



**Institutional Effectiveness Partnership Initiative  
Partnership Resource Teams  
College Innovation and Effectiveness Plan  
Date: August 11<sup>th</sup>, 2016 (Revised Draft)**



Name of Institution: **El Camino College Compton Center**

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
A. Planning Process (Integrated Planning)	1. Better integrate/align planning, program review, SLO assessment and budget 2. Monitor and evaluate planning processes for effectiveness 3. Obtain and introduce better planning software 4. Promote a culture of planning and ownership of institutional outcomes	1. Strategic Planning Committee (SPC); Institutional Effectiveness Committee (IEC); Planning and Budget Committee (PBC); CEO 2. SPC; IEC 3. CEO & CBO (with input from faculty, committees, and other stakeholders) 4. CEO; Professional Development (PD)	Start Fall 2016 (achieve by Spring 2017)	a. Revisit role and functioning of IEC; possible restructuring to include faculty co-chair (maybe even program review faculty coordinator) b. Improve communication in all forms (verbal, written) of important institutional topics (i.e. ILOs and their significance, but also regular updates of campus developments) c. Add feedback stages to the Compton Planning Model d. Research possible planning software and test the fit for our campus e. Disseminate documentation and offer campuswide trainings (e.g., FLEX Days) about integrated planning, program review, SLOs, and budget allocation, including any aspects revised as a result of implementing this Plan f. Provide incentives and support for completing institutional tasks (promote a culture of appreciation and support) g. Align the timing of program review communications/decisions with institutional budget communications/decisions	a. Meeting minutes b. Evidence of communication; possible Institutional Awareness survey or questionnaire c. Published redesigned model d. Purchase/implementation of new software e. Training evaluations and/or awareness surveys f. Established incentive system; employee or stakeholder satisfaction surveys g. Revised calendar/schedule of institutional communications and decisions	a. b. c. d. e. f. g.

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
B. Program Review	<ol style="list-style-type: none"> <li>1. Complete monitoring and evaluation of programs and service areas</li> <li>2. Improve participation in the program review process (writing, discussion, training, etc.)</li> <li>3. Improve understanding of the program review process</li> </ol>	<ol style="list-style-type: none"> <li>1. IEC</li> <li>2. IEC &amp; Faculty Coordinator; PD</li> <li>3. IEC &amp; Faculty Coordinator; PD</li> </ol>	July 2016	<ol style="list-style-type: none"> <li>a. Restructure of IEC to include 3 subcommittees (with leads from IEC)</li> <li>b. Hire Faculty Coordinator with reassigned time (role = provide support for data analysis; clarify process and document expectations; review of document with dean; align with resource allocation cycle)</li> <li>c. Advertise process deadlines/timelines/cycle – well communicated (example - fall semester training/orientation, first draft due in spring)</li> <li>d. "Restart" the program review cycle on a clean slate (forgive outstanding reviews)</li> <li>e. Offer better and more opportunities for program review training</li> <li>f. Train all stakeholders on review process; can also be trained to provide support</li> <li>g. Review the program review template to see if questions are generating the answers desired.</li> <li>h. Offer data processing training for working with program review info (making charts, working with software, simplifying data)</li> <li>i. Implement a smaller annual "program review" that can feed into the 4-year report</li> <li>j. Ensure initial PR is the foundation for all other unit/area planning</li> </ol>	<ol style="list-style-type: none"> <li>a. Restructured IEC; meeting minutes</li> <li>b. Established position; progress on percent of program reviews completed; faculty coordinator evaluation</li> <li>c. Established and published schedule of process deadlines</li> <li>d. Development of new program review schedule</li> <li>e. Increased Flex Reporter offerings and enrollment; training evaluations</li> <li>f. Improved training evaluations; awareness surveys</li> <li>g. Updated program review template and/or guidelines</li> <li>h. Established training programs; Research Brown Bags</li> <li>i. Published library of annual program reviews; percent of reviews completed annually</li> <li>j. Established protocol; evaluation or verification of unit/area plans</li> </ol>	<ol style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> <li>e.</li> <li>f.</li> <li>g.</li> <li>h.</li> <li>i.</li> <li>j.</li> </ol>
C. SLO Assessment	<ol style="list-style-type: none"> <li>1. Examine and possibly deploy better tool(s) for reporting SLOs and assessment data</li> <li>2. Better integrate/align planning, program review, SLO assessment and budget</li> </ol>	<ol style="list-style-type: none"> <li>1. SLO Coordinator and Facilitators; All SLO Committees</li> <li>2. IEC, SPC, and PBC; SLO Coordinator &amp; Committees</li> </ol>	Start Fall 2016 (achieved by Spring 2017)	<ol style="list-style-type: none"> <li>a. Revisit TracDat inputting and report generation to show complete data</li> <li>b. Increase SLO discussions on "why, what is the significance"</li> <li>c. Increase training and discussion on making SLOs more meaningful</li> <li>d. Increase discussion on importance of documentation</li> <li>e. Obtain new software for SLO assessment</li> <li>f. Make SLO assessment and tracking processes more efficient by integrating entry of SLO results for individual students into instructors' existing grading procedures and tools (e.g., gradebook software)</li> <li>g. Provide incentives and support for the timely completion of SLO tasks, and recognize progress on the SLO completion rate as it occurs</li> </ol>	<ol style="list-style-type: none"> <li>a. Progress on program plans and SLO assessments completed through TracDat</li> <li>b. Meeting minutes; guidelines, brochures, and/or updated Course Outlines of Record and tutorials</li> <li>c. Training evaluations; meeting minutes; updated SLO assessment processes</li> <li>d. Meeting minutes; upgraded library of SLO assessments</li> <li>e. Purchase/availability and use of new software</li> <li>f. Updated SLO process and availability of individual course SLO assessments</li> <li>g. Established protocol for SLO assessment and reporting</li> </ol>	<ol style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> <li>e.</li> <li>f.</li> <li>g.</li> </ol>
D. Budget Development	<ol style="list-style-type: none"> <li>1. Better integrate/align planning, program review, SLO assessment and budget</li> <li>2. Better communication throughout college about process (and why choices are made)</li> </ol>	<ol style="list-style-type: none"> <li>1. PBC; CBO; IEC and SPC</li> <li>2. CEO; PR; PBC; Committee Chairs and Department Leaders (as appropriate)</li> </ol>	Started Fall 2016 (achieve by Spring 2017)	<ol style="list-style-type: none"> <li>a. Communicate back to program faculty, staff, and administrators as part of the process</li> <li>b. Develop criteria/guidelines for prioritizing budget allocations that can be clearly communicated (up front) to the campus constituents.</li> <li>c. Make the linkage to budget development more transparent</li> <li>d. Communicate final resource allocation decisions widely</li> </ol>	<ol style="list-style-type: none"> <li>a. Meeting minutes; communications (e-mail newsletters, flyers, etc.)</li> <li>b. Established and published criteria for prioritizing budget allocations</li> <li>c. Meeting minutes; (published) communications; reporting system</li> <li>d. Reports of final resource allocation decisions</li> </ol>	<ol style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> </ol>

## Request for IEPI Resources to Support College Innovation and Effectiveness Plan

Applicable Area(s) of Focus <i>(Copy from table above.)</i>	Applicable Objective(s) <i>(Copy from table above.)</i>	Description of Resource Needed <i>(Refer to Action Steps above as appropriate.)</i>	Cost of Resource
Program Review SLO Assessment	A.2, A.4, B.1, B.2, B.3, C.1, C.2	Faculty coordinator (40% release time 1 <sup>st</sup> and 2 <sup>nd</sup> years; 20% subsequent years), including intersession.	\$25,000
Integrated Planning and Budget Development Program Review and SLO Assessment	A.1, A.3, B.2, C.1, C.2, D.1, D.2	Planning software purchase (including licenses, training, and continued maintenance); Will need to have the planning capabilities of PlanBuilder and the SLO assessment capabilities of TracDat	\$80,000
Integrated Planning	A.1 – A.5, B.2, B.3, C.1, C.2, D.1, D.2	Professional development and training related to planning	\$30,000
Integrated Planning	A.1, A.2, A.4, A.5	Planning consultant hiring/fees/payment	\$50,000
Integrated Planning	A.1, A.2, A.4, A.5, C.2, D.1, D.2	Planning summit and meeting costs (off-site venues, catering, food services, etc.)	\$10,000
Integrated Planning	A.1 – A.5	Miscellaneous supplies used in planning (copies, manuals, brochures, etc.)	\$5,000
<b>Total IEPI Resource Request (not to exceed \$200,000 per college)</b>			<b>\$200,000</b>