Attachment A: Cuyamaca College Innovation and Effectiveness Plan

Institutional Effectiveness Partnership Initiative
Partnership Resource Teams
Institutional Innovation and Effectiveness Plan
Date: June 1, 2017

Name of Institution: Cuyamaca College

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
A. Integrated Planning	1. Align the program review process across the College 2. Pilot aligned online program review module 3. Re-focus program review on continuous improvement	Program Review Co-Chairs; Institutional Effectiveness, Success, and Equity Office	June 1, 2018	a. Revise program review templates to align process across divisions and focus on outcome assessment for improvement b. Convene a program review task force (current Co-Chairs of the four program review committees) to assess feasibility of merging program review committees and moving program reviews online, make recommendations for an updated integrated planning model, and improve program review evaluation processes c. Implement revised integrated planning model d. Build evaluation and improvement into the integrated planning model, including the program review aspects in particular	a. Updated comprehensive and annual update program review templates b. Task force convened and work completed c. Revised integrated planning model reviewed and approved by College Council d. Program review evaluation process implemented and annual report prepared	a. b.

Attachment A: Cuyamaca College Innovation and Effectiveness Plan

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
B. Student Learning Outcome Assessment	1. Fully integrate learning outcome assessment into unit-level planning and program review 2. Improve quality of outcomes and assessments through resources and professional development 3. Improve the support and infrastructure for assessment reporting and documentation	Student Learning Outcome and Assessment Committee; SLO Coordinator; Senior Dean, Institutional Effectiveness, Success, and Equity	June 1, 2018	a. Develop and implement training plan on learning outcome assessment and service area outcome assessment b. Facilitate assessment workshops and meetings during Fall Professional Development Week to foster dialog about assessment findings c. Revise program review templates to align process across divisions and focus on outcome assessment for improvement d. Hire and train an administrative technician to enter prior years' assessment data into TracDat, provide training to faculty, staff, and administrators on TracDat, and design/develop and implement assessment and program review modules in TracDat e. Develop and disseminate an updated learning and service area outcome assessment guide and TracDat resources for faculty, staff, and administrators	a. Training plan completed b. SLO workshops scheduled and facilitated c. Reports on assessment discussions during Fall Professional Development Week d. Comprehensive and annual templates revised and updated e. Technician hired and trained f. Historical SLO assessment data entered and reporting up to date in TracDat; training provided as needed; modules implemented g. Updated guide reviewed and approved by Academic Senate and College Council, and disseminated	a. b.
C. Governance	1. Improve governance structure and decision-making process documentation 2. Improve communication between governance group members and their respective constituent groups	College Council; President; Senior Dean, Institutional Effectiveness, Success, and Equity	June 1, 2018	a. Convene participatory governance task force to take inventory of current governance groups, identify opportunities for alignment and clarifying relationships, and make recommendations; implement approved recommendations as appropriate b. Create a decision-making guide with updated integrated planning process map and decision-making processes c. Develop and implement a master college planning and decision-making calendar d. Redefine the expectations and standards for committee meeting time e. Develop and schedule workshops on participatory governance f. Develop and implement template for governance groups to share/report out on key items/issues for campus community g. Provide regular updates to campus community electronically (e.g., newsletter and website updates)	a. Task force convened; recommendations approved and implemented b. Number of college committees reduced c. New decision-making and governance guide published d. College Annual Planning Calendar developed, reviewed, and approved by College Council e. Expectations and standards approved and implemented f. Workshops developed and facilitated on participatory governance g. Governance group report template created and implemented h. Newsletter created and disseminated; webpages for committees redesigned	a. b.

Attachment A: Cuyamaca College Innovation and Effectiveness Plan
Request for IEPI Resources to Support Institutional Innovation and Effectiveness Plan

Applicable Area(s) of Focus *(Copy from table above.)*	Applicable Objective(s) *(Copy from table above.)*	Description of Resource Needed *(Refer to Action Steps above as appropriate.)*	Cost of Resource
Integrated Planning	Align the program review process across the College	Contracts: TracDat Training (assessment and program review module design and development)	$10,000
Student Learning Outcome Assessment	Fully integrate learning outcome assessment into unit-level planning and program review	Assessment Consultant (to provide targeted training to faculty on implementing meaningful assessments)	$15,000
	Improve quality of outcomes and assessments through resources and professional development	Professional Development (for faculty, staff, and administrators on assessment practices, tools, and resources)	$30,000
	Improve the support and infrastructure for assessment reporting and documentation	Administrative Technician (TracDat, program review, and SLOs) Salary and Benefits	$80,000
		Professional Development Week Division Meetings and Assessment Presentations (may include supplies, equipment, and stipends for faculty assessment projects)	$24,000
		Tableau Desktop License (3) for Program Review and SLO Assessment Data Disaggregation and Visualization	$6,000
Governance	Improve communication between governance group members and their respective constituent groups	PIO/Communications Consultant	$35,000
Total IEPI Resource Request (not to exceed $200,000 per college)			$200,000

Attachment A: Cuyamaca College Innovation and Effectiveness Plan

Approval	
Chief Executive Officer	
Name: Julianna Barnes	
Signature or E-signature:	Date:

Collegial Consultation with the Academic Senate	
Academic Senate President *(As applicable; duplicate if needed for district-level I&EP)*	
Name: Kim Dudzick,	
Signature or E-signature:	Date: