

**CALIFORNIA COMMUNITY COLLEGES  
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May 20, 2015

**TO:** Nabil Abu-Ghazaleh, Chief Executive Officer, West Los Angeles College  
Robert Sprague, Chief Instructional Officer, West Los Angeles College  
Phyllis Braxton, Chief Student Services Officer, West Los Angeles College  
Kenneth Takeda, Chief Business Officer, West Los Angeles College  
Celena Alcalá, Student Equity Coordinator, West Los Angeles College  
Adrienne Foster, Academic Senate President, West Los Angeles College

**FROM:** Denise Noldon, Ph.D.  
Vice Chancellor, Student Services and Special Programs (Interim)

**SUBJECT:** Student Equity Plan Feedback

As you know, colleges were required to submit Student Equity Plans in January, 2015 that contained college research into student groups experiencing achievement gaps, and the goals, activities and expenditures the college planned to address those gaps. On March 18-20, 2015 the Chancellor's Office brought together a panel of thirty college volunteers representing faculty, students, researchers, administrators, and others to read and provide feedback on the plans. Readers were divided into ten teams of three who read between 10-11 plans. Readers discussed each plan and provided joint feedback using a worksheet designed for that purpose. Enclosed, you will find the comments and suggestions readers had for your college plan.

**Content of Feedback**

Readers were asked to evaluate your plan for compliance with [title 5 regulations](#) and Education Code (Ed. Code) subdivision (d), [Sections 78220-78221](#) (added by the passage of Senate Bill (SB) 860 in June, 2014). Since some of the Ed Code requirements were new and were added on short notice, no college plan fully complied. As a result, all colleges will be asked to submit a new, revised plan in Fall, 2015 which will be covered later in this memo. Based on reader comments, your college plan will need to improve any section below marked with an N (No) or a U (Unclear, Unknown) to be in compliance. Sections marked with a Y (Yes), seem to be in compliance, but may still benefit from changes.

- |   |   |
|---|---|
| 1) The executive summary addressed all of the required topics.                      | Y |
| 2) The planning process was collaborative.  | Y |
| 3) The plan addressed all of the required target populations.                       | Y |
| 4) A disproportionate impact study was conducted for <i>each</i> success indicator. | Y |
| 5) The goals and activities were aligned with the research and target populations.  | N |
| 6) The goals were measurable and include baseline data.                             | N |
| 7) The budget provided detail on how funds would be spent.                          | Y |

- |   |   |
|---|---|
| 8) The plan demonstrated coordination with the Student Success and Support Program. | Y |
| 9) The plan demonstrated coordination with some other categorical programs.         | Y |
| 10) The plan included an evaluation, and;   | Y |
| the evaluation examines links between the goals, activities and budget.             | N |

If colleges provided budget detail (not required for this year but preferred) we asked readers to check to see if expenditures were allowable, based on the [Student Equity Expenditure Guidelines](#).

We also asked readers to comment on what colleges did well in the plans, highlighting any innovative practices or approaches. After each team had commented on their assigned plans, we asked them to help us identify colleges that had well-constructed plans that could be used as models for other colleges. If the last item on the worksheet is marked with a “Y”, readers indicated that your college had “one of the best plans yet.” It is clear from the comments that readers were generally impressed with the dedication and creativity colleges showed in attempting to improve equitable outcomes for students. Please see the attached copy of your college Student Equity Feedback Worksheet for detailed reader comments on your plan.

### **New Plan Template and Revised Plan Due Date**

As mentioned above, since SB 860 added new requirements that were not included in the plan template the Chancellor's Office published in March, 2014, colleges will be asked to submit a revised plan that addresses these new requirements. My staff are currently developing a new plan template to help colleges meet these requirements. We expect to email it to related listservs in the next 4-6 weeks. The revised plan will be due on **November 23, 2015**.

Colleges can expect the plan template to include the following changes:

- The new requirements of Ed. Code Sections 78220-78221 related to target populations, required stakeholders and coordination with categorical programs.
- Increased focus on college-wide collaboration – a description of who was involved in the planning process and a list of planning participants.
- A description of the overall college strategy and priorities for improving equity, including the criteria and process used for setting priorities for activities and funding.
- Better alignment of research, goals, activities and expenditures – the plan template will be reorganized so that research, goals, activities, and budget are all a subset of each success indicator: access, course completion, basic skills and English as a Second Language (ESL) completion, degrees and certificates and transfer.
- A separate budget template using [Budget and Accounting Manual](#) definitions which will link expenditures to goals, activities, target populations and related categorical program expenditure sources.
- A statement to be signed by college presidents and chief business officers certifying that student equity funds are being used in accordance with the expenditure guidelines.

Colleges do not need to wait for the new template to begin revisions however; this feedback is intended to guide you as you develop your revised plan.

If you have any questions or concerns, feel free to contact Debra Sheldon via email at [dsheldon@cccoco.edu](mailto:dsheldon@cccoco.edu) or me at [dnoldon@cccoco.edu](mailto:dnoldon@cccoco.edu).