

# Committee/Council/Senate Report

Institutional Planning and Effectiveness Committee 2018 - 19 End of Year Report



## Committee - Institutional Planning and Effectiveness

**Purpose Statement:** Monitor and assess the ongoing effectiveness of the integrated institutional planning processes through the implementation of the Strategic Plan.

**Membership:** • Administrative co-chair appointed by the Superintendent/President or his/her designee, Co-chair

- Vice President of Academic Senate, Co-Chair
- Three faculty appointed by the Academic Senate
- One classified employee appointed by classified employees
- One Dean or Director from each of these areas; Academic Services, Administrative Services, Student Services
- One student appointed by students
- One representative from Research, Planning & Institutional Effectiveness
- Additional members as needed

<i>Initiatives</i>	<i>Evaluations</i>	<i>Results</i>	<i>Actions</i>
<p><b>Review the Annual Report Timeline--</b> - Review the Annual Report Timeline <b>Initiative Status:</b> Active <b>Academic Year:</b> 2016 - 2017, 2017 - 2018, 2018 - 2019</p>	<p><b>Directly related to Outcome</b></p>	<p><b>Report Type:</b> End-of-Year <b>Result:</b> Carried Forward During the spring 2019 semester, IPEC met and discussed the Annual Report timeline at every meeting to ensure that all committee members understood when to expect the qualitative data from all responsible parties and points of contact. (05/08/2019)</p>	<p><b>Action:</b> IPEC may need to consider whether reviewing the Annual Report Timeline is necessary at every meeting. According to one IPEC member, "timeline fatigue is still an issue. we talk about it way too much and nothing ever gets changed." (original) (05/08/2019)</p>
<p><b>End-of-Cycle Report of the Strategic Plan -</b> Complete the 2018 End-of-Cycle Report on the Strategic Plan <b>Initiative Status:</b> Active <b>Academic Year:</b> 2018 - 2019 <b>Start Date:</b> 08/23/2018</p>	<p><b>Directly related to Outcome</b></p>	<p><b>Report Type:</b> End-of-Year <b>Result:</b> Satisfactory This action was completed in the fall 2018 semester. (05/08/2019)</p>	
<p><b>TracDat -</b> Utilize TracDat to revise and complete the Annual Report <b>Initiative Status:</b> Active <b>Academic Year:</b> 2018 - 2019</p>	<p><b>Directly related to Outcome</b></p>	<p><b>Report Type:</b> End-of-Year <b>Result:</b> Will Not Pursue This action was postponed in the fall semester, as IPEC adopted new processes for collecting data for the Annual</p>	

<i>Initiatives</i>	<i>Evaluations</i>	<i>Results</i>	<i>Actions</i>
<b>Start Date:</b> 08/23/2018	<b>Directly related to Outcome</b>	Report. (05/08/2019)	
<p><b>The Annual Report on the Master Plan</b> - Complete the Annual Report on the Master Plan.</p> <p><b>Initiative Status:</b> Active</p> <p><b>Academic Year:</b> 2015 - 2016, 2016 - 2017, 2017 - 2018, 2018 - 2019, 2019 - 2020, 2020 - 2021, 2021 - 2022, 2022 - 2023, 2023 - 2024, 2024 - 2025, 2025 - 2026, 2026 - 2027, 2027 - 2028, 2028 - 2029, 2029 - 2030</p> <p><b>Start Date:</b> 09/10/2015</p>	<b>Directly related to Outcome</b>	<p><b>Report Type:</b> End-of-Year</p> <p><b>Result:</b> Satisfactory</p> <p>IPEC completed its work on the Annual Report on the Master Plan in mid- to late April. The committee held two extended meetings and one extra meeting in March and April to complete its tasks. IPEC collected information from point of contacts who were responsible for collecting data from responsible parties for Actions in the Strategic Plan, 2018-2021. IPEC then consolidated the information, wrote an analysis and summary for each objective, and worked on revising and editing over several meetings. IPEC will discuss at its last meeting the process of soliciting district constituent groups for new actions and/or modifying continued actions. As explained, 88.8% of IPEC members who responded to the District Governance Survey, reflect a positive view that IPEC was successful in meeting its roles and responsibilities, which suggests that the changes in the process collecting data for the Annual Report helped overcome some of the reporting issues experienced in previous reporting cycles. (05/08/2019)</p>	<p><b>Action:</b> Based on feedback received from Points of Contact and Responsible Parties, IPEC will make adjustments to the new process for collecting Annual Report on the Master Plan updates and data. In addition, based on feedback from the District Governance Senate survey, IPEC will discuss and assess whether the scheduled number of meetings for the fall semester is appropriate and make adjustments to the meetings, as needed. (05/08/2019)</p>
<p><b>General Expectations</b> - Agendas Posted Minutes Recorded Quorum Attained Attendance at meetings recorded in minutes</p> <p><b>Initiative Status:</b> Active</p> <p><b>Academic Year:</b> 2013 - 2014, 2014 - 2015, 2015 - 2016, 2016 - 2017, 2017 - 2018, 2018 - 2019, 2019 - 2020, 2020 - 2021, 2021 - 2022, 2022 - 2023, 2023 - 2024, 2024 - 2025, 2025 - 2026, 2026 - 2027, 2027 - 2028, 2028 - 2029, 2029 - 2030</p> <p><b>Start Date:</b> 11/06/2013</p>	<b>Directly related to Outcome</b>	<p><b>Report Type:</b> End-of-Year</p> <p><b>Result:</b> Satisfactory</p> <p>Agendas and minutes are posted in a timely manner, as well as reports to District Governance Senate. We have had a Quorum at every meeting, and attendance has been recorded in the minutes, including for three additional meetings needed for the Annual Report on the Strategic Plan. (05/08/2019)</p>	