

# Santa Rosa Junior College

## Program Resource Planning Process

### Student Equity 2016

#### 1.1a Mission

The Student Equity Program is committed to serve Sonoma County Junior College District students and its diverse community. The program strives to ensure students equal educational opportunity, provide them support services to optimize their opportunities for success, and help them achieve their educational goals. In fall 2014, under the guidance of Student Success Act of 2012, the first Student Equity Plan was developed and approved in conjunction with a new SSSP Plan to achieve this mission.. Annual plans will be developed to increase the support for student success and to narrow the achievement gaps for disproportionately impacted student groups based on campus research.

#### 1.1b Mission Alignment

The mission of the Student Equity program aligns with the District mission of cultivating learning through the development of our diverse community by promoting student learning and providing support services that help students meet their educational goals. These programs will help achieve several of the District Strategic Plan goals and objectives.

SSSP provides core matriculation services, including orientation, assessment and placement, counseling, advising, and education planning services. From pre-enrollment services to K-12 students through the completion of student educational and career goals, SSSP supports student success and improve institutional effectiveness by informing students of their academic preparedness, assisting them in setting educational goals and ensuring that they have a plan to meet those goals, and providing support services to assure that students persist in achieving these goals. Because a comprehensive enrollment management effort must include both recruitment and retention efforts, research and services required by SSSP regulations assist the institution in its enrollment management efforts and continuous improvement of student retention and success.

##### A: Support Student Success

- Formed a SSSP / SE Work Group with both Student Services and Academic Affairs representatives to lay the foundation work for Student Equity planning and implementation;
- Collaborated broadly across the district in developing Student Equity Plans and projects
- Have conducted extensive research on various student populations to identify disproportionate impact on student success, course completion, and goal attainment;
- Launched and evaluated various Student Equity initiatives in 2014/15 with specific goals to narrow achievement gaps for first generation students and the increasing Latino/a population;
- Established a position of Director of Student Equity and an English Language Learners Coordinator position through Student Equity to increase concerted outreach to high school, middle school, and the communities across the district;

##### B: Foster Learning and Academic Excellence - Integrate academic and student support services

- Formed the Student Success and Equity Committee to guide the collaborate and coordinate student success and equity efforts across components and at all locations;

- Provided integrated support to Basic Skills students through many SSSP and Student Equity supported initiatives, including Peer Assisted Learning Specialist Program (PALS), online tutoring subscription, increased instructional assistance in classroom and labs, instructional software, etc.
- Planned and have made progress in forming new identity-based learning communities, including Umoja for African American Students, APASS for Asian Pacific Americans, and for student athletes to provide integrated support from instructors, counseling, and administrative support;
- Formed more link-course learning communities through Student Equity to enhance student learning experience and foster academic excellence;
- Increased program coordination between SSSP, Student Equity, BSI, HSI, EOPS, MESA, Foster Youth, CalWORKS, and SHS/SPS;
- Formed a team of Growth Mindset Trainers that have trained over 135 students to date;
- Provided professional learning opportunities to faculty, staff, and administrators on student success and equity at various conferences, webinars, and local trainings.

#### C: Serve our Diverse Communities

- Established and continue to expand partnerships with local communities with a focus on the increasing Latino/a population through NC SSSP and Student Equity programs;
- Planned and have made progress in establishing Dream Center for undocumented students and Multicultural Success Centers to promote diversity and equity in partnership with several departments and other categorical programs;
- Supported Latina/o student graduation to promote a culture of success.

#### D: Improve Facilities and Technology

- Facilitated the renovation and grand opening of the Office of Student Equity, located in Plover 539-540

#### E: Establish a strong culture of Sustainability - Promote social and economic equity in the communities we serve

- Conducted equity research on access, course completion, and goal attainment to identify disproportionate impact, and launched many initiatives under Student Equity Program to address the achievement gap;
- Increased outreach efforts and expanded partnerships with local communities to provide more education opportunities for English Language Learners for them to gain better language and job skills
- Provided water bottles to special population programs and target pops

#### F. Cultivate a Healthy Organization

- Established various committees and work groups to work collaboratively and collegially on student success initiatives;
- Provided a comprehensive series of professional development opportunities for all district employees to broaden their cultural and individual perspectives

#### G: Develop Financial Resources

- By increased retention efforts, the district is likely to see higher FTES and therefore increase the general fund

#### H: Improve Institutional Effectiveness

Ongoing efforts to:

- Use continuous quality improvement strategies to evaluate projects and activities;
- Provided project evaluation training to all Student Equity funded projects;
- Encourage broad participation and greater transparency through research and data-drive decision making in resource allocation for student success and equity;

- Provide constant communication to the college community in regards to SSSP and Student Equity program implementation via shared governance channels, presentations, workshops, and newsletters.
- Focus on evidence based projects to facilitate successful completion of all SRJC students;

## 1.1c Description

### Student Equity Program

As stated in the section above, the Student Equity program just launched in fall 2014. Led by the Student Success and Equity Committee that was formed in spring 2014, the planning and implementation of the program has just begun. With broad participation from all district constituencies, the first Student Equity Plan was developed, vetted, and approved by the District.

Campus-based research was conducted in spring and summer 2014. The research identified achievement gaps among several student populations. The Student Equity Plan then proposed strategies to address the identified disproportionate impact, many of which have been implemented starting fall 2014. The state guidelines on Student Equity planning, implementation and evaluation are also in its initial stage at this time, and will continue to evolve.

## 1.1d Hours of Office Operation and Service by Location

The newly created Office of Student Equity is located in Plover 539-540. Managed by the Director of Student Equity, the office is open Monday - Friday 8am - 5pm. The Student Equity program provides staffing for a variety of other positions housed at different locations, including an ELL Outreach Coordinator at the Petaluma Campus.

## 1.2 Program/Unit Context and Environmental Scan

The newly established Student Equity Program was allocated \$1,975,87 Local distribution of the funds are driven the strategies designed to address disproportionate impact for certain student populations, not by solely traditional departments or areas. This is remarkable because it indeed highlights the level of collaboration and coordination across various components, departments, and programs.

It is required that colleges conduct research on access, course completion, ESL and Basic Skills completion, degree and certificate completion, and transfer for students, disaggregated by gender, ethnicity, age, disability status, and economic status. For 2014/15, the types of strategies implemented for the Student Equity Program at SRJC can be summarized as:

- Concerted outreach
- Innovative instructional programs
- Integrated support
- Program coordination

- Direct student assistance
- Professional learning

Starting in 2015/16, there are more requirements for this program regarding research and program scope per SB 860 (78220-1):

(1) Campus-based research as to the extent of student equity by gender and for each of the following categories of students:

- (A) Current or former foster youth.
- (B) Students with disabilities.
- (C) Low-income students.
- (D) Veterans.

(E) Students in the following ethnic and racial categories, as they are defined by the United States Census Bureau for the 2010 Census for reporting purposes:

- (i) American Indian or Alaska Native.
- (ii) Asian.
- (iii) Black or African American.
- (iv) Hispanic or Latino.
- (v) Native Hawaiian or other Pacific Islander.
- (vi) White.
- (vii) Some other race.
- (viii) More than one race.

#### COORDINATION WITH OTHER CATEGORICAL PROGRAMS:

- (A) Students with disabilities.
- (B) Extended Opportunity Programs and Services and Special Services.
- (C) Fund for Student Success.
- (D) Student Success and Support Program.
- (E) Programs for foster youth.
- (F) Programs for veterans.
- (G) Special Services for CalWORKs Recipients.
- (H) Student Financial Aid Administration.
- (I) Student Success for Basic Skills Students.

These new requirements will result in larger program/activity scope and higher level of budget needs across the district.

#### **Data Collection and Reporting**

It was discovered that there was a deficit in the Matriculation MIS data collection process resulting in the inability to report accurate data to the Chancellor's Office in recent years. The Dean of Student Success and Retention, along with several Student Services Departments, has been working closely with the Information Technology Department to identify appropriate data elements to be collected, accurately capture information regarding matriculation services utilized by students and re-map the computer programs to various data source so that the District's funding stream is maximized. As of Spring 2013, significant progress has been made in MIS data collection and reporting mechanism for matriculation services.

The MIS data elements on matriculation services (SM) has been changed into student success services (SS). The new data elements will become mandatory starting summer 2014, but optional during 2013/14. The reporting guideline has changed significantly to ensure compliance with new SSSP regulations. This resulted another round of needs to conform to the new reporting standards. The Dean worked with an ad hoc committee, Student Success and Support

Work Group, to methodically identify how the District collects the new data in order to map correctly. The District is on track to have a trial run of SS data submission for spring 2014.

Gaps still exists in how the District may collect information from students and core service providers, particularly in the area of follow-up services. Efforts are being made utilizing swipe cards and encoders, as well as other means of data collection. Continued collaboration with Counseling Department, Information Technology Department, and the Office of Institutional Research is a necessity to ensure accurate data reporting.

To address the need to strengthen follow-up services, various follow up mechanisms are in place or in the implementation stage to help increase the retention and success of our students. This includes an Early Connection Program (using SARS Early Alert program) that allows instructors to provide specific feedback to students about their academic performance early in the semester so that they can take advantage of the services offered such as counseling and tutoring. The District will continue to provide follow-up services to students with probation/dismissal status, which is mandated by Title 5 and requires that students, who are not making progress toward their educational goals, meet with a counselor to plan coursework appropriate to their skills, time commitments and educational goals.

## 2.1a Budget Needs

### Student Equity Budget

The allocation for 2015/16 is \$1,975,873 for this new program. The district received the funding in October 2015, and the updated Student Equity Plan was approved by the Board in December. Funds have been allocated to over 30 departments to carry out projects and activities based on local research result to address identified disproportionate impact. These activities align with strategies outlined in the program plan and can be summarized as:

- Concerted outreach
- Innovative instructional programs
- Integrated support
- Program coordination
- Direct student assistance
- Professional Learning

Due to late disbursement of the funding and the long time frame for staff hiring, the program is expected to have carryover again this year, which is allowed to expense through December 31, 2016. The advisory committee, Student Success and Equity Committee, has advocated to use these carryover funds for a variety of projects being forwarded to the cabinet for approval.

It is unclear what the funding for Student Equity will be in the future. There was no augmentation identified in the January 2016 budget and the allocation formula includes unemployment rates and FTES, which may negatively impact the 16-17 funding for SRJC.

## 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Santa Rosa	03	03	\$5,000.00	This request is to increase existing funding by \$2,000 for supplies, printing, equipment for ongoing support of the Office of Student Equity.
0002	Santa Rosa	03	03	\$5,000.00	ITG funds for an automatic screen, laptop for ELL Outreach Coordinator, large digital display, and portable projector.

## 2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
ELL Outreach Coordinator (Petaluma)	40.00	12.00	Coordinates and supports district wide outreach; facilitates a middle school success program; recommends ELL recruitment and retention strategies; public presentations; support ESL outreach efforts; collaborates with Public Relations and other departments to coordinate and support district wide outreach efforts.
ELL Outreach Coordinator (Santa Rosa)	40.00	12.00	Coordinates and supports district wide outreach; facilitates a middle school success program; recommends ELL recruitment and retention strategies; public presentations; support ESL outreach efforts; collaborates with Public Relations and other departments to coordinate and support district wide outreach efforts.
AAII Student Equity	40.00	12.00	Oversees various admin support tasks; compiles financial reports; works with OIR to review data; monitors budgets; updates and maintains website; supervises student employees and STNCs.
Veteran's Affairs AAII	10.00	12.00	Oversees various admin support tasks; compiles financial reports; works with OIR to review data; monitors budgets; updates and maint
Matriculation Specialist	16.00	12.00	Provide enrollment and retention support services at SWC and other off-campus locations; funded 0.4 FTEs for two positions
Matriculation Specialist	16.00	12.00	Provide enrollment and retention support services at SWC and other off-campus locations; funded 0.4 FTEs for two positions
Program Specialist I (MESA)	32.00	12.00	Performs various support tasks for student success and support programs; troubleshoots and resolves problems, and recommends solutions related to mandated student success services
Program Specialist I (Foster Youth)	40.00	12.00	Performs various support tasks for student success and support programs; troubleshoots and resolves problems, and recommends solutions related to mandated student success services
Inter-cultural Center Coordinator	40.00	12.00	Coordinate multicultural student success programs. Support diverse intercultural programming and events.
Program Specialist I (Transfer Center)	40.00	12.00	
Librarian	3.00	9.00	Provides staffing for the library extended house project.
Research Analyst	10.00	12.00	Provides data gathering and analysis to identify disproportionate impact; supports project evaluation; helps track and monitor student success; participates in SSEC.

## 2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Director, Student Equity	40.00	12.00	Assist in the development and implementation of a district-wide Student Equity Plan; coordinate student equity strategies for the district; assist in the development and monitoring of a the Student Equity budget

## 2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
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Student Worker: Umoja	15.00	9.00	Provide advocacy, administrative support, and student engagement for Student Equity and the Umoja learning community.
Student Worker: Puente	10.00	9.00	Provide advocacy, administrative support, and student engagement for Student Equity and the Puente learning community.
Student Worker: Connections	9.00	9.00	Provide advocacy, administrative support, and student engagement for Student Equity and the Connections learning community.
Student Worker: Student Equity	10.00	9.00	Provide administrative support, student engagement, and event support for Student Equity.
Native American Program Coordinator (STNC)	25.00	8.00	Provide coordination for the Native American Summer Bridge program; promote SRJC programs to Native American community; develop relationships with NA community organizations
Learning Communities Administrative Assist (STNC)	20.00	10.00	Provide administrative support to our Learning Communities for activities, purchases, and events.
ELL Outreach Coordinator (SWSRC) (STNC)	25.00	12.00	Provide outreach and coordination support
Photographer (STNC)	15.00	12.00	Provide photo documentation of equity related events and programs; develop a photo bank that represents diverse student population at SRJC.
Public Relations Marketing Assistant	18.00	12.00	Assist in the scheduling of diversity photographer; assist equity projects in developing marketing materials; provide support and follow up for student equity outreach projects
PALS Instructional Assistants (STNC)	0.00	9.00	Provide peer tutoring and grading support to designated sections of Math, English, and CTE.
Office of Institutional Research	25.00	12.00	Provides data gathering and analysis to identify disproportionate impact; supports project evaluation; helps track and monitor student success.
Transportation Coordinator	10.00	9.00	Provides transportation to and from Shone Farm.
DSPS Tutor and Skills Coach	15.00	9.00	Provides specialized tutoring for DRD students in the College to Career program.
Child Development Student Workers	10.00	12.00	Provides peer tutoring and technical support for certificate and permit applications.
Student Health Services	20.00	12.00	Provides expanded services, tracking and monitoring of referrals, develop and deploy a survey

## 2.2d Adequacy and Effectiveness of Staffing

### Office of Student Equity Staff

The Office of Student Equity supports over 40 different projects across multiple departments. To accomplish the goals of the Student Equity Plan, the Office of Student Equity relies on the Director of Student Equity and the AAll for Student Equity to help implement, monitor, and support each project as well as provide district-wide coordination and delivery of student equity related activities. The OSE staff effectively monitors the Student Equity project expenditures, budget, and administrative processes needed to facilitate the district's financial management of Student Equity categorical funds. Currently, the department is adequately staffed, however, administrative functions are key to effectively supporting the projects and a request to increase this position from AAll to AAlll is included in the departmental PRPP.

Project support includes providing administrative and fiscal support for the following stakeholders:

1. The OSE provides customized support to each equity funded project, this includes PAF generation, requisitions, purchase orders, invoices, and other administrative functions such as travel requests, field trips, guest speakers, and quotes for a variety of faculty initiated projects. Due to confusion regarding the use of carryover funds, the OSE often also assist projects in developing their project budgets to ensure that staffing does not exceed the allocation.
2. In addition to providing administrative support to each project, the Office of Student Equity also supports the Student Success and Equity committee with

equity related decision making. This includes facilitating and consolidating information for meetings, providing budget updates, creating planning timelines and summaries of activities.

3. Finally, the Office of Student Equity facilitates state required reporting such as the CCCCO budget templates, mid-year and end of year reports.

The ELL Outreach Coordinators provide critical leadership and support to SRJC's ELL Outreach efforts. This includes attending the high school ELAC and DLAC meetings, attending community outreach events, responding to ELL inquiries, working with the ESL department to promote, developing partnerships, and supporting the enrollment development and student equity plan activities aimed at increasing access to SRJC's high quality instructional programs and support services.

The STNC administrative support for learning communities provides additional support for LC faculty interested in incorporating activities such as textbook loan programs, professional development opportunities, and direct student support programs into the SRJC learning communities. The Native American program coordinator supports the development and implementation of a Summer Bridge program for Native American students. In effort to build relationships, support students, and increase cultural events for Native Americans, this position has been recommended to continue in the fall as a pilot using carryover funds.

The Student Equity student workers provide administrative support to the department, but more importantly they provide a direct connection to the culturally based learning communities and clubs. They also support the integration of the student voice into the departmental planning, goals, and activities.

### Equity Funded Project Staff

Many of the equity funded projects include personnel that are not directly managed by the department. This includes program specialists for Foster Youth, MESA, and Transfer Center. Student Equity also provides partial staffing for the Southwest Santa Rosa Center, Veteran's Affairs, and the Petaluma Inter-cultural Center. Equity funds provide STNCs for the Dream Center, Learning Communities, Tutoring Center, Writing Center, DSPS department, Southwest Santa Rosa Center, Library, Student Health Services, Agricultural and Natural Resources Department, and Office of Institutional Research. These positions carry out the necessary day to day implementation of the student equity projects.

## 2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	Santa Rosa	03	03	AAII Student Equity	AAIII Student Equity	Classified

## 2.3a Current Contract Faculty Positions

Position	Description
Learning Community Faculty (Cultural-based)	<p>Student Equity provides reassign time to Umoja and APASS learning communities.</p> <ul style="list-style-type: none"> <li>o Meet the semester prior for planning the program as needed (typically once or twice a month).</li> <li>o Facilitate meetings of learning community program partners.</li> <li>o Makes occasional presentations to campus groups. EX: Faculty Senate, SSEC.</li> <li>o Track persistence, completion and transfer statistics of students (in partnership with OIR)</li> <li>o Work with co-coordinator to monitor expenses.</li> </ul>

	<ul style="list-style-type: none"> <li>o Assist with mentoring, student recruitment &amp; orientation.</li> <li>o Complete the learning community PRPP with input from all partners.</li> <li>o Assist with planning and implementing events which build community including (2+) college campus visits &amp; tours and celebrations of student benchmarks and achievements.</li> <li>o Act as primary contact to state wide learning community associations.</li> </ul>
Native American Summer Bridge	Similar to the learning communities, Student Equity provided 5% reassign time to a faculty partner to assist with program development and coordination.
Faculty Equity Coordinator	<ul style="list-style-type: none"> <li>• Assist faculty in the exploration, establishment, and expansion of innovative best practices in student learning across the district, including, but not limited to, supplemental instruction (**Note 2), contextualized learning and other effective student success practices.</li> <li>· Develop and implement supplemental instructional and tutorial services to target underachieving student populations, as identified in the Student Equity Plan and explore student success strategies with faculty and administrators.</li> <li>· Develop and facilitate trainings in best practices for student tutors, tutors, instructional assistants and other staff providing supplemental instruction.</li> <li>• Coordinate the planning and establishment of learning communities as outlined in the Student Equity Plan.</li> <li>• Lead professional learning that addresses the diverse nature and needs of the campus community in collaboration with HSI, Basic Skills, and other categorical programs for faculty, staff, administrators, and tutors.</li> <li>• Consults with faculty, administrators and staff on strategies and activities that support the achievement of Student Equity goals across the district.</li> <li>• Collaborate with Staff Development Team at SRJC to provide professional learning activities related to Student Equity goals for faculty, staff, and administrators, including, but not limited to PDA Days, new employee orientation, and other regular trainings/workshops related to Student Equity.</li> <li>• Participate in annual planning and revision of Student Equity Plan.</li> </ul>
Transfer Center Counselor	Student Equity, in partnership with SSSP, supports a counselor in the transfer center aimed at increasing transfer rates of target populations.
Library Extended Hours	The library extended hours project includes personnel costs for librarians.

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
N/A	0.0000	0.0000	0.0000	0.0000	

### 2.3c Faculty Within Retirement Range

Does not apply.

### 2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

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### 2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
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### 2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

The growing mission of the Office of Student Equity requires extensive administrative support. In order to provide high quality, consistent, and knowledgeable staff to support the many diverse equity projects it will be important to attract and retain qualified staff. The current staffing level is not consistent with other AAll's across campus.

### 2.4c Instructional Equipment and Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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### 2.4d Non-Instructional Equipment, Software, and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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### 2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
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### 2.5b Analysis of Existing Facilities

The newly renovated Office of Student Equity is still taking shape, but currently meets the departmental needs. As the program continues to evolve we will revisit this section.

However, the learning communities, supported by Student Equity need a student oriented space to help facilitate the development of social and cultrual capital that has been shown to increase student success. Many of the SRJC learning communities are part of a statewide charter that

encourages or requires a dedicated space for learning community participants to gather. A large multi-cultural student success center should be prioritized in the Facilities Master Planning process.

### 3.1 Develop Financial Resources

### 3.2 Serve our Diverse Communities

### 3.3 Cultivate a Healthy Organization

### 3.4 Safety and Emergency Preparedness

### 3.5 Establish a Culture of Sustainability

### 4.1a Course Student Learning Outcomes Assessment

Does not apply.

### 4.1b Program Student Learning Outcomes Assessment

The Program Level Student Learning Outcomes are embedded within each of the individual programs and activities supported by Student Equity. The Office of Student Equity will work closely with OIR and each department receiving funding to incorporate Student Learning Outcome assessments that reflect the intent of the Program and support continuous program improvement.

Students will have a better understanding of resources available to assist them in academic success and close opportunity gaps.

#### 4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
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#### 4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
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#### 4.2b Narrative (Optional)

### 5.0 Performance Measures

#### 6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0000	ALL	01	03	Develop and implement a District Equity Plan	Perform campus-based research to identify achievement gaps; Identify goals for improving success for all students; Implement strategies and activities to achieve the identified goals.		<ul style="list-style-type: none"> <li>Updated the 2014-15 Student Equity Plan and facilitated approval by SEIU, Academic Senate, Student Government Association, Academic Senate, and Board of Trustees.</li> <li>Supported the SSEC in developing SE proposal priorities. Refined criteria in 2016 to include criteria and rubric for evaluating SE project proposals.</li> <li>Developed a Student Equity proposal form, evaluation form, proposal criteria, and rubric for evaluating proposals.</li> <li>Worked with Accounting to develop a robust set of activity codes used to track and monitor SE budget expenditures.</li> </ul>

						<ul style="list-style-type: none"> <li>• Provided budgetary updates to a variety of stakeholders including cabinet, SSEC, and equity funded projects.</li> <li>• Provided three general information sessions on Student Equity in the fall of 2015 prior to the proposal deadline.</li> <li>• Provided two training / support sessions to equity funded projects.</li> <li>• Facilitated the renovation and relocation of the Office of Student Equity, now located in Plover 539-540, including FF&amp;E consultation, phase II renovation needs, ITG request and technology installation, and moving logistics.</li> <li>• Participated in the CCCCCO review of Student Equity Plans.</li> <li>• Developed standard operating procedures for providing textbooks for learning community participants and providing book vouchers to special support programs such as DRD, EOPS, Dream Center, Second Chance students, and learning community participants.</li> <li>• Hired several key Student Equity staff including an AAIL, ELL Coordinator North, ELL Coordinator South, Native American Summer Bridge coordinator, AAIL for learning communities, and participated in the hiring of Program Specialist for SWSR Center.</li> </ul>
0000	ALL	06	04	Provide professional development related to SSSP and Student Equity implementation	To create a campus-wide collaborative structure and environment to maximize program effectiveness.	<ul style="list-style-type: none"> <li>• Provided resources to a variety of departments hosting discipline specific professional development activities, this includes food, books, supplies, and travel costs.</li> <li>• Provided administrative support for a variety of conferences, including math acceleration conferences, classified leadership institutes, CCCCCO trainings, CA Academic Senate academy, Undocumented Student counselor training, and guest speakers in a wide variety of departments.</li> <li>• In partnership with the Professional Development office, identified, organized, and attended an inclusivity training that will be adapted for a district-wide professional development program.</li> <li>• Created and facilitated an SRJC team to attend a series of Growth Mindset trainings and worked collaboratively to engage over</li> </ul>

							<p>150 students in Growth Mindset interventions.</p> <ul style="list-style-type: none"> <li>• Currently working on the development of a Summer Learning Institute for learning community faculty and staff.</li> <li>• Identified and promoted the Teaching Minority Men of Color training to learning community faculty and staff.</li> <li>• Supported the development of an annual Professional Development plan, including an equity speaker's series (in progress).</li> <li>• Provided presentations at the SSC professional development day.</li> <li>• Developed a multi-stakeholder implementation team for Student Equity professional development activities, this includes representation from the Professional Development office, Center for Excellence in Teaching and Learning, Distance Education, Adult Education, and Student Equity.</li> </ul>
0000	ALL	03	03	Narrow access and achievement gaps for underrepresented / underperformed student populations	Launch Student Equity initiatives according to SE Plan framework: Concerted Outreach; Innovative Instructional Program; Integrated Student Support; Program Coordination, and Direct Student Support		
0000	ALL	06	04	Increase awareness of Student Equity goals and projects.	Support and coordinate communication and promotion of Student Equity funded projects to the SRJC and local community.		
0000	ALL	01	03	Collaborate and coordinate district-wide efforts around issues of diversity and equity.			

## 6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
ALL	<p>The Office of Student Equity has made great progress over the past year in identifying, developing, and supporting programs aimed at reducing achievement gaps. As a district-wide program, the OSE has improved collaboration and communication across components and academic departments around issues of student equity. This year, we moved into a new space and hired several STNC positions to assist with program implementation.</p> <p>Budget management continues to be challenging, but new account codes and tracking mechanisms were developed to facilitate monitoring and reporting. We successfully submitted all updates and reports, and participated in several CCCCCO trainings on SSSP and Student Equity.</p> <p>The OSE also facilitated the application for two additional allocations offered through the CCCCCO. Both the Mid-Year Report and Special Allocation Funding applications provided additional funds for SRJC equity projects.</p> <p>As we continue to gain experience in program implementation, we will be identifying areas to streamline and simplify the process in order to more efficiently and effectively support project leaders. We will also begin the process of program evaluation and work with the Office of Institutional Research to monitor the Student Equity Success Indicators.</p>

## 6.2b PRPP Editor Feedback - Optional

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### 6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0000	ALL	06	04	Work collaboratively to provide Professional Learning to all stakeholders at SRJC around equity, inclusion, and best practices for improving student success.	Meet regularly with other professional development leaders to identify and implement district wide professional learning opportunities.		Collaboration with Professional Development Committee, support from academic departments, faculty partnerships, support from Public Relations, institutional support of travel requests.
0001	ALL	03	03	Update and continue implementation of a District Student Equity Plan	Perform campus-based research to identify achievement gaps; Refine goals for student equity indicators;	2016-17 Academic Year	Partnerships with OIR, participation of SSEC, administrative support.
0002	ALL	03	03	Reduce opportunity gaps and increase access for underrepresented / underperformed student populations	Develop, implement, and support Student Equity initiatives according to SE Plan framework: Concerted Outreach; Innovative Instructional Program; Integrated Student Support; Program Coordination, Professional Learning, and Direct Student Support. See SE Plan for a list of activities and projects.	2016-17 Academic Year	Cross component collaboration through implementation teams; possible funding sources in addition to Student Equity funds.
0003	ALL	06	03	Facilitate cross component, district-wide collaboration maximize program effectiveness.	Work with existing and new committees and collaboratives to identify areas for collaboration and leveraging of resources both human and financial.	2016-17 Academic Year	Support from committees and councils to allow time to discuss equity issues; organization and time management; collaboration between student services and academic affairs; regular meeting time; email follow up;
0004	ALL	03	03	Increase understanding of and engagement in the Student Equity goals and activities.	Develop materials and other communication tools to effectively communicate with faculty, staff, and students through multiple venues	2016-17 Academic Year	Support and partnerships with Public Relations; input from students; support from communities.