Evaluating our Planning Process: Using Outcomes to Improve our Planning Process

Jan 25, 2013
CPC Planning Retreat
Review of Recommendations from the Communication Audit, May 2012

IMPLEMENTED/ADDRESSED (6):

✓ Separation of “conflated committees”
  ✓ DONE

✓ WEC/FACILITIES ISSUE RESOLVED
✓ ACADEMIC AFFAIRS MEETINGS SEPARATED FROM DIVISION COUNCIL

✓ Representatives need to be at meetings so can report from their cluster/committee and bring information back to respective groups
  ✓ DONE

✓ Attendance rosters and quorums met

✓ Flow Chart of our processes is needed: How do we do business?
  ✓ DONE

✓ DOCUMENTS CREATED AND THROUGH THE SHARED GOVERNANCE PROCESS INCLUDE:
  ✓ PLANNING DOCUMENT FLOW
  ✓ THE SHARED GOVERNANCE STRUCTURE DIAGRAM
  ✓ HOW WE PLAN AND COMMITTEE INVOLVEMENT IN THE CREATION OF PLANS APPROVED AT CPC IN JANUARY
IMPLEMENTED/ADDRESSED (6 CONTINUED):

✓ Calling for agenda items before agendas go out (avoid multiple agendas circulating; outcome = accuracy)
  ✓ DONE

✓ We are Recyclers: we recycle issues when believe the issue had been resolved. How do we eliminate the unnecessary back-treading and attempts at back doors? If no new information is obtained, why do things come back for more precious time?
  ✓ IN PROGRESS WITH SIGNIFICANT PROGRESS MADE

✓ Unit plans are completed by Division Chairs in Academic Affairs, which may or may not be on the A.A. Cluster committee; confusion at times as to how the input from Chairs is fully used in the planning process when all of them are not in the room when decisions are made; how does information cycle back?
  ✓ DONE
  ✓ UPDATES TO THE PANNING FORMS HAS FACILITATED THIS PROCESS
Review of Recommendations from the Communication Audit, May 2012

STILL NEED ADDRESSING (8):

- Alignment of committees and where information stops
  - (Academic Senate Committees reporting at Division Council but not at A.A. Cluster, etc.)
- Committee Co-Chair training is needed to understand role/responsibility, scope of the committee, running effective meetings (agenda mgt)
  - Use CPC Agenda as a template for each of the committee
- Roberts Rules of Order training
- Committee reports should be in writing with ALL recommendations in the report.
STILL NEED ADDRESSING (8 CONTINUED):

- Membership lists for each of the committees posted at the beginning of each academic year
- Dept. Chair training and a description of the function of a department Chairs
- Would like a report from Economic/Workforce Development to know what is going on in the area periodically
- When shared governance committees make a recommendation, want to know the outcome: was it implemented?; close the loop
## Information Needs in Visual Format:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Academic Affairs</th>
<th>Student Services</th>
<th>Admin Services</th>
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<td>CPC/ Clusters (A.A., S.S., A.S.)</td>
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<td>CPC/ Achieving the Dream</td>
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Planning Process Evaluation Fall 2012

• Improvements we have made:
  – “Budget planning process has improved in last 2 yrs”
  – “Each department working on plans in line with mission statement”
  – “Process in place to make sure assignments aligned with budget”
  – “Making the budgeting process Centralized”
  – “Campus budget are now more transparent than ever before…”
  – Overall our planning document flow process is recognized and being used
    • Exception is Enrollment Management Plan. Being completed by Academic Affairs currently
Planning Process Evaluation Fall 2012

• Needed improvements identified:
  – “More communication between clusters. There is no need to have so many meetings if the outcomes and decisions are not being communicated”
  – “Budget needs to be evaluated first before considering any realistic vision and planning”
Outcomes Necessary to Design into Planning Process

- ACCJC is BIG on using outcomes and that planning committees are actually planning, not just discussing.
  - Decisions must be made as a result of discussions (recommendations)
  - CPC will make recommendations to the President...
- Current structure and reporting of committees need to “flow” to create the Planning Documents
  - Communication keeps coming up
  - In order to integrate planning/budget information must flow
  - Review the timeline of planning documents with the new planning diagram
Outcomes Necessary to Design into Planning Process

- Reporting methods perhaps need some changes so that those who do not attend the Senate Meetings are still able to have their information needs met
  - Senate President report Academic Senate outcomes at CPC?
  - Cluster reports at CPC meeting reflecting committee recommendations?
- Closing the loop: showing where recommendations become action in the process
Next Stage of Evaluation of Planning 2012-13

• Measuring implementation of the plans
  – Document driven (evidence based) process:
    • EMP
    • College Annual Plan
    • Cluster Plans
    • Technology Plan
    • HR Plan

• Closing loop on recommendations made to CPC
  – What was implemented?
  – What was Not implemented?

• What data needs were identified in order to strengthen planning process?