

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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**Via email only**

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**TO:** Byron Breland, Chief Executive Officer, San Jose City College  
Roland Montemayor, Chief Student Services Officer, San Jose City College  
Duncan Graham, Chief Instructional Officer, San Jose City College  
Jesus Covarrubias, Academic Senate President, San Jose City College  
Jorge Escobar, Chief Business Officer, San Jose City College  
Roland Montemayor, Student Equity Coordinator, San Jose City College

**FROM:** Pamela D. Walker, Ed.D.  
Vice Chancellor, Educational Services

**SUBJECT:** Student Equity Plan Feedback

As you know, in December of last year you submitted a Student Equity Plan for your college identifying student groups experiencing achievement gaps and outlining planned goals, activities and expenditures to address those gaps. In February of this year, the Chancellor's Office brought together a panel of forty-two volunteers representing faculty, students, researchers, administrators, and others to read and provide feedback on the plans. Readers were trained and then asked to evaluate your plan for compliance with student equity expenditure guidelines, [title 5 regulations](#), and related Education Code. Readers were divided into teams of three; these teams then reviewed and discussed each plan, and provided feedback using a worksheet designed for that purpose. Enclosed you will find the worksheet(s) readers completed for your plan.

**Feedback Summary**

Chancellor's office staff then summarized key compliance sections of the worksheets related to research and expenditures, which are listed below. Those areas marked with a "Yes" or "Satisfactory" were assessed to be in compliance by the readers who reviewed the plan. Areas marked "Somewhat" were ultimately found to be acceptable but may need to be fine-tuned. Questions marked as "unclear" or "no" may be out of compliance and need to be addressed in future plan updates. Items that are marked with a "?" were left blank by the readers.

Colleges that received a "no" or "unclear" in any of the research related areas are encouraged to redo their research in that section, making appropriate changes for local evaluation and planning. *While the revised research does not need to be provided to the CO it could prove beneficial as the college may be subject to an audit in the future.* In the near future the CO will offer professional development opportunities focused on Disproportionate Impact (DI) studies, appropriate activities, evaluation strategies and other equity research related topics to assist colleges with best practices in research and evaluation.

Those colleges with plans containing *expenditures identified as clearly or potentially ineligible must ensure all Student Equity funds are only spent on eligible expenditures. Colleges will be*

required to demonstrate proof of eligible expenditure via their year-end expenditure report, which will be due to the CO Jan-Feb 2017.

Readers assessed your college research and expenditures as follows:

### Research

	Access	Course Comp.	Basic Skills	Degrees & Certs.	Transfer
1) Addressed all required target populations?	Yes	Yes	Yes	Yes	Yes
2) Conducted disproportionate impact study?	Yes	Yes	Yes	Yes	Yes
3) Provided evaluation plan and schedule?			Yes		

### Expenditures

	Access	Course Comp.	Basic Skills	Degrees & Certs.	Transfer	Multiple Goals
4) Activities & expenditures address disproportionately impacted students?	Yes	Yes	Yes	Yes	Yes	
5) Expenditures appeared allowable and appropriate?	Yes	Yes	Yes	Yes	Yes	Unclear

	Summary Budget
6) Summary budget clearly identified link with specific activities?	Yes
7) Summary budget included expenditures that may <i>not have been allowable</i> ?	No
8) Summary budget showed <i>evidence of possible supplanting of funds</i> ?	No

We also asked readers to provide feedback highlighting innovative practices or approaches and to 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 “Yes”, the readers identified your college plan as “one of the best.” 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’s Student Equity Feedback Worksheet for detailed reader comments.

Please note, colleges **are not required to create a new plan for 2016-17** as statute only requires a new plan once every three years. *Instead, we will be asking for an update with any changes in activities or expenditures, most likely in January or February of 2017* at the same time that the year-end expenditure report is due. As mentioned previously, those colleges with plans containing expenditures identified as ineligible must demonstrate all funds have been spent on eligible expenditures via their year-end expenditure report.

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 [pwalker@cccoco.edu](mailto:pwalker@cccoco.edu).