October 2017

EDUCATIONAL SERVICES & SUPPORT

REORGANIZED FIRST FRIDAY

Guided pathways will require that we evaluate the ways in which we are organized and collaborate. Both the colleges and the Chancellor's Office system are organized into "divisions." The very descriptor defines the intent to maintain separation and build a wall around the unit. The team at the Chancellor's Office is evaluating the structure and working toward integration in order to better serve the colleges and better serve students. As a result, this document will no longer be divided into Academic Affairs and Students Services, and increasingly, updates will be more integrated to underscore the cross-functional efforts in Educational Services and Support between Academic Affairs and Student Services. It is a small first step, but an important one nonetheless.

GUIDED PATHWAYS WORKSHOPS

Laura Hope

The California Community Colleges Guided Pathways effort is underway. The Institutional Effectiveness Partnership Initiative (IEPI) workshops on the self-assessment workshops began in earnest, and the feedback thus far has been very positive. Attendance has been strong as well. Some of the feedback from practitioners included a request to modify the deadlines because the statute governing guided pathways requires the inclusion of the Board president's signature. As a result, the Steering Committee at the Chancellor's Office will extend the deadlines for both the self-assessment and the work plan. A new timeline will be published this week, and it will be posted on the lists. The new deadlines are December 23, 2017 for the self-assessment and March 30, 2018 for the multi-year work plan. That means, however, that funding will be issued in April of 2018. The feedback is appreciated, and the Chancellor's Office is committed to ensuring that the required processes.

ANNUAL CREDIT COURSE CERTIFICATION

Jackie Escajeda

The Annual Credit Course Certification form signed by Chief Executive Officers, Chief Instructional Officers, Academic Senate Presidents, and Curriculum Chairs is due to the Chancellor's Office no later than 5 pm on **October 16, 2017**. Colleges email a pdf copy of the signed certification form and to curriculum@cccco.edu OR mail the original to the Chancellor's Office, Academic Affairs Division. If the certification is not received by the due date, Chancellor's Office staff will conduct a manual review of credit course proposals. Also, periodic reviews of these proposal types will be done by the Chancellor's Office in order to monitor data integrity. The Annual Credit Course Certification form will now be due in October of each year. For questions, please contact Jackie Escajeda at jescajeda@cccco.edu or (916) 327-2066.

BASIC SKILLS INITIATIVE – ALLOCATION INCREASE, NEW FUNDING FORMULA, MONTHLY BSI COORDINATORS' WEBINARS

Kirsten Corbin l Chantée Guiney

The Student Success for Basic Skills [Basic Skills Initiative (BSI) 2.0] budget allocation for Fiscal Year (FY) **2017-18** is $50 million, an increase of $30 million in on-going funds. BSI 2.0 includes a new funding formula, new program requirements, and additional allowable expenditures. Academic Affairs has conducted an analysis of program data to use with the new allocation funding formula and will post an amended advance allocation estimate for FY 2017-18 to the Academic Affairs Basic Skills webpage within the next week, which will represent nearly 75 percent of the total BSI funds. The remaining allocation will be based on a certification colleges will receive this month, for submittal during fall 2017. Additional details will be provided within the coming weeks. Education Code 88815 has the full text of the Student Success for Basic Skills program. As a reminder, the **2015-16** expenditure report is due to the Chancellor's Office on or prior to October 16, 2017 and the **2016-17** mid-year expenditure report is due October 6, 2017. The memorandums and reporting forms are posted to the Academic Affairs Basic Skills webpage.

The Chancellor's Office Academic Affairs Division continues to host a series of monthly BSI Coordinators' webinars on the second Friday of each month, with the next one scheduled for October 20, 12-1 pm. Presentation topics include updates on the 2017-18 BSI 2.0 allocation funding formula and certification forms due fall 2017. Tentative BSI Coordinators' webinar dates for the 2017-18 academic year are: 11/9/17; 12/8/17; 1/12/18; 2/16/18; 3/9/18; 4/13/18; 5/11/18; and 6/7/18 or 8/10/18. Webinars are 12-1:00 pm, unless otherwise noted. Archived webinars are posted to the Chancellor's Office BSI Coordinators Webinars webpage.

CHANCELLOR'S OFFICE CURRICULUM INVENTORY 2.0

Jackie Escajeda l Raul Arambula l David Garcia

Thanks to the input received from our colleges, California Community Colleges Curriculum Committee (5C) COCI Workgroup, California Community Colleges (CCC) Technology Center released the Chancellor's Office Curriculum Inventory (COCI) 1.5.0 Update on September 28, 2017. Technical fixes are listed in the release notes. The CCC Technology Center will now focus on COCI 1.6.0 Update, which will address additional areas of concern. With the two updates, it is the hope to have the system at the desired functionality that allows for more of a seamless effort for both the submitters and reviewers.

The CiTechIssues email is no longer available; however, support will continue as the CCC Technology Center and the Chancellor's Office staff will be able to assist with technical questions using the COCI support email: cociappsupport@openccc.zendesk.com. Please send all questions and report all issues through that email.

CROSS ENROLLMENT IN ONLINE EDUCATION-ASSEMBLY BILL 637

Erin Larson

Assembly Bill 637 (Medina) is on the Governor's desk awaiting his signature. There is still time to send a letter of support. This bill will simplify and remove barriers to intra-district online cross enrollment including streamlining the residency determination process for colleges participating in the Online Education Initiative Course Exchange.

DISTANCE EDUCATION REPORT 2017

Erin Larson

The release of the 2017 Edition of the Distance Education Report was postponed to the November 13 Board of Governors meeting. In addition to a statewide overview, this report includes details about courses and programs, the distance education students and the faculty who teach them. Ten-year trends are highlighted, as well as the specific reporting years 2014 through 2016. How distance education will address the goals of the Strategic Vision and Guided Pathways are explored.

DUAL ENROLLMENT PROGRAM-CCAP AGREEMENTS

Sally Montemayor Lenz l Debbie Velasquez

College and Career Access Pathways (CCAP) Agreements are due to the Chancellor's Office for the 2017-18 program year. Amendments to the 2016-17 CCAP Agreements may also be submitted, if needed. The Chancellor's Office will rely on MIS Data student reporting for legislative reports. To that end, MIS Data Element [SG13 Student-CCAP-Status](#) was launched effective summer 2017 to collect student data. Please ensure that student data reported accurately reflects the number of students served. Be aware that college data are also made public using Data Mart.

FUND FOR STUDENT SUCCESS-MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT

Sally Montemayor Lenz l Debbie Velasquez

The 2017-18 Mathematics, Engineering, Science Achievement Notification to Intent to Award was reissued on September 20, 2017. Please contact Debbie Velasquez at dvelasquez@cccco.edu or 916.323.2768 for more information.

INMATE AND FORMERLY INCARCERATED EDUCATION

Sally Montemayor Lenz

Special thanks to faculty and staff who attended the California Community Colleges Chancellor's Office and the California Department of Corrections and Rehabilitation (CDCR) Currently (Inmate) Incarcerated meeting on Monday, September 25, 2017. The twenty-two colleges engaged in providing inmate education shared a wealth of knowledge, experience, and together established four working groups to address issues from the perspective of the incarcerated student experience. Collectively, community colleges are serving 4,400 incarcerated students in a face-to-face environment and the demand for courses and programs is increasing with the passage of Proposition 57. Attendees received updates to the online faculty training module, Proposition 57, CDCR custody issues, MIS Data reporting, and more. Thank you to representatives from the Academic Senate for California Community Colleges; California State University, Los Angeles; CDCR; and the Opportunity Institute for participating in the event.

LIBRARY AND LEARNING RESOURCES PROGRAM

Stephanie Ricks-Albert

As a reminder, Library and Learning Resources Survey for Fiscal Year 2015-16 were due to the Chancellor's Office as of August 31, 2017. This report is a two-part survey process, (a) completion of the survey in SurveyGizmo, and (b) submission of the Certification form. Both parts must be completed to be in compliance. There are a few outstanding certifications for Fiscal Year 2014-15.

For more information, please see the Survey Completion Log posted on the Chancellor's Office [Library and Learning Resources Program](#) webpage. Later this month, the 2016-17 Annual Library Data Survey will be released via SurveyGizmo.

PUBLIC SAFETY

Eric Nelson I Kevin Olson

As long as a college has obtained the appropriate signatures on the Credit Course Certification, adheres to all the rules set forth on the certificate and submits it to the Chancellor's Office by October 16, 2017, the college is granted authority to locally approve public safety credit courses with TOP codes 2105.50, 2133.10, and 2133.50. These locally approved credit courses still need to be submitted to the Chancellor's Office in order to receive the required control number. The Chancellor's Office Curriculum Inventory (COCI) checks each course for proper coding and accurate hours and unit calculations. Additionally, the Chancellor's Office will conduct periodic reviews to ensure compliance.

ZERO TEXTBOOK COST DEGREE

Stephanie Ricks-Albert

With the implementation of the Chancellor's Office new Fi$Cal System, Zero Textbook Cost (ZTC) Degree grantees/contractors are required to use the new invoicing procedures for grant/contract payments. Invoicing Instructions, Example ZTC invoice and an Invoice Template are posted on the Chancellor's Office [Open Educational Resources](#) webpage. Additionally, the Chancellor's Office received 23 applications for RFA 17-085 ZTC Implementation Phase II Grant competition. The results are posted on the [Open Educational Resources](#) webpage.

CALFRESH

Colleen Ganley

In recent months, the Chancellor's Office established the goal of hosting 11 regional CalFresh enrollment training events. These events were designed to provide information to faculty and staff on how to support students in accessing CalFresh benefits. To date, the Chancellor's Office has collaborated with nine colleges: El Camino College, Shasta College, Pierce College, Ventura College, Santa Rosa Junior College, Chabot College, Hartnell College, Chaffey College, and Southwestern College to host these events. The two final CalFresh enrollment training events are scheduled to take place at Reedley College and Sacramento City College.

The Chancellor's Office would like express deep gratitude to the host colleges and to 88 participating California community colleges, many of whom sent multiple faculty and staff to learn about supporting students to access these important benefits. The Chancellor's Office is currently collaborating with the California Department of Social Services to develop and disseminate a CalFresh enrollment toolkit designed to reinforce the information presented at these training events. Additional information regarding the proposed toolkit project will be forthcoming.

COMMERCIAL SEXUAL EXPLOITATION OF CHILDREN WORKSHOPS

Jillian Luis

In 2016-17 fiscal year, Foster and Kinship Care Education (FKCE) programs housed in 60 colleges statewide offered 294 workshops on the Commercial Sexual Exploitation of Children (CSEC), exceeding the number of workshops they were funded to offer by almost 20%. The three-hour training provides an overview of CSEC and outlines the social and psychological dynamics that contribute to the growing problem of domestic child sex trafficking. The workshops are free and open to the public, though the following populations are targeted: foster parents, kinship caregivers, group home staff, and Foster Family Agency staff. An interagency agreement between the Chancellor's Office and California Department of Social Services was recently executed so colleges will continue offering the workshops in 2017-18. To learn more, visit the [Foster and Kinship Care Education](#) webpage on the Chancellor's Office website.

COOPERATING AGENCIES FOSTER YOUTH EDUCATIONAL SUPPORT

Janet Fulton

On September 6-8. 2017, the Chancellor's Office held training for over 70 Cooperating Agencies Foster Youth Educational Support (CAFYES) administrators and staff. The training covered regulations and guidelines applicable to administering CAFYES programs, and Guided Pathways. Working collaboratively with the CAFYES Training Committee and aligned with Commitment 6, "Enable Action and Thoughtful Innovation," of the Board of Governors' Vision for Success, Chancellor's Office staff formatted the training to strongly emphasize peer learning. Frequent table discussions that focused on identified topics, linked to information presented by Chancellor's Office staff, were threaded throughout the formal training. Additionally, staff from Peralta CCD and State Center CCD made best practices presentations on ongoing activities that exemplify Commitment 7, "Lead the Work of Partnering Across Systems"–respectively "Working Cooperatively with County Offices of Education" (Peralta CCD) and "A2HE-Access to Higher Education" (an enrollment event for foster youth that State Center CCD collaboratively administers with the Fresno County Office of Education and the Fresno Department of Social Services).

To support and strengthen the peer learning experience, the Chancellor's Office provided a recorded online training on "Facilitating Small Group Discussions for Optimal Peer Engagement and Learning," selecting Table Discussion Leaders from college CAFYES staff who participated. This training supported and strengthened peer learning experience weeks ahead of the regulations/guidelines training.

EMERGENCY FUNDING FOR DREAMER STUDENTS

Bryan Dickason

On October 3, 2017, the Chancellor's Office released a memorandum regarding one-time emergency aid funding for dreamer students, which provides guidance on Assembly Bill (AB) 134. This bill provides $7 million in funding for distribution to California Community Colleges for emergency aid to students with an identified need, who are eligible under AB 540 and AB 2000 (dreamers). To receive this emergency aid, students are required to complete the California Dream Act Application (CADAA). This CADAA is available year round; therefore, it is not too late to complete the application.

Please note that US citizens, and eligible non-citizens who qualify for the non-resident tuition waiver under AB 540 are excluded from receiving any emergency funds from this provision.

NEW DIRECTORS TRAINING ~ SEPTEMBER 2017

Kelly Gornik I Linda Vann I Bob Quinn

The Chancellor's Office Student Services and Special Programs Division recently held its annual new directors training for California Work Opportunity and Responsibility to Kids (CalWORKs), Cooperative Agencies Resources for Education (CARE), Disabled Student Programs and Services (DSPS), Extended Opportunity Programs and Services (EOPS), Admissions and Records, and Transfer and Articulation where we hosted 250+ participants. Designed for new directors/coordinators who have been in their positions since 2015-16, the September 18-22 training provided an opportunity for new program staff to learn and understand program history and requirements, budgets, allowable expenditures, Student Services Automated Reporting for Community Colleges (SSARCC), and to network with other new peers from throughout the State. This year's training also included a panel presentation of experienced college staff in CalWORKs, DSPS, EOPS/CARE and Admissions & Records to discuss collaboration between programs on campus and each program's role as the Chancellor's "Vision for Success" and Guided Pathways move forward.

In addition, twenty new articulation officers attended a two-day training in Sacramento on September 19-20th. The primary focus was on the fundamentals and tools of articulation, and articulation resources such as: California Intersegmental Articulation Council (CIAC), Course Identification Numbering System (C-ID), Intersegmental General Education Transfer Curriculum (IGETC), and Associate Degrees for Transfer, as well as the multiple roles of articulation officers within Academic Affairs and Student Services at the community colleges. Holly Deme, Project Manager for **Articulation System Stimulating Inter-institutional Student Transfer (ASSIST)**, provided and overview and extensive training on the ASSIST project in addition to "hands on" training.

STUDENT EQUITY ALLOCATIONS

David Lawrence

2017-18 Student Equity allocation figures were released on Friday, October 29. The State Budget appropriated $140 million to community college districts to implement Student Equity Plans. Funding is calculated by district, not college, since some of the criteria is only available, or is specifically required to be by district. The allocations were calculated using the existing Student Equity funding formula, which includes factors for annual Full-time Equivalent Students (FTES), High Need Students, Educational Attainment of Residential Zip Code, Participation Rate, Poverty Rate, Unemployment Rate, and unduplicated Foster Youth headcount. There is no match requirement for Student Equity funds.

STUDENT SENATE FOR CALIFORNIA COMMUNITY COLLEGES, GENERAL ASSEMBLY

Margaret Ortega I Rosa Estrada

The Student Senate for California Community Colleges will be hosting their bi-annual General Assembly for Fall 2017 from November 17-19, at the McClellan Conference Center. Typically, over 500 community college student leaders along with 100 staff advisors from throughout the state attend. There will be workshops for student leaders and professional development workshops for staff advisors provided by the Chancellor's Office over the three-day conference. Registration is now open.

WORKFORCE ECONOMIC DEVELOPMENT DIVISION

STRONG WORKFORCE PROGRAM LOCAL AND REGIONAL SHARE FISCAL REPORTING IN NOVA

Matt Roberts I Javier Romero

Round 2 planning for the Strong Workforce Program is well underway in colleges and regions across the state. As part of the phased-in approach, the Chancellor's Office is activating the fiscal expenditure reporting side of the NOVA system to enable colleges, districts and regions to begin reporting on expended Strong Workforce Program funds, and to adjust plans and budgets. The "Fiscal Reporting" module in NOVA went live on Monday, October 2, 2017, with reporting due Friday, December 1, 2017. Colleges and regions are requested to report on the first 4 quarters of expenditures for Round 1 Year 1 encompassing the 2016-17 fiscal year. Through the same reporting module, assigned users will also be able to edit project outcomes and budgets by object codes. Colleges, districts and regions will report on quarters 5 and 6 in the Spring, and then quarterly thereafter for each funding round. Instructions for the Nova systems have been posted to both the Doing What Matters website [Strong Workforce](#) webpage as well as the Chancellor's Office Workforce Economic Development Division's [Strong Workforce Memorandum](#) webpage.

LAUNCHBOARD GUIDED PATHWAYS TAB

Matt Roberts

The LaunchBoard, a statewide data system supported by the California Community Colleges Chancellor's Office and hosted by Cal-PASS Plus, provides data to California community colleges on the effectiveness of career and technical education (CTE) programs, as well as providing information on progress, employment, and earnings outcomes for both CTE and non-CTE pathways. This information is intended to facilitate local, regional, and statewide conversations about how to foster economic mobility. Recently, the new [Launchboard Guided Pathways](#) tab was launched and is now live.

ACCESSING THE TAB

- The tab can be accessed on [Cal-PASS Plus](#).
- In order to access the tab, you will need a [Cal-PASS Plus log in](#). If you do not have a log in, you can request.
- If you have forgotten your log in, just enter your college email address and click on the "forgotten password" link on the [Cal-PASS Plus log-in](#) page.

WHAT'S ON THE TAB

- The tab shows the guided pathways key performance indicators for all 114 colleges.
- You can select from two possible cohorts (first time ever in college, and first-time students who had summer or early college credits).
- Each metric shows both percentages and the number of students, and can be disaggregated by gender, ethnicity, and age.
- Comparison data for regional medians, statewide medians, and the top college in the state— as well as historical trends—help to contextualize your college's results.
- Data can also be viewed in a table format or exported into Excel.

TRAINING

- A webinar was held on Wednesday, October 4 from 1-2 PM to walk users through the tab, provide tips on how to use the data to support local conversations, and explain technical definitions.
- This webinar is posted on the Chancellor's Office Guided Pathways website.

ADULT EDUCATION BLOCK GRANT

Javier Romero

Recently, as the Adult Education Block Grant (ABEG) has provided training for the field regarding data collection, discussion regarding AEBG data and accountability has risen. To address any questions you may have and stimulate further questions regarding the future of adult education and community college non-credit programs, please review the following reports:

1. Measuring Our Success: Data and Accountability Systems and Common Assessment in the California Adult Education Block Grant. This report was prepared and presented to the Legislature in August 2017, and includes recommendations from an intensive field team process of K12 and college practitioners and faculty on definitions for AEBG target populations, students, metrics and recommendations on the alignment of assessment practices between K12 adult education and community colleges.

2. LaunchBoard Adult Education Dashboard Data Element Dictionary: This document contains a description of every data element and metric for AEBG and the data fields in the Chancellor's Office Management Information Systems (MIS) and TOPSPro Enterprise, from which the metrics are derived.