



Integrated Planning Implementation Design 2016-2017

Produced by the
Institutional Effectiveness Committee
Spring 2016

Recommended by the College
College Council to the President

Mission

With equity, opportunity and social justice as our guiding principles, Evergreen Valley College's mission is to empower and prepare students from diverse backgrounds to succeed academically and to be civically responsible global citizens.

We meet our mission through a wide spectrum of educational experiences, flexible methodologies, and support services for our students. We offer associate degrees, associate degrees for transfer, certificates, career technical education, transfer coursework, and basic skills education.

Strategic Initiatives

Student-Centered: We provide access to quality and efficient programs and services to ensure student success. Areas of focus are:

- Access
- Curriculum and Programs
- Services

Community Engagement: We will transform the college image and enhance partnerships with community, business and educational institutions. Areas of focus are:

- Increase Visibility
- Develop Strategic Partnerships
- Building Campus Community

Organizational Transformation: We create a trusting environment where everyone is valued and empowered. Areas of focus are:

- Student Access: Completion of Educational Goals
- Employee Development
- Transparent Infrastructure

General Education/Institutional Learning Outcomes (ILOs)

Communication

The student will demonstrate effective communication, appropriate to the audience and purpose.

Inquiry and Reasoning

The student will critically evaluate information to interpret ideas and solve problems.

Information Competency

The student will utilize information from a variety of sources to make an informed decision and take action.

Social Responsibility

The student will demonstrate effective interpersonal skills with people of diverse backgrounds and effectively function in group decision making.

Personal Development

The student will demonstrate growth and self-management to promote life-long learning and personal well-being

Introduction

This implementation design plan is the Evergreen Valley College guide to integrating the Educational Master Plan into the existing planning model at the College and builds a way to:

- Review our mission for currency and relevance (Standard I.A.4)
- Engage in sustained, substantive and collegial dialog about student outcomes, student equity, academic quality, institutional effectiveness, and continuous improvement of student learning and achievement (Standard I.B.1)
- Set performance measures for student achievement, appropriate to our mission and assess how well we are achieving our goals in pursuit of continuous innovation. (Standard I.B.2)
- Strengthen program review and the use of student learning, student achievement, and productivity and efficiency data (key performance indicators, KPIs) to measure progress on our mission (Standard I.B.3)
- Evaluate our policies and practices to assure their effectiveness in supporting academic quality and accomplishment of mission. (Standard I.B.7)
- Communicate our findings on all of our assessment and evaluation activities so that the institution has a shared understanding of our strengths and areas of improvement and innovation to set priorities. (Standard I.B.8)
- Integrate planning in all areas of the college for maximum use of resources (human, physical, technological and financial) (Standards IIA, IIIB, IIIC, IIID)
- Engage in continuous, broad based, systematic evaluation and integrated planning. (Standard I.B.9)

This design plan includes:

- Specific tasks to be accomplished.
- Timeline for each task.
- Offices or groups responsible for completing the tasks.

Timeline and Process for the Implementation Design Plan

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).

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.

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.

The IEC will create a matrix to evaluate progress on the Implementation Design Plan.

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.

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 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.

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.

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.

IEC will conduct an evaluation of the planning processes and procedures.

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.

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.

Summer

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.

August 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.

September 2016

The Integrated Planning Manual, the Strategic Plan Matrix and Progress Report are vetted through the college's governance structure for feedback and review.

October 2016

Based on the feedback, the IEC proposes the IPM and submits the recommendation to the President through the College Advisory Council.

The College Advisory Council consolidates the feedback from the governance bodies and college offices and makes a recommendation to the President.

