

# Annual Plan Progress Report

for implementing the College's  
5-year Education Master Plan

**2023-24**

Presented to the Planning & Budgeting Council  
on May 1, 2024



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## Proposed Top 4 EMP Priorities for 2023-24

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- Create and sustain an inclusive, antiracist, and equity-minded campus culture
  - Expand programs and opportunities to new community members in N. Fair Oaks, Belle Haven, and East Palo Alto, especially BIPOC communities
  - Strengthen transfer support services to increase transfers
  - Reimagine how we support students' accessing career opportunities
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Priority #1:  
Create and sustain an inclusive, antiracist, and equity-minded campus culture

**EMP Objectives for 2023-24**

- 2.8 Provide regular professional development that includes implicit bias and antiracism training every 2 years to all employees
- 2.9 Implement a campus-wide bias incident reporting system
- 2.10 Reimagine and transform college participatory governance processes and structures to address equity and antiracism in all integrated planning and resource allocation decisions
- 2.11 Develop the College Cultural Center (carry forward from last year)

**2.8 Provide regular, accessible, planned and intentional professional development opportunities (including implicit bias and antiracism training every two years) to all employees that sustains their personal growth and professional development over the course of employees' careers.**

## Progress on EMP Strategic Initiative 2.8

<p><b>Work Group Lead:</b> Dean Anniqua Rana</p>	<p><b>Outcome:</b></p> <p>College Professional Development Plan completed and approved by PBC on April 17, 2024 (<a href="#">PD Plan 2024-27</a>)</p>
<p><b>Desired Outcome:</b> Contribute to the draft college-wide professional development plan and recommendations with a focus on social justice and antiracism.</p>	
<p><b>Timing:</b> Initial recommendations to PBC before the end of the Fall 2023 term. PDPC to prepare and present a draft College and Professional Development no later than Spring 2024.</p>	

**2.9 *Implement a campus-wide bias incident reporting system with safeguards for victims and transparent methods for addressing all reports effectively. Ensure that privacy-protected data on incidents are disseminated for analysis, policy improvements, and prevention.***

## Progress on EMP Strategic Initiative 2.9:

<p><b>Leads:</b> Dr. Michiko Kealoha</p>	<p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• 20+ planning meetings and focus groups this Academic Year</li> <li>• September 20, 2023 – Presented draft to PBC, discussion to hold action until more research is done</li> <li>• January 23, 2024 – Presented to EAPC. Unanimous vote to continue EMP 2.9 research and movement</li> <li>• February 27, 2024 - EAPC moved to unanimously approve timeline of action</li> <li>• April/May, 2024 - student focus groups held and data being interpreted</li> <li>• Continuing research, “road shows”, and working towards an EAPC recommendation to roll-out a pilot program for the '24-'25 academic year</li> </ul>
<p><b>Desired Outcomes:</b> Recommendations for implementation to EAPC and PBC</p>	
<p><b>Timing:</b> Action items to EAPC and PBC in September, 2023 regarding recommended next steps</p>	

**2.10 Reimagine and transform college participatory governance processes and structures to: (1) address equity and antiracism in all integrated planning and resource allocation decisions; (2) increase student voice in college processes, including program review; and (3) ensure classified staff have adequate time to contribute to the committees and councils on which they serve.**

## Progress on EMP strategic initiative 2.10:

<p><b>Leads:</b> EAPC Tri-Chairs, Kiran Malavade, Krystal Martinez, Dr. Michiko Kealoha</p>	<p><b>Outcome</b></p> <ul style="list-style-type: none"> <li>• EAPC took part in creating an equity and anti-racism lens to the College Professional Development Plan completed and approved by PBC on April 17, 2024 (<a href="#">PD Plan 2024-27.docx</a>)</li> <li>• EAPC moved to approve voluntary equity and antiracism on-boarding training in April 2024 to begin in Fall 2024.</li> <li>• EAPC workgroups formed and completed regarding: 1) EAPC mission updates, 2) contract grading equitable grading trainings, 3) ongoing community building with Public Safety</li> <li>• EAPC helped to draft and submit Affinity Group district-wide procedures (<i>approved by Chancellor</i>)</li> <li>• EAPC drafted and submitted Administrative Procedure 2.34.1 (<i>pending approval by District Antiracism Council and Chancellor May 2024</i>)</li> <li>• EAPC voted to place the Cañada Undocumented Student Advocacy Coalition (CUSAC) under EAPC, replacing the former "Dreamers Task Force" and approved this as an "Operational Group"</li> </ul>
<p><b>Desired Outcomes this fall:</b> Refine EAPC priorities: PD, policies and procedures</p>	
<p><b>Timing:</b> On-going</p>	

**2.11 Develop the College Cultural Center (Multicultural Center) to provide timely, relevant, and intentional programming that serves the needs of the campus community in a manner that supports antiracist work at the College and more effective support for and representation of diverse racial, ethnic, and LGBTQ+ groups in the community. Include student voices on an ongoing basis to ensure the Cultural Center fosters leadership development opportunities that support understanding and interpreting various points of view that emerge from a diverse world of peoples and cultures – carry this initiative forward from last year**

## Progress on EMP strategic initiative 2.11:

<p><b>Lead:</b> Dr. Michiko Kealoha</p>	<p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• Permanent location in Building 18 opened by Fall 2023 Campus Leadership Retreat</li> <li>• Cultural Center Update presented to PBC on April 17, 2024</li> <li>• Expansion location in Building 18 projected to open by Fall 2024</li> </ul>
<p><b>Desired Outcomes:</b> Decision about a permanent location to College President by October 2023.</p>	
<p><b>Timing:</b> By October 2023</p>	

Priority #2:  
Expand  
Programs and  
Opportunities

(in NFO, BH, EPA  
w/emphasis on BIPOC  
communities)

**EMP Objectives for 2023-24**

3.6 Triple the number of high school students on campus during the summer and on Saturdays during the academic year



**Priority #2:**

**Expand programs and opportunities to new community members in N. Fair Oaks, Belle Haven, and East Palo Alto, especially BIPOC communities?**

## Progress on EMP Priority #2:

<b>Work Group Lead:</b> Dr. Manuel Alejandro Pérez	<b>Outcomes:</b> <ul style="list-style-type: none"><li>• <a href="#">Recommendations</a> accepted by PBC and President Lopez on December 6, 2023</li><li>• <a href="#">Operationalization Plan</a> accepted by PBC and President Lopez on February 7, 2024</li><li>• Cañada hosted Ravenswood Middle School Students (and the Boys &amp; Girls Clubs of the Peninsula) during the week of February 12, 2024. Ravenswood students attended week-long programming on campus during their winter break and will again during summer 2024</li><li>• Community Listening Session hosted in North Fair Oaks on April 30, 2024</li></ul>
<b>Desired Outcome (recommendations to PBC):</b> Continue to develop relationships and strengthen our partnerships in these communities: Boys and Girls Club MOU; Ravenswood USD regarding bringing their students to campus during the summer.	
<b>Timing:</b> Update to PBC by the end of Fall 2023 term	

**Priority #3:  
Strengthen K-16  
pathways and  
transfer**

**EMP Objectives 2023-24**

- 3.7 Fulfill the MOU with Sequoia UHSD, SF State and CSU East Bay
- 3.8 Strengthen transfer support services to increase transfers
- 3.9 Implement AB 1111 (common course numbering) and 928 (CalGETC)

**Priority #3: Strengthen K-16 pathways and transfer**

# Progress on EMP Priority #3:

<p><b>Work Group Lead:</b> Dr. Chialin Hsieh</p>	<p><b>Outcomes:</b></p> <ul style="list-style-type: none"><li>• <a href="#">Recommendations</a> accepted by PBC and President Lopez on December 6, 2023</li><li>• <a href="#">Operationalization Plan</a> accepted by PBC and President Lopez on February 7, 2024</li><li>• Status <a href="#">update of Transfer Task Force Operationalization Plan</a> submitted separately to PBC on May 1, 2024</li></ul>
<p><b>Desired Outcomes:</b> Continue implementing our Living Promise MOU and review current Transfer Plan and identify areas of focus for the coming year to improve the ability of Cañada students, particularly BIPOC, low income, and first generation students to transfer to 4-year universities seamlessly in a way that closes the equity obligation the College sees in our transfer rates.</p>	
<p><b>Timing:</b> Recommendations to PBC before the end of the Fall 2023 term.</p>	

**Priority #4:  
Reimagine how  
we support  
students'  
accessing career  
opportunities**

**EMP Objectives**

- 3.10 Centralize and coordinate employer relationships to scale opportunities for students
- 3.11 Create and expand career exploration experiences for students

**Priority #4: Reimagine how we support students' accessing career opportunities**

# Who will do what on Priority #4?

<p><b>Work Group Lead:</b> Dr. Karen Engel</p>	<p><b>Outcomes:</b></p> <ul style="list-style-type: none"><li>• <a href="#">Recommendations</a> accepted by PBC and President Lopez on December 6, 2023</li><li>• <a href="#">Operationalization Plan</a> accepted by PBC and President Lopez on February 7, 2024</li><li>• New Workforce Development Director, Jasmine Jaciw, first day on May 1, 2024</li><li>• Employer and student interest forms and back-end relationship management Smartsheet in development. Drafts can be seen here:</li><li>• <a href="#">Cañada College Student Job Interest Form (smartsheet.com)</a></li><li>• <a href="#">Cañada College Employer Interest Form (smartsheet.com)</a></li></ul>
<p><b>Desired Outcomes:</b> Recommend to PBC on how we can better serve our students (organizational changes, programmatic changes, communication). Consider the bigger picture and make recommendations for aligning our relationships with employers to improve and scale career opportunities for students.</p>	
<p><b>Timing:</b> Report recommendations to PBC before the end of the Fall 2023 term.</p>	