

**Provost/CEO Recommendations for Improvements  
To the Compton Center/Compton District  
Institutional Effectiveness Committee**

**Background:** Currently the Compton Center and the Compton District has an Institutional Effectiveness Committee (IEC) as a standing institutional committee. The IEC is responsible for reviewing and providing recommendations for each of the District's program reviews. The IEC is also responsible for reviewing the following: the Compton Center Educational Master Plan, Facilities Master Plan, Staffing Plan, and the Technology Master Plan, to ensure these plans and all program reviews are consistent, aligned, and are current. In addition, the committee is responsible for monitoring the status of the above documents and review the District's responses to the yearly FCMAT recommendations. Over the past year the committee did not meet regularly due to staffing changes<sup>1</sup> and IEC has only been focused on the Academic Affairs Area Program Reviews.

In the fall 2016 semester, the Compton Center will be finalizing the Educational Master Plan, Facilities Master Plan, Staffing Plan, and the Technology Master Plan. These plans will required a lot of input and feedback from the IEC. In order to maximize and improve the efforts of the IEC, I am providing outlining some recommendations for improvement.

**Provost/CEO Recommendations:** For the 2016-2017 year, I am recommending the following to improve/assist the IEC:

1. Establish the following subcommittees to the IEC:
  - a. Academic Affairs Area Program Review Committee
  - b. Student Services Area Program Review Committee
  - c. Administrative Services Area Program Review Committee

The subcommittees would include five individuals, three members from the IEC, a senior administrator (Vice President, Compton Center; Dean, Student Services; Chief Business Officer) responsible for area, and one manager from the area. The subcommittees would report to the IEC. Faculty representation on each of the subcommittees is critical and I am recommending 2 faculty members on the Academic Affairs Area Program Review Committee; 1 faculty members on each of the Student Services Area Program and the Administrative Services Area Program Review Committees.

2. Effective July 1, 2016, the Compton Center Student Services Program Reviews will no longer be reviewed by the El Camino College Student & Community Advancement Program Review Committee.

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<sup>1</sup> IEC begun meeting again in January 2016 with two new administrative co-chairs.

3. Establish a Faculty Coordinator position with 40% reassigned time in the first two years (to accommodate all of the initial efforts to improve our program review process), and only 20% reassigned time in each subsequent year. This faculty coordinator would be responsible for working with program review authors to ensure their documents meet the quality expectations of the IEC—potentially working with Institutional Research and/or the SLO Coordinator to ensure the related sections of the program review are addressed properly. For the 2016-2017 year, the Faculty Coordinator position would be funded through the Institutional Effectiveness Partnership Initiative funding and each subsequent year would be funded through the Compton District General Fund.
4. The Faculty Coordinator will provide program review trainings to Compton District and Compton Center employees. In addition, provides monthly updates to the IEC and senior administrators on the status on program/department program review. The Faculty Coordinator will develop a four-year program/department program review schedule for the Compton Center and Compton District.
5. The Faculty Coordinator will develop and maintain a program review webpage for the Compton Center. The webpage will have the program review template, prior year completed program reviews, program review schedule.
6. On a yearly basis, the Academic Senate and the CCCFE - Certificated Unit would appoint a faculty co-chair to the IEC. For the 2016-2017 year, Paul Flor, President of the Academic Senate will serve as the faculty co-chair of the IEC; and Patricia Bonacic, Director of CalWORKs, TANF, GAIN and Special Resource Center will serve as the administrative appointed co-chair to the IEC. In addition, Felipe Lopez will continue to serve as the other administrative representative to the IEC.
7. At the first meeting in the fall, the IEC will develop their committee goals for the 2016-2017 year.

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