

# Basic Skills Coordinators' Monthly Webinar

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Academic Affairs Division

April 14, 2017  
12:00 PM – 1:00 PM

# Agenda Topics

- Basic Skills Coordinators Meeting Schedule
- Overview of IEPI BSI/SE/SSSP Integrated Planning Workshop Presentations
- Reminders: Professional Development Spring 2017
- Future agenda items and presentations
- Questions/Next meeting
- Meeting Evaluation

# Meeting Schedule

Meetings are the second Friday of the month  
except where noted with an asterisk.

**All webinars are 12:00-1:00**

**5/11/2017 \* (2<sup>nd</sup> Thursday)**

**6/9/2017**

# Overview

- Brief Overview – Why Integrated Planning?
- Overview of Education Code and Title 5 Regulations
- Recap of the BSI, SE, SSSP Integrated Plan
- Overview of New Expenditure Guidelines

# Rationale for Changes

## Why BSI, SE, and SSSP?

- Similar goals
  - increase student success
  - close achievement gaps
- Potential for overlap between and/or among programs

# Education Code and Title 5

# Basic Skills Initiative

**Basic Skills Initiative** – *California Education Code, section 88815*

**Intent:**

Improve curriculum, instruction, student services, and program practices in the areas of basic skills and English as a second language programs for faculty and staff development.

# Student Equity

## **Student Equity –**

*California Education Code, § 78220 and 78221*

## **Student Equity –**

*California Code of Regulations, title 5, § 54220 and 51026*

## **Intent:**

Each community college district ensures equal educational opportunities and promotes student success for all students regardless of race, gender, age, disability, or economic circumstances.



# Student Success and Support Program

## **Student Success and Support Program –**

*California Education Code, sections 78210-78219*

## **Student Success and Support Program –**

*California Code of Regulations, title 5, sections 51024 - 55534*

### **Intent:**

- Increase student access and success by providing effective core matriculation services, including orientation, assessment and placement, counseling, and other education planning services, and academic interventions.
- The focus is on the entering students' transition into college in order to provide a foundation for student achievement and successful completion of students' educational goals.

# The Integrated Plan

# Integrated Plan for 2017-2019

- 11 Questions, 13 including sub-questions
- Combination of requirements in law, field requests, and CCCCCO requests
- Strategic planning/program review model
  - Evaluate Previous Efforts
  - Set Goals
  - Implement Activities
  - Analyze Results
- Focus on integration and collaboration

# Part I – Deadlines and Important Information

- Submission deadline: **December 1, 2017**
- The 2017-19 Integrated Plan will cover two years. The budget plan will reflect the 2017-18 allocations.
- Integrated fiscal reports will be required on an annual basis.
- Colleges are encouraged to align integrated program plans with their college and district strategic plans/education master plans.

# Part I – Deadlines and Important Information

- Plans are to be developed in consultation with students, staff, administrators, faculty, Academic Senate, and members of the community as appropriate.
- The plan must be adopted by the governing board of the community college district.
- A separate plan must be submitted for each college in the district.

# Part I – Deadlines and Important Information

- Refer to existing data from your previous plans, additional statewide data, and/or data collected at your colleges
- You are not required under this plan to submit your data, analysis, and each goal you set

# Part I – Deadlines and Important Information

Education Code requires that you analyze data and develop goals, including subgroup-specific goals:

- Goals for the general population and for identified student groups, disaggregated by gender
- Activities designed to address disproportionate impact using one of the Chancellor's Office-approved methodologies.

# Part I – Deadlines and Important Information

Education Code requires that you analyze data and develop goals to address the following and to retain that information as part of your institutional records:

Success rates for students with basic skills needs using Basic Skills Cohort Tracker data that show

- (1) the number of students successfully transitioning to college-level mathematics and English courses, and
- (2) the time it takes students to successfully transition to college-level mathematics and English courses



# Part I – Deadlines and Important Information

## Recommended Best Practices:

- The number of noncredit CDCP certificates awarded, if applicable.
- Noncredit course success data, such as the percentage of students earning a grade of pass (P) or satisfactory progress (SP), if applicable.
- The number of students who transition from noncredit to credit.

# Part II – Program Goals and Planning

- 11 Questions, 13 including sub-questions
- Combination of requirements in law, field requests, and CCCCCO requests
- Strategic planning/program review model
  - Evaluate Previous Efforts
  - Set Goals
  - Implement Activities
  - Analyze Results
- Focus on integration and collaboration

**Integrated Budget Template: BSI, Student Equity, and SSSP  
for fiscal reporting period July 1, 2017 - June 30, 2018**

Select district
Select college

**Planned Expenditures**

Report planned expenditures by program allocation and object code as defined by the California Community Colleges (CCC) Budget and Accounting Manual. Although they appear in the CCC Budget and Accounting Manual, not all expenditures listed are appropriate. Refer to program funding guidelines for more information.

Object Code	Category	Basic Skills Initiative	Student Equity	Credit SSSP	Credit SSSP - Match	Noncredit SSSP	Noncredit SSSP - Match	
1000	Academic Salaries							
2000	Classified and Other Nonacademic Salaries							
3000	Employee Benefits							
4000	Supplies & Materials							
5000	Other Operating Expenses and Services							
6000	Capital Outlay							
7000	Other Outgo							
	<b>Program Totals</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
					<b>Match</b>		<b>Match</b>	
		<b>BSI, SE, &amp; SSSP Budget Total</b>						\$ -

\*Note: the text "Match" or "Mismatch" should appear at the bottom of each match column to assist in ensuring your allocation to match ratio is at least 1 to 1.

# Part III – Approval and Signature Page

- Single Point of Contact
  - With an alternate
- Signatures
  - Chancellor/CEO
  - CBO
  - CIO
  - CSSO
  - Academic Senate President

# New Expenditure Guidelines

# Expenditure Guidelines Overview

- New guidelines effective February 14, 2017
- Shift towards integrated planning model to better leverage funds for student success
- Colleges hold ultimate responsibility for how funds are spent (based on Ed. Code & title 5)
  - No comprehensive list of allowable expenditures
  - Expenditure decisions happen at the local level
  - Expenditures must be reasonable and justifiable
  - BSI/SE/SSSP will be included in the District Audit Manual

# New Expenditure Guidelines for BSI, Student Equity, and SSSP

- Ultimate responsibility on colleges and districts
- **Recommended Best Practice:** Create written justification establishing reasonable and justifiable nexus between given expenditure and a program allocation, especially when not obviously related to specific program objectives and activities.

# Non-allowable BSI, SE, SSSP Expenditures

- Gifts
- Stipends for Students
- Political Contributions
- Courses
- Supplanting



# Clarifications

- The state is not turning Basic Skills, Student Equity, and Student Success and Support into a block grant
- The Contracted District Audit Manual (CDAM) will be updated to reflect the new expenditure guidelines
- The student senate signature is not requested in the new Integrated Plan, but student involvement in the planning process is required in regulation

# Integrated Planning Resources

- Questions regarding the integrated plan or new expenditures guidelines:  
[integratedplanning@cccoco.edu](mailto:integratedplanning@cccoco.edu)
- Resources, including links to webinar recording and slides:  
<http://extranet.cccoco.edu/Divisions/IntegratedPlanning.aspx>

# April & May PD Events

# April

- Institute for Innovative Design and Practice, (California Learning Community Consortium - CLCC), Apr 21-22, Cal Poly Pomona  
<http://wacenter.evergreen.edu/networks/clcc/events.html>
- LINKS - Learning in Networks for Knowledge Sharing (RP Group's Leading from the Middle (LFM) and 3CSN's Basic Skills Initiative Leadership Institute (BSILI)), Apr 21-22, Crowne Plaza Ventura,  
[LINKS - Building Leadership Networks: Learning to Lead, Leading to Learn.](#)
- Habits of Mind for Service Learning (3CSN), Apr. 28, Cerritos College, <https://www.eventbrite.com/e/habits-of-mind-for-service-learning-tickets-27530601771?ref=ecal>

# April

- IEPI BSI/SE/SSSP Integrated Planning Workshops, April 28 (Costa Mesa) <https://prolearningnetwork.cccco.edu/event/iepi-bsisesssp-integrated-planning-workshop-institutional-effectiveness-partnership-initiative-2/>

# May

- Noncredit Summit, May 4-5, Sacramento (Rancho Cordova)
- IEPI BSI/SE/SSSP Integrated Planning Workshops, May 12  
(Sacramento and Fresno)  
<https://prolearningnetwork.cccco.edu/event/iepi-bsisesssp-integrated-planning-workshop-institutional-effectiveness-partnership-initiative-2/>

# CCCCO Professional Learning Network

- PLN – Professional Learning Network
- One stop shop for CCC professional development opportunities
- <https://prolearningnetwork.cccco.edu>

Questions?



# Future Agenda Items and Presentations

- BSI 2.0 Allocation Formula Update
- Common Assessment Initiative Update
- State Apportionment Process Overview – CCCCO Fiscal Services Team
- Requests? Email Chantée, [cguiney@cccco.edu](mailto:cguiney@cccco.edu), or Kirsten, [kcorbin@cccco.edu](mailto:kcorbin@cccco.edu)

# Next Meeting/Archives

- Next Meeting is May 11, 2017 from 12:00 Noon – 1:00 PM
- Reminder will go out with call in and log in details
- Access to previous meeting archives and slides are located at the following URL:  
<http://extranet.cccco.edu/Divisions/AcademicAffairs/BSICoordinatorsWebinarArchive.aspx>

# Evaluation Survey

Help us improve the monthly Basic Skills coordinators meeting by filling out a short anonymous online feedback survey at the following URL:

<http://www.surveygizmo.com/s3/2051932/CCCCO-Basic-Skills-Coordination-Monthly-Meeting-Feedback-Evaluation-Form>

