

REDWOODS COMMUNITY COLLEGE DISTRICT
Meeting of the Institutional Effectiveness Committee
Thursday, February 11, 2016 3pm – 4:30pm
SS 104

Agenda

1. Call Meeting to Order

2. Approve Notes from 11/12/15 Meeting

4. Discussion Items

4.1 Revised Integrated Planning Model (attached)

4.2 Institution-Set Standards at the program level

4.3 Review spring Annual Planning items

<http://inside.redwoods.edu/IPM/documents/2015-2016annualplan.pdf>

4.4 Date of the IE Summit

4.5 Update on 2016-2017 Annual Plan

5. Standing Item: Annual Integrated Planning Timeline

6. Other/Future Agenda Items:

Next Meeting: Thursday, March 10, 2016

Adjourn

PARTICIPANT DETAILS

Dial your telephone conference line: 1-719-785-4469*

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REDWOODS COMMUNITY COLLEGE DISTRICT
Meeting of the Institutional Effectiveness Committee
Thursday, November 12, 2015, 3pm – 4:30pm
SS 104

Notes

1. Meeting Called to Order: Present: Angelina Hill, Keith Snow-Flamer, Paul Chown, Jordan Walsh, Ed Macon, Dan Calderwood, Mark Winter, Crislyn-Parker-support

2. Approve Notes from 10/8/15 Meeting: Approved as stand.

4. Discussion Items

4.1 Continue Preparation of Subsequent Annual Plan (attached):

- Draft is current. The primary purpose of the annual plan is to ensure we are implementation of the strategic and education master plans. It is, basically, a check list of the larger goals and objectives of the major institutional plans.

4.2 Analysis of action plans from 2015-16 Program Reviews (attached)

- Basic Skills, SSSP and SEP will be one action item on annual plan.
- Other action items will be more specific.
- As discussed at the previous meeting, Angelina pulled 2015-16 program review action plans, and created groupings, (no personnel requests)(see attachment). As discussed within the meeting, action items will be paced within the annual plan goals and objectives. Of note, the largest grouping is requests for classroom upgrades.
- Angelina will update the plan, as discussed, and send out for review.

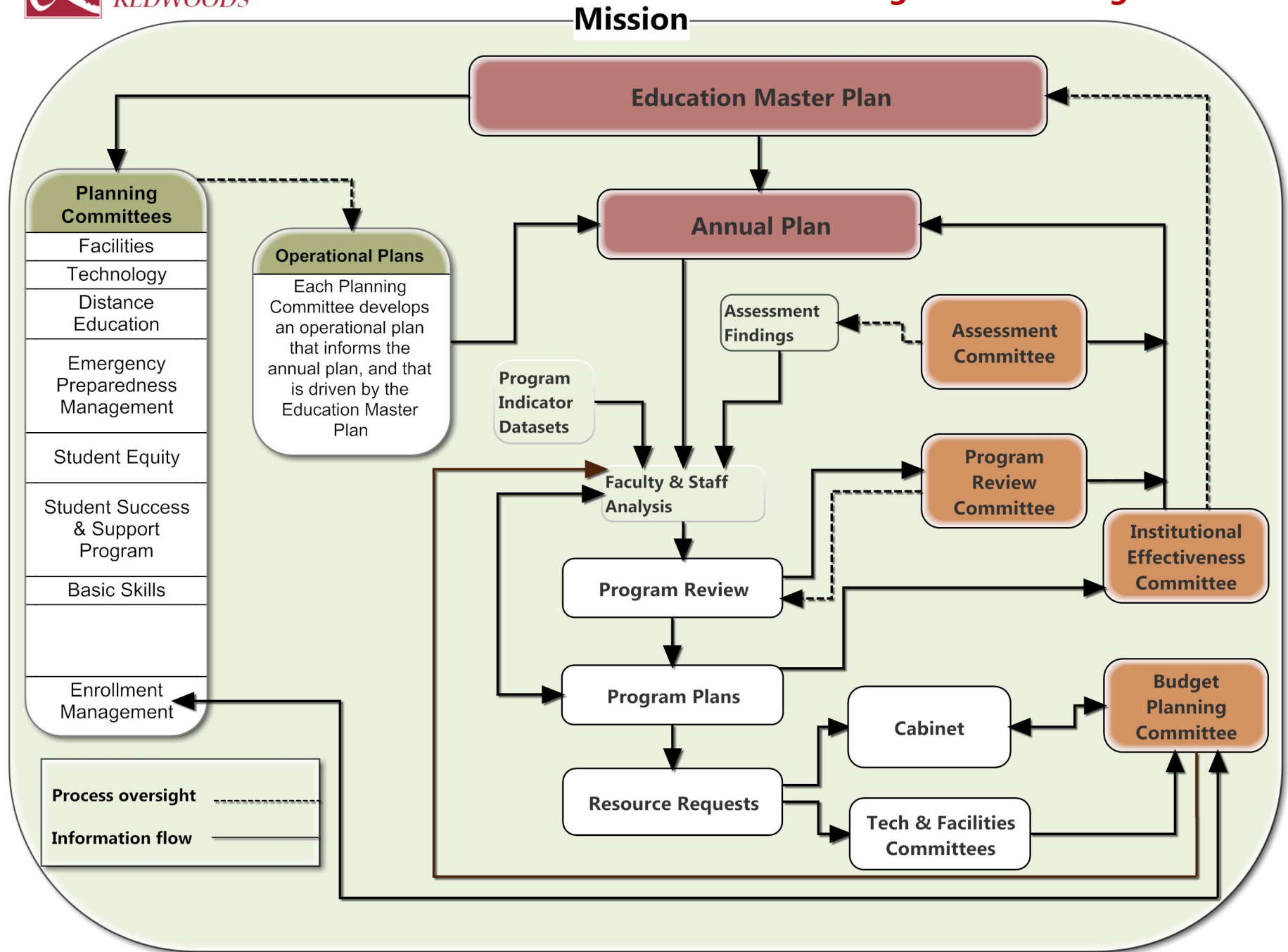
5. Standing Item: Annual Integrated Planning Timeline:

- Program reviews and faculty prioritization items on task. PRC begins evaluation of reviews on November 13.
- EMC on task to provide BPC with preliminary TLUs in December. Also to provide more detail on how targets are determined.
- Deans and directors will review operational resource requests – December, early January

6. Other/Future Agenda Items:

Next Meeting: Thursday, December 10, 2015

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The **Mission** of the College drives planning at every level. The **Education Master Plan** is the highest level plan to ensure fulfillment of the Mission. The **Institutional Effectiveness Committee (IEC)** has oversight for creating an ad hoc task force to make sure that a new Education Master Plan is developed every five years. The IEC also sees that the Educational Master Plan is followed by overseeing development of an **Annual Plan** each year. The Annual Plan contains a manageable set of actions of focus each year to achieve the goals in the Education Master Plan. The IEC monitors the progress of these actions.

The Education Master Plan is used by the College's various **Planning Committees** when developing their operational plans. **Operational plans** such as the Technology Plan and the Distance Education Plan are specific plans needed to drive forward the operations of the college. Operational planning actions with a large impact on the college are included in the Annual Plan for heightened awareness.

The Annual Plan is one of many sources of information that drive **Program Review**. While faculty and staff analyze their effectiveness and plan for the future, they review **program indicator datasets**, and reflect critically on **assessment findings**. The **Assessment Committee** oversees the assessment process such that academic and student development programs can reflect on assessment of Student Learning Outcomes (SLOs) according to a 4-year plan in which program outcomes are assessed by mapping related course outcomes. The Assessment Committee also holds Institutional Outcome Assessment sessions to identify how the college can improve and discoveries from these sessions are used to develop the Annual Plan.

The **Program Review Committee (PRC)** reviews the program reviews and provides feedback about each section according to a rubric that ranges from developing to exemplary. The PRC looks for trends such as in planning, assessment, and data discoveries and develops an executive summary. The summary is presented to the campus and is used to develop the Annual Plan. As faculty and staff review their programs, they reflect on progress towards past planning items, and develop a new set of **program plans** for the upcoming year. Program plans are reviewed by the IEC to identify themes for the Annual Plan.

The need of additional resources to carry out program plans results in **resource requests**. These requests can be monetary, or they can be for personnel. Personnel requests for faculty are routed to the faculty prioritization committee. Staffing requests go to Cabinet for ranking. XXXXCabinet and Deans review and rank items they have the operational budget to fund. The remaining items go to planning committees for ranking. Technology and facilities requests are ranked by the **Technology and Facilities Committees**, and their rankings are forwarded to the **Budget Planning Committee (BPC)**. Non-technology or facilities rankings also go to the BPC. The BPC then does a final ranking using the rankings of the other committees, and communicates back to faculty and staff the items approved for funding.