

**CALIFORNIA COMMUNITY COLLEGES****CHANCELLOR'S OFFICE**

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DATE: February 15, 2017

AA 17-12/SS 17-04  
VIA EMAIL

TO: Chief Executive Officers  
Chief Instructional Officers  
Chief Student Services Officers  
Chief Business Officers

FROM: Pamela Walker, Vice Chancellor, Educational Services

SUBJECT: **Basic Skills Initiative, Student Equity Program, and Student Success and Support  
Program Integrated Planning Documents**

### Background

As you are aware, the Chancellor's Office has been undergoing an effort to integrate three programs: Basic Skills Initiative (BSI), Student Equity Program (SE), and Student Success and Support Program (SSSP). These programs were selected as a starting point for integrative efforts for two main reasons: 1) all three have the same ultimate goal of increasing student success while closing achievement gaps; and 2) there is a strong potential for overlap between and among the programs. The first step in this effort was to request a Partnership Resource Team (PRT) through the Institutional Effectiveness Partnership Initiative (IEPI) to assist the Chancellor's Office. The PRT was comprised of college faculty, staff, and administrators representing a broad range of expertise relevant to the integration objective. Over the course of several months, the PRT worked with Chancellor's Office staff to share their insights and assist in creating an action plan. This memo provides an update on the steps taken since then and introduces the new integrated planning documents that will be used beginning in 2017-2018.

### Developing the Documents: A Collaborative Process

After several meetings with the PRT, a small group of Chancellor's Office staff began the work of integrating the three programs by first reviewing the relevant sections of California Education Code and the California Code of Regulations, title 5, as well as the previous program plans and guidance. This analysis of the program, expenditure, and reporting requirements for all three programs was the foundation for a first, very rough draft of an integrated plan document that focused on meeting the requirements of California Education Code and the California Code of Regulations, title 5, while also moving toward a more cohesive, integrated approach at the college and district levels.

The draft was then shared with several key groups with two requests: provide feedback on the draft and identify two representatives from each group to take part in face-to-face discussions at the Chancellor's Office. These groups included Chief Executive Officers, Chief Instructional Officers, Chief Student Services Officers, Chief Business Officers, the Academic Senate for California Community Colleges, the RP Group, the Basic Skills Advisory Committee, the Credit and Noncredit Student Success and Support Program Advisory Committees, and leaders in the field on Student Equity. The representatives from these groups met with Chancellor's Office staff on January 5 and again on January 23. In addition, a subgroup met twice between the larger group meetings, on January 12 and 19, to continue the discussion and revise the document.

These fruitful discussions allowed for input from multiple perspectives, which helped not only in achieving the goal of integrating the plans of the three programs, but also developing a planning document that meets the requirements of the law, the needs of the Chancellor's Office, and the needs of the colleges.

### The Documents

These efforts resulted in three documents: an Integrated Plan for 2017-2019, an Integrated Budget Plan for 2017-2018, and revised Expenditure Guidelines. Note that the Expenditure Guidelines were released on February 14, 2017 under a separate memo since they are effective immediately for 2016-17.

The intent of these documents is threefold:

- Meet legislative requirements;
- Assist colleges in integrating and aligning efforts taking place across their campuses with the ultimate goal of operating programs as effectively and efficiently as possible;
- Reflect the focus at the Chancellor's Office on supporting colleges as they work to increase student success rates and close achievement gaps.

The two attached documents comply with the statutory and regulatory requirements associated with receiving BSI, SE, and SSSP funds. These documents are provided to colleges to begin their planning processes and discussions, as well as gather necessary information to be submitted when the plans are due in December 2017. However, the Chancellor's Office is creating an online portal that colleges will use to submit their information; details for this portal will be shared in the next couple of months.

To support the new integrated program model, the Chancellor's Office has developed a [BSI/SE/SSSP Integrated Planning webpage](#), which is also linked from the BSI, SE, and SSSP webpages; a FAQ that will be posted on the BSI/SE/SSSP Integrated Planning webpage; and a single email inbox for questions relating to the integrated planning documents: [integratedplanning@cccco.edu](mailto:integratedplanning@cccco.edu).

Please note that these integrated planning documents are the first iteration of a larger integration effort on the part of the Chancellor's Office. In the coming months and years, we will continue to pursue additional policy changes that support the colleges in pursuing cohesive, integrated program strategies. As we pursue this objective, we welcome suggestions on how to refine this process. To that end, colleges are encouraged to send feedback on the documents either through stakeholder groups or directly to the Chancellor's Office at [integratedplanning@cccco.edu](mailto:integratedplanning@cccco.edu).

### Next Steps

The due date for the 2017-2019 Integrated Plan, which includes the 2017-2018 budget, is December 1, 2017. The Chancellor's Office will be developing and offering in-person and webinar training events to be held this spring.

Currently, two webinars have been scheduled specifically on the Expenditures Guidelines:

Monday, February 27, 2017  
3:00pm to 4:30pm  
888-886-3951  
Participant PIN: 939875  
[Webinar Link](#)

Thursday, March 2, 2017  
10:00am to 11:30am  
888-886-3951  
Participant PIN: 506192  
[Webinar Link](#)

Details on additional training events will be communicated to the field and posted on the Integrated Planning webpage. All webinars will be recorded, and links to the recordings will also be posted on the Integrated Planning webpage.

cc: Erik Skinner, Deputy Chancellor, California Community Colleges Chancellor's Office