the Strategic Planning – Draft Goals Worksheet that explain the themes that have emerged. Through deliberation, three-year activities and parties responsible for these areas were identified.



Institutional Effectiveness Committee
Tuesday, October 27, 2020 - 1:00pm, Zoom Meeting

Extract

Members Present: Caroline Durdella, Aditi Sapra, Alice Mecom, Alyson Cartagena, Grant Linsell, Juana Mora, Julio Flores, Lisa Chavez, Lisa Sandoval, Michael Forrest, Rowena Mendoza, Ruben Agus

Members not present:

Guest: Sarah Cote

The Institutional Effectiveness Committee met on Tuesday, October 27, 2020, to discuss planning updates and reminders, achievement data, and developing institutional standards recommendations. The Campus Forum, Vision and Values, info sessions are occurring next week, from Nov. 2-5. Notification have been sent, and IEC members have been encouraged to attend. The Vision and Values survey will be synthesized and discussed at IEC, followed by a discussion at PFC, and then relayed to President Dreyfuss. The last retreat is on Nov. 6; IRP will work on the notes to synthesize the themes looking at the priorities and create goals, along with brainstorming activities. A final strategic plan will be complete before the end of the spring term.

On reviewing achievement data, Caroline reported on the SC ACCJC Institution Set Standards adopted by IEC and indicated that they were required to use the student success matrix dashboard. After going back to the dashboard in July, and comparing to the March 2019 figures, some of them had changes. The main discrepancy is in the raw transfer data. A consensus was reached to take up the issue of aggregated standards in the spring. The committee agreed to explore creating multiple standards of performance for the institution and to start by looking at the completion rate standard in the spring.

On developing institutional standards recommendations, Caroline said we are outperforming Cerritos and Long Beach, with 72% being the current level. The committee agreed to keep the standards leveled because we do not know how Covid will impact the data next year. IEC will recalculate the transfer figures, explore multiple standards for the completion measure to come up with a new standard, look at any correspondence between ADT and the certs, and bring that back. The next IEC meeting is scheduled for Tuesday, November 10, 2020. Meeting adjourned at 1:58pm.



Institutional Effectiveness Committee
Tuesday, October 13, 2020 - 1:00pm, Zoom Meeting

Extract

Members Present: Aditi Sapra, Juana Mora, Alyson Cartagena, Caroline Durdella, Julio R. Flores, Alice Mecom, Lisa M. Chavez, Michael Forrest, Rowena Mendoza, Ruben Agus, Grant Linsell,

Members not present:

Guest: Sarah Cote

The Institutional Effectiveness Committee met on Tuesday, October 13, 2020, to provide a RISC Survey update, discuss the Campus-Wide Information Sessions – Vision and Values, review strategic planning retreat information, discuss program review sign ups, and review college achievement data. The RISC survey will be deployed from Nov 2 to the 13 and will be completed before Thanksgiving break. The RISC data should be ready for analysis in early 2021 – a presentation to the BOT will follow. The Campus-Wide Information Sessions – Vision and Values will consist of 4 sessions scheduled for early November. Invites are going out at the end of this week.

The committee will also begin to examine data in preparation for preparing the Institution-Set Standards for the ACCJC Annual Report. The next IEC meeting is scheduled for Tuesday, October 27, 2020. Meeting adjourned at 1:40pm.