

**Evergreen Valley College  
Progress on the Implementation Plan  
2016**

| Time          | Activity  | Product Deliverable  | Assessment  | Next Steps |
|---------------|---|--|---|------------|
| February 2016 | The Institutional Effectiveness Committee (IEC) initiates conversations and discussions about how best to implement the Educational Master Plan (EMP) and integrate the findings into a new Integrated Planning Model (Model).  | Committee Minutes from IEC and from College Advisory Council   | College has begun solid efforts to build institutional effectiveness efforts.                         | Complete.  |
|               | The College hires an outside consultant to add the necessary bandwidth to assist existing college institutional effectiveness efforts including designing an implementation plan, creating an Integrated Planning Manual (IPM), and matrix for measuring progress on the college mission.                         | Pacheco hired to help build the Implementation Plan, Progress on the Mission and Evaluation of Processes                             | All documents timely reviewed by IEC, shared with college and approved by College Advisory Council.   | Complete   |
|               | The College reviews the current Institution Set Standards for review and improvement of the existing performance measures, identify a new measure to track progress on the mission, report measures for the March 2016 Annual Report, and develop a plan to expand the setting of standards to the program level. | Institution set standards reviewed, triangulated and set for required areas (completion and CTE licensure pass rates and employment. | College needs to roll the ISS as well as the IEPI numbers into strategic planning and program review. | Complete   |

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| February 2016 | The IEC will create a matrix to evaluate progress on the Implementation Design Plan.   | Matrix tracking document.   | Document will be assessed and corrected iteratively  | Complete   |
| March 2016    | The College will explore best practices in creating Integrated Planning Manuals and Strategic Plans, Mission Progress Reports, will assign teams to help build out the components of the manual, design the progress report, align efforts to inform the action projects of the Quality Focus Essay. | Efforts made during IEC meetings and pages delegated to members for follow up and completion. | Converting the IPM to EVC culture and history will require close review of the committee structures, committee names and participatory governance systems. | Complete   |

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| March 2016 | The manual will include timelines and processes for review of the mission statement, implementation of the board policies and administrative procedures, evaluation of the progress on the mission, the program review cycle, assessment of learning, evaluation of planning processes and procedures and cycles, timeline and effectiveness for resource allocations, accreditation reporting, and the creation of a research agenda. | The timelines completed at this time deal with the implementation plan and not the IPM. The discussions about IPM timelines is premature. The College will use the implementation plan timeline as the prototype for the IPM. | Timelines and systems will be the biggest challenge for the committee. | Complete   |

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| March 2016 | The Strategic Plan will include begin with the College Strategic Initiatives; develop measurable objectives that are SMART (specific, measurable, attainable, relevant and time-bound). The plan will identify action plans that describe how the objectives will be accomplished. Each action plan includes a timeline for completion and the assignment of parties responsible for implementing the action. | This discussion will need to come at the time the plan is constructed in November, but the model is correct. Models reviewed by the college will work at EVC. | Models reviewed will work at EVC, but the detailed work will not begin until November.   | Complete.  |
| March 2016 | A progress report will be produced annually to document the status of the work on each objective and action plan in the strategic plan and the role program review plays in helping to meet the mission.  | Progress report model accepted for review this spring.  | The progress report will be based on the progress report to be produced this year, but the creation of a matrix will be essential to minimize double work and increase access.           | Complete.  |
| April 2016 | Teams work on the components of the IPM, the Strategic Planning Matrix and the Mission Progress Report and approve the Implementation Design Plan.  | Early work begun, but attention shifted to the progress on the mission and evaluation of planning processes.  | Team work on the pages has been solid, but the document will need to be vetted to the participatory governance committees directly for better application. This will happen in the fall. | Complete.  |
| April 2016 | IEC will conduct an evaluation of the planning processes and procedures.  | Evaluation conducted through the use of a cross-campus survey.  | Improvements identified, particularly in the training of new members, and communication. Both areas will be part of the QFE.   | Complete.  |

|               |   |                                     |  |                                 |
|---------------|---|-------------------------------------|--|---------------------------------|
| May 2016      | IEC will produce a progress report on the strategic initiatives to close out the old Educational Master Plan and set the stage for the discussion of the Strategic Plan scheduled for fall 2016.                                      | Progress report generated.          | The report is still quite general and draws from a wide variety of sources. This process will need to be better tailored for the 2017 report.                            | Complete.                       |
| May 2016      | IEC will produce a report on the evaluation of the processes and procedures of the current planning processes and report the findings to the academic senate, the College Advisory Council, and other relevant governance committees. | Progress report generated.          | The report would be improved with the use of other instruments and measures besides the use of a survey. Direct interviews with the committees would augment the report. | Complete.                       |
| Summer 2016   | Work on the Integrated Planning Manual, Strategic Plan Matrix, and Mission Progress Report by the constituent teams in preparation for the 2016-2017 academic year.   | Progress was made but not complete. | The summer workers decided   | Deferred to early fall semester |
| October 2016  | The Institutional Effectiveness Committee reports the IPM progress to the entire College and creates a schedule for feedback and review by the participatory governance groups. The IEC begins the process of establishing the IPM.   | Draft under review by IEC           |  | In progress                     |
| November 2016 | The Integrated Planning Manual is vetted through the college's governance structure for feedback and review. The Institutional Effectiveness Committee reports the IPM progress to the faculty senate.                                |                                     |  |                                 |