



**Agenda  
Planning & Institutional Effectiveness (PIE)  
Committee Meeting  
Wednesday, 7 October 2015  
3:00 p.m. – 4:30 p.m., Room E-206**

1. Welcome
2. Announcements
3. Reports from Governance Committees
4. Approve 2 September 2015 Minutes
5. Define PIE Eight Prioritization Groupings
  - a. Instructional Supplies, Noninstructional Supplies, Instructional Equipment, Noninstructional Equipment, Personnel, Instructional Technology, Noninstructional Technology, and Contract Services
6. Discuss and Make Any PIE Grant Process Changes for Immediate Implementation
  - a. Includes possible call for face-to-face meetings on Wednesdays, Thursday, and/or Fridays
7. First Reading of Request for Authorization to Apply for a Grant: Juvenile Justice Reentry Education: Opening Doors to College Through Career and Technical Education (JJ Reentry CTE Prog)
8. First Reading of Request for Authorization to Apply for a Grant: Project Based Learning for Biotech Students at Collaborating Community Colleges
9. Begin discussion of Possible Revision to PIE Grant Process

**Next Meeting: 4 November 2015**

**For that meeting, please consider the following:**

- Institutional level goals that we might propose as a committee for inclusion in the EMP
- Review previous SCC Prioritization Lists to inform goal setting
  - Review goals from all college plans

**Minutes of the Planning & Institutional Effectiveness (PIE) Committee Meeting  
September 2, 2015**

**Aaron Voelcker and Corinna Evett, Co-Chairs**

Attendees: Joyce Wagner, Joe Geissler, Alice Ho, Elizabeth Elchlepp, Mary Walker, Lucy Carr-Rollitt, Rosalba Hernandez (replacement for Rudy Frias), Stephen Deeley, Rudy Tjiptahadi, John Hernandez, Roberta Tragarz, Arleen Satele, Rosalba Hernandez

Santiago Canyon College  
**Mission Statement**

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, act, communicate and think critically. We are committed to maintaining standards of excellence and providing an accessible, a transferable, and an engaging education to a diverse community.

AGENDA ITEM	DISCUSSION	TASKS/FOLLOW-UP
1. Welcome	Introductions were made and new members were welcomed.	
2. Announcements	Time change for PIE, from 3:30 to 5:00 p.m., to the NEW TIME 3:00 to 4:30 p.m.  There may be an online/email meeting early in Spring 16.	
3. Reports from Governance Committees	Budget – Steven Deeley First meeting yesterday <ul style="list-style-type: none"> <li>• Responsibilities of Budget Committee were updated</li> <li>• SCC will have a balanced budget this year</li> <li>• Future discussion on how we can build a small reserve/contingency fund</li> </ul> District Council discussed State’s onetime non-discretionary funds – Corinna suggested having it go through the budget allocation committees. \$50,000 was given to each college for marketing.	
4. Approve 3 June 2015 Minutes		A motion to approve the minutes was passed without dissent (Moved by Geissler; seconded by Walker).
5. Review Committee SCC Mission Statement, Committee Mission, Responsibilities, and Annual	Reviewed Mission  Committee will be reviewing the college planning documents this Fall, including the Technology Master Plan, the Facilities Master Plan, and the Educational Master Plan.	Corinna reminded the Committee to share that the revised resource and facilities request forms are available online with their individual committee members. These new forms were revised, as is noted

	<p>Revisions requested:</p> <ul style="list-style-type: none"> <li>• Aracely asked to have “or designee” added to Vice Presidents</li> <li>• Change Assistant Dean to Dean of Institutional Effectiveness, Library &amp; Learning Support Services</li> <li>• Add Student Success and Equity Committee</li> <li>• Change to Honors Program Committee</li> </ul> <p>PIE co-chairs will speak with EMPC co-chairs to avoid duplication as the Education Master Plan is revised.</p> <p>Aracely: It is very timely to be working on the Education Master Plan, following the process of the last two years with PIE. The role the joint chairs play in the prioritization process, coming out of the instructional division, are seeing the connections between the DDPs, Academic Program Review and the Technology Plan. I think this will translate into more intention work on the goals of the Education Master Plan and an understanding of how the review process should work. Faculty will understand that their input will be driving the institution. We can work on improving our communication as a College.</p>	<p>on the forms, as of 6/3/15.</p> <p>Aracely moved to accept suggested edits and allow co-chairs to make minor edits and Joe Geissler seconded.</p>
<p>6. Discuss PIE Prioritization Process</p> <p>A. Includes prioritization Rubric Revisions</p>	<p>Agreed on eight groupings for rankings:</p> <ol style="list-style-type: none"> <li>1. Equipment: Instruction and Noninstruction</li> <li>2. Supplies: Instruction and Noninstruction</li> <li>3. Personnel</li> <li>4. Technology: Instruction and Noninstruction)</li> <li>5. Contract Services</li> </ol> <p>Aracely: Regarding the length of the list that is reviewed, I am questioning if we should rank everything on the list regardless of the ability of the entire list being funded. A suggestion would be to ask that those sending prioritized lists to PIE send their top five, just for personnel.</p> <p>Corinna: Aracely, we discussed that, and we decided that PIE will not limit the number of items submitted, but we can open that discussion again in the future. Others can impose a cut off: We may need to think about where the cut off will take place – with committees, with joint chairs, before the Vice</p>	<p>This will be a topic for a future agenda.</p>

	Presidents review the list or should we have the Vice Presidents make the cut before submitting the prioritized list to PIE?	
<p>7. Discuss and make any PIE Prioritization Rubric Revisions</p> <p>A.</p> <p>B. Includes possible separate rubrics for each grouping</p>	<p>Should there be a rubric for each of these areas or one rubric for all areas?</p> <p>Instructional equipment  Non-instructional equipment  Instructional supplies  Non-instructional supplies  Personnel  Non-instructional technology  Personnel  Instructional Technology  Non-instructional technology  Contract Services</p> <p>Discussion followed on ranking and rubrics and whether the weighting should remain as is. Corinna asked if anyone wanted to change the ranking weight. There was no response.</p>	<p>Arlene will provide the Committee with the technical budget definitions.</p> <p>Aaron will use the groupings to go back to the list of prioritized requests to re-rank under the groupings.</p>
8. Questions/Others		
<b>Next meeting</b>	<p>The meeting was adjourned at 4:35 p.m.</p> <p>Next time:</p> <ol style="list-style-type: none"> <li>1. Limit the number of request, i.e., top five?</li> <li>2. look at the unique ranking</li> <li>3. Consider how you define the eight groupings/categories in your area and will that enable the various entities to provide the VPs with eight ranked lists so they can rank like items with like items.</li> </ol> <p><b>Next meeting: Wednesday, October 7, 2015, 3:00 – 4:30 p.m., E-206</b></p>	

**Request for Authorization to Apply for a Grant  
College Council  
Santiago Canyon College**

**1. GENERAL INFORMATION:**

Project Title: Juvenile Justice Reentry Education: Opening Doors to College Through Career and Technical Education (JJ Reentry CTE Prog)  
 Project Initiator: Von Lawson  
 Project Administrator: Von Lawson  
 Project Coordinator: TBD  
 Grantor Agency: U.S. Department of Education, Office of Career, Technical, and Adult Education  
 Grantor Agency Deadline for Proposal: October 30, 2015  
 Funding Period: Three years beginning January 2016 (tentative).

**2. PROJECT DESCRIPTION/PLAN:** The purpose of the JJ Reentry CTE Program is to improve outcomes for justice-involved youth through career and technical education (CTE) programs, reentry services, and employment training opportunities.

Estimated grant amount: Up to \$315,000 per year for three years (if funded).  
 Match required: Yes  No [XX]  
 Estimated match amount: NOT APPLICABLE  
 In-kind/Cash match requirement: Yes  No [XX]  
 Where will funds for match originate? NOT APPLICABLE  
 Comments about match: NONE

**3. WHAT ARE THE PROJECTED FACILITIES REQUIREMENTS, IF ANY, AND HOW WILL THEY BE MET?**

While still in the initial planning stage, the idea that much of the direct training would be provided by our Apprenticeship partners. This would mean that most of the classroom instruction would take place in their facilities. Additionally, support services provided on campus would be through normal channels. (i.e., Counseling, Financial Aid, etc.).

**4. ANTICIPATED PROJECT PERSONNEL:**

Position Needed	FTE	Hourly	Existing/New	Funded Match In-Kind	Stipend or Release Time
Coordinator/Director	1	TBD	New	No match	NA
Data/Evaluation Spec.	1	TBD	New	No match	NA

Is the Project Coordinator involved in any other grants (i.e. manager/coordinator or participant). If so, what amount of release time does she/he receive for the other grant participation? No

**5. CURRICULUM (PROGRAM/COURSE)IMPACT:**

The plan is to use existing Apprenticeship curriculum and services for program participants. There will be minimal impact. There would be some restructuring of the curriculum for the target audience. However, there is no credit that is being award. Merely curriculum exposure and preparation for future educational opportunities.

**6. IMPLICATIONS FOR THE COLLEGE/DISTRICT:**

- **How does this project relate to the goals and objectives of the college?**  
This project ties directly to the institution's desire to be an "innovative learning community dedicated to intellectual and personal growth". Further, through this project, participants would be able to "foster success" and achieve "these core outcomes: to learn, to act, to communicate and to think critically."
- **How does this project relate to the goals and objectives of the program to which the grant relates?**  
The proposed project directly addresses the goals and objective outlined in the Juvenile Justice Reentry Education Program announcement CFDA 84.051A.
- **Where is the need for this project identified in the related program's EMP/DPP/Program Review?**  
Currently, this project is not identified in the EMP/DPP/Program Review.

- **Will this project impact other departments/units? Yes [XX] No**
- **If yes, identify which department/unit and explain how you plan to include them in the planning process.**

It is planned that the following departments/units will be a part of the planning stages; and possibly the final grant product.

- Counseling
- Financial Aid
- Apprenticeship Trust / Labor Organizations / Program Facilitators
- Community Education
- BCTE Chairs/Facilitators

Each of these proposed planning participants is being contacted to invite their ideas and recommendations in the development and implementation of this project.

- **Please list each department, the chair(s) to whom you spoke and whether or not the faculty in the department are willing to participate in the proposed project.**

○ Department <i>Public Works</i>	Chair(s) <i>Carlos Castellanos</i>	Willing to Participate Yes [X] No <input type="checkbox"/>
○ Department <i>TV/Video</i>	Chair(s) <i>David Echols</i>	Willing to Participate Yes [X] No <input type="checkbox"/>
○ Department <i>Water App.</i>	Chair(s) <i>April Hall</i>	Willing to Participate Yes [X] No <input type="checkbox"/>
○ Department _____	Chair(s) _____	Willing to Participate Yes <input type="checkbox"/> No <input type="checkbox"/>

- **How will project facilities requirements, if any, be met?**  
There are not project facilities requirement. Staff would utilize existing cubicles in the BCTE Division office. Training would take place in external classroom settings.

**7. LONG TERM IMPLICATIONS FOR THE COLLEGE/DISTRICT:**

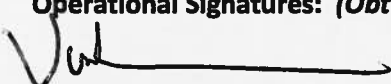
- **When funding ends, will this project be institutionalized? Yes [XX] No**
- **If so, what is the estimated cost to fund this project?** There would be no additional cost above existing Apprenticeship funding. This project would be an extension of services and training available through the Apprenticeship programs.
- **If not, what will happen to this project and the personnel involved with it?** While it is proposed that a Director Coordinator and Data Specialist be hired; these positions would not be institutionalized. The plan

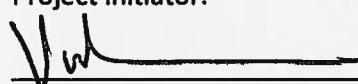
is to insert the project into the existing Apprenticeship programs. Once the partnership has been development with Juvenile Justice in this region; the program will be another available service option.

**8. HAVE THE FOLLOWING BEEN ADVISED OF THIS PROPOSAL?**

- Academic Senate President     Curriculum Committee Chair     Department Chair(s) of Department Impacted by Project
- EMPC Chair     RSCCD Research & Grants office

**9. Operational Signatures: (Obtain signatures in the order below)**

  
Project Initiator: \_\_\_\_\_ Date: 9/16/15

  
Project Administrator: \_\_\_\_\_ Date: 9/16/15

\_\_\_\_\_  
Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

**10. Recommendations:**

College Council Recommendation: Yes  No  Date: \_\_\_\_\_

Academic Senate President Recommendation: Yes  No

\_\_\_\_\_  
Academic Senate President: \_\_\_\_\_ Date: \_\_\_\_\_

**11. Final Approval:**

\_\_\_\_\_  
College President: \_\_\_\_\_ Date: \_\_\_\_\_

## **Santiago Canyon College *CTE Academy Project***

**Division:** Business and Career Technical Education / Academic Affairs

**Contact:** Von Lawson, lawson\_von@sccollege, 714.628.4885

### **Introduction**

The Santiago Canyon College, Business and Career Technical Education Division is proposing to write a grant proposal in response to CFDA 84.051A, Juvenile Justice Reentry Education: Opening Doors to College Through Career and Technical Education (JJ Reentry CTE Program), from the U.S. Department of Education, Office of Career, Technical, and Adult Education.

The BCTE Division is proposing through the grant to establish, with partners, the *CTE Academy* (hereinafter known as SCC/CTE-A). The project proposes serving 35 program participants across four programs that include:

1. **CTE Academy Train-to-Work** – designed to train participants with customized training for a short period of time leading to immediate employment in a target area. While participants will be encouraged and provided resources to pursue additional post-secondary education, this track provides an immediate pathway to the world of work. Designed based on industry specific needs, this track will vary in time as needed by the requesting industry.
2. **CTE Academy StackCred** – designed to provide year-round academic and social/support services that lead to certification and employment; and develops stackable credentials that can be used to further participants' academic aspirations beyond the industry recognized certification.
3. **CTE Academy -Plus** – designed to provide year-round academic and social/support services that lead to post-secondary educational attainment including the Associates, Bachelors and Graduate degree pursuit.
4. **CTE Academy SNAP** (Special Needs Academy Participants) – designed to be a unique education offering for our citizens with “special needs” including mental/behavioral health,



physical disabilities and intellectual disabilities. The Satellite Partnership works directly with agencies that have facilities capable of providing classroom instruction to program participants. Our desire at Santiago Canyon College is to leverage our already successful Apprenticeship and CTE Programs to develop a “Pre-Apprenticeship Academy” that would:

- 1) Develop a pipeline into Apprenticeship and employment opportunities.
- 2) Provide training and instruction in CTE related careers leading to stackable credentials.
- 3) Promote postsecondary opportunities.

### **Eligibility**

As a recipient of Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) Santiago Canyon College is eligible to apply.

Additionally, applicants must have a partnership that includes:

1. Juvenile justice agency
2. Local educational agency
3. Postsecondary institution
4. Workforce development agency

Our proposal will also include:

1. Labor organizations
2. Workforce investment boards
3. Employers
4. Community-based organizations

**Estimated Grant Amount:** Up to \$315,000 per year for three years (if funded).

**Match required:** NO

**In-Kind/Cash match required:** NO

**Tentative Start Date:** January 2016

**Request for Authorization to Apply for a Grant  
College Council  
Santiago Canyon College**

**1. GENERAL INFORMATION:**

Project Title: Project Based Learning for Biotech Students at Collaborating Community Colleges

Project Initiator: Denise Foley

Project Administrator: Martin Stringer

Project Coordinator: Denise Foley

Grantor Agency: NSF

Grantor Agency Deadline for Proposal: Jan 3 2016

Funding Period: Fall 2016- for 3 years through summer 19

**2. PROJECT DESCRIPTION/PLAN:** Implementation of a project-based learning module, based on gluten, in the protein biotechnology course (Biol 192). This will be implemented in all 4 collaborating community colleges (IVC, FC, SAC, SCC). SCC is the lead. The project pays for faculty development, peer mentors, instructional assistant time for lab support, equipment and supplies.

**Estimated grant amount:** 600K divided between 4 colleges

**Match required:** Yes  No

**Estimated match amount:** \_\_\_\_\_

**In-kind/Cash match requirement:** Yes  No

**Where will funds for match originate?** \_\_\_\_\_

**Comments about match:** NSF forbids match

**3. WHAT ARE THE PROJECTED FACILITIES REQUIREMENTS, IF ANY, AND HOW WILL THEY BE MET?** Science center labs and U-85

**4. ANTICIPATED PROJECT PERSONNEL:**

Position Needed	FTE	Hourly	Existing/New	Funded Match In-Kind	Stipend or Release Time
Student peer mentors		10.50	new	no	no
Part time lab assistant (IA) 10 hrs/week 18 weeks/yr		16.35	new	no	no
Faculty PI (Foley)					yes

**Is the Project Coordinator involved in any other grants (i.e. manager/coordinator or participant). If so, what amount of release time does she/he receive for the other grant participation?**

Yes, involved in a number of projects (see attached). There is no set release for any project. Foley has negotiated 2.7 LHE release for a few semesters (grant facilitated). This project also has stipend built in- no set release time. A commitment of intersession and summer months is expected to implement this project.

**5. CURRICULUM (PROGRAM/COURSE) IMPACT:** biotechnology course (Biology 192) directly impacted by implementing a proven instructional strategy (project- based learning).

**6. IMPLICATIONS FOR THE COLLEGE/DISTRICT:**

- How does this project relate to the goals and objectives of the college?
- How does this project relate to the goals and objectives of the program to which the grant relates?
- Where is the need for this project identified in the related program's EMP/DPP/Program Review?
- Will this project impact other departments/units? Yes  No
- If yes, identify which department/unit and explain how you plan to include them in the planning process.
- Please list each department, the chair(s) to whom you spoke and whether or not the faculty in the department are willing to participate in the proposed project.
  - Department \_\_\_\_\_ Chair(s) \_\_\_\_\_ Willing to Participate Yes  No
  - Department \_\_\_\_\_ Chair(s) \_\_\_\_\_ Willing to Participate Yes  No
  - Department \_\_\_\_\_ Chair(s) \_\_\_\_\_ Willing to Participate Yes  No
  - Department \_\_\_\_\_ Chair(s) \_\_\_\_\_ Willing to Participate Yes  No
- How will project facilities requirements, if any, be met?

**7. LONG TERM IMPLICATIONS FOR THE COLLEGE/DISTRICT:**

- When funding ends, will this project be institutionalized? Yes  No
- If so, what is the estimated cost to fund this project? Part of a science coordinator time, peer mentors (SI leaders) and a supply budget for the course is what would need to be committed to this project to guarantee consideration for funding and to institutionalize this project. This proposal is different from many because what we are asking NSF to fund initially is something that needs to be supported by the college anyway because it is part of the commitment to have a biotech program. SCC faculty have already made plans to implement this project based module into the course but, we are collaborating with other colleges so they can also implement the project in this proposal. This grant project design is actually complementary and fits within the overarching goals of the biology department. With this project and after it ends, we will need additional lab coordinator/support hours to support the biotech program and we need a budget to supply the instructional supplies (chemicals etc) for the courses. This will be expected to continue after the grant ends. These items have been placed in the biology department DPP and have been put forward as resource requests. We have faith that, eventually, we will be able to secure this institutional support for the program, which to date has been funded almost entirely with grant funds (see attached).
- If not, what will happen to this project and the personnel involved with it? The project is funding peer mentors whose employment ends each semester and short term instructional assistants which will terminate at the end of the project. Hopefully, we will have secured additional science coordinator hours by then to support biotechnology laboratories.

**8. HAVE THE FOLLOWING BEEN ADVISED OF THIS PROPOSAL?**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Academic Senate President | <input type="checkbox"/> Curriculum Committee Chair     | <input type="checkbox"/> Department Chair(s) of<br>Department Impacted<br>by Project |
| <input type="checkbox"/> EMPC Chair                | <input type="checkbox"/> RSCCD Research & Grants office |  |

**9. Operational Signatures: (Obtain signatures in the order below)**

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Project Initiator: \_\_\_\_\_ Date \_\_\_\_\_

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Project Administrator: \_\_\_\_\_ Date \_\_\_\_\_

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Vice President: \_\_\_\_\_ Date \_\_\_\_\_

**10. Recommendations:**

College Council Recommendation: Yes  No  Date: \_\_\_\_\_

Academic Senate President Recommendation: Yes  No

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Academic Senate President: \_\_\_\_\_ Date \_\_\_\_\_

**11. Final Approval:**

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College President: \_\_\_\_\_ Date \_\_\_\_\_

### Biotechnology Program Funding

Grant and \$	Activities and Items Funded
Collaborative grant (2207 redirect from Perkins): \$21,851.77 7/13-6/14	STEM counselor and lab assistant hours, Adjunct backfill- Intro to biotech and Biotech A. 1 lab release project director, curriculum development, conferences
Collaborative Grant (2208): \$28,069.18 8/14-11/14	Instructional supplies, portion of lab release project director, portion adjunct backfill for Biotech A
Perkins/CTEA (1850): \$109,720 7/1/14-6/30/15	Pay adjuncts for backfill- run biotech A, Biotech B, Intro to biotech (intersession) courses. Lab assistant hours, instructional supplies, reagents, and 69K equipment.
Career pathways (2188): \$317,308 6/14/-6/18	Pay to run each of the biotech-specific courses 1x. internship coordination \$, 2 SI leaders yrs 2-4, learning facilitator yr 2-4, administrative assistant (CTE office), pathways days, STEM showcase, science night, and outreach, conferences, 10K instructional supplies, reagents and 20K equipment
CTE Enhancement Fund Program (40%) \$50,948 3/15-3/16	enhancement of Biotech B: Proteins \$1,000 curriculum development, \$12,000 professional consultation, \$37,948 for equipment, instructional support, instructional supplies
CTE Enhancement Fund Program-Regional Collaborative Projects (60%) \$184,178 6/15-2/16	Tissue Culture Space equipment and instructional supplies totaling \$144,852, summer camp subsidizing for bridge to biotech program, instructional assistants, curriculum dev and conferences
NSF collaboration (co-PI) with K. Takahashi at Santa Ana College (\$562, 496 total) \$91,951 to SCC 7/2015-7/2018	Faculty Stipend, Student assistants 200 hours total, \$6,000 conference, \$50,721 equipment
Perkins/CTEA: \$61,259 7/1/15-6/30/16	Funding for high-tech (confocal-like) inverted fluorescence microscope. Keyence model preferred- no dark room required.
	<b>Total to SCC Biotech specifically= 865,284.95</b>
NSF- S-STEM grant co-PI with Nahla, El Said, Cindy Swift, Jennifer Coto- Jeff Wada PI (SCC Chemistry) \$625,200 8/15-7/18	Scholarships for underrepresented STEM students to alleviate unmet financial need for the purpose of increasing degree attainment and transfer