

Committee/Council/Senate 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>Revise Reporting Timelines - Review the Annual Report and Planning Timelines.</p> <p>Initiative Status: Active</p> <p>Academic Year: 2016 - 2017, 2017 - 2018, 2018 - 2019, 2019 - 2020, 2020 - 2021, 2021 - 2022, 2022 - 2023, 2023 - 2024, 2024 - 2025, 2025 - 2026</p> <p>Start Date: 08/22/2019</p>	<p>Directly related to Outcome</p>	<p>Report Type: End-of-Year</p> <p>Result: Satisfactory</p> <p>IPEC met seven times during the spring semester. IPEC also held one special meeting and participated in the Strategic Plan Joint Meeting . At the seven IPEC and special meetings, IPEC reviewed the Annual Report and Planning Timelines. IPEC focused on reviewing the timelines, as the District was in the process of developing the final iteration of the Strategic Plan (2021 - 2025) of the current 10-Master Plan (2015 - 2025). Also, IPEC will begin the development of the final Annual Report on the Master Plan (2021) and End-of-Cycle Assessment of the 2018 - 2021 Strategic Plan that will begin in March 2021 and culminate in December 2021.</p> <p>IPEC's ability to complete this initiative, as part of its responsibilities, it reflected in the view that 100% of the IPEC members who participated in the Institutional Planning and Effectiveness Committee (IPEC) Governance Survey. All 12 respondents either agree(d)/strongly agree(d) with the statement that IPEC "met its roles and responsibilities." (05/21/2021)</p>	

Initiatives	Evaluations	Results	Actions
<p>The Annual Report on the Master Plan - Complete the Annual Report on the Master Plan.</p> <p>Initiative Status: Active</p> <p>Academic Year: 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>Start Date: 09/10/2015</p>	<p>Directly related to Outcome</p>	<p>Report Type: End-of-Year</p> <p>Result: Satisfactory</p> <p>Since the District will be closing out the 2018 - 2021 Strategic Plan, IPEC began the process of completing the Annual Report on the Master Plan (2021) as well as End-of-Cycle Report on the 2018 - 2021 Strategic Plan. IPEC began collecting information from point of contacts who were responsible for collecting data from responsible parties for Actions in the Strategic Plan, 2018-2021. (05/21/2021)</p>	
<p>Routine Business - Complete routine business (posting Agendas, Recording Meeting Minutes, etc.).</p> <p>Initiative Status: Active</p> <p>Academic Year: 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>Start Date: 11/06/2013</p>	<p>Directly related to Outcome</p>	<p>Report Type: End-of-Year</p> <p>Result: Satisfactory</p> <p>Agendas and minutes are posted in a timely manner, as well as reports to District Governance Senate. IPEC had quorum at every meeting and attendance has been recorded in the minutes (05/21/2021)</p>	
<p>Assess year-end survey - Analyze the results of the year-end governance survey.</p> <p>Initiative Status: Active</p> <p>Academic Year: 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>Start Date: 05/06/2015</p>	<p>Directly related to Outcome</p>	<p>Report Type: End-of-Year</p> <p>Result: Satisfactory</p> <p>All 12 IPEC members participated in the District-wide Governance survey.</p> <p>Question 1: "The senate/committee/council met its roles and responsibilities." 4 indicated "Agree" and 8 "Strongly Agree".</p> <p>Question 2: "Adequate and appropriate resources are available to support my work on this senate/committee/council." 1 indicted "Disagree", 4 indicated "Agree" and 7 "Strongly Agree"</p> <p>Question 3: "The workload of this</p>	

<i>Initiatives</i>	<i>Evaluations</i>	<i>Results</i>	<i>Actions</i>
	Directly related to Outcome	<p>senate/committee/council is appropriate." 6 indicated "Agree" and 6 "Strongly Agree"</p> <p>Question 4: "The senate/committee/council was effective in completing its initiatives." 1 indicated "Disagree", 3 indicated "Agree" and 8 "Strongly Agree"</p> <p>Question 5: "The senate/committee/council stayed on task." 4 indicated "Agree" and 8 "Strongly Agree"</p> <p>Question 6: "The senate/committee/council adhered to Robert's Rules of Order." 1 indicated "Disagree"; 5 indicated "Agree"; and 6 "Strongly Agree"</p> <p>The survey results reveal that a vast majority of the committee agreed or strongly agreed with all questions except on questions #2 and #6 where one respondent disagreed. IPEC will need to identify additional resources that may be needed to assist all members complete their work. Also, due to the relatively small size of the Committee, IPEC uses a laxer version of Roberts Rules; however, the Committee may need conduct training with members, so that members are aware of Robert's Rules.</p> <p>There were quite few responses to the questions asking for a written response.</p> <p>Question 1: "How could the IPEC improve its effectiveness in regard to meeting its roles and responsibilities?" There were a total of eight written responses. Three responses seem to suggest that IPEC may need to engage in some reevaluation of the District Plan format, as well as the processes used to develop its reports. Four responses agree that IPEC does not need to change what it does.</p> <p>Question 2: "How might the IPEC improve its effectiveness in regard to accomplishing its initiatives?" There were a total of eight written responses. One</p>	

<i>Initiatives</i>	<i>Evaluations</i>	<i>Results</i>	<i>Actions</i>
	<p>Directly related to Outcome</p>	<p>committee member suggested the need to "[i]ncrease student voice and involvement." There were two responses that reflect a shared concern on objectives--limit the number of objectives and ensuring SMART objectives are included in the District Strategic Plan.</p> <p>Question 3: " What resources are needed to assist the IPEC in performing its operations?" There were a total of eight written responses. Two respondents suggested more training on strategic planning, particularly with how equity and strategic planning. One respondent suggested, as the District looks to begin the planning processes for a new Ten-year Master Plan, a subgroup of IPEC may want to be tasked with researching new Master Plan and Strategic Plan format.</p> <p>Question 4: "What topics should be addressed by the IPEC next year?" There were a total of eight written responses. Four respondents share a view that IPEC needs to revisit its Strategic Plan processes. Two additional respondents suggested that other innovation is need with the Strategic Plan--addressing Anti-racism and equity in hiring practices, as well as developing a better process for creating actions.</p> <p>Question 5: "Are there any additional roles or responsibilities the IPEC should be fulfilling?" As in the past, almost all responses indicate that members of IPEC think the committee has enough work, so it is clear that the respondents do not want to see additional tasks. Yet, there was one written response that suggests that IPEC, neigh The District needs to reassess its collective understanding on what constitutes a SMART objective. As the District looks to begin the planning processes for a new Ten-year Master Plan, IPEC might need to develop District-wide training on SMART objective development. (05/21/2021)</p>	

Strategic Plan - Develop the Sequoias Community College District Strategic Plan. **Directly related to Outcome**

Report Type: End-of-Year
Result: Satisfactory
IPEC completed drafting the 2021 - 2025 Strategic Plan

<i>Initiatives</i>	<i>Evaluations</i>	<i>Results</i>	<i>Actions</i>
<p>Initiative Status: Inactive Academic Year: 2014 - 2015, 2017 - 2018, 2020 - 2021, 2023 - 2024, 2026 - 2027, 2029 - 2030 Start Date: 08/28/2014</p>	<p>Directly related to Outcome</p>	<p>using the process and timeline provided by the District Integrated Planning Manual. By all accounts, the process, while messy, was very successful in developing our new strategic plan in a manor that provided significantly more participation early in the process from across the District. Based on suggestion included in the 2020 - 2021 Governance Survey, IPEC may need to revisit and if needed, reimagine the processes used to develop District Objectives and Actions. (05/21/2021)</p>	
<p>Integrated Planning Manual - Review and update the Integrated Planning Manual Initiative Status: Inactive Academic Year: 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 Start Date: 08/28/2014</p>	<p>Directly related to Outcome</p>		
<p>Annual Report on the Master Plan - Prepare annual college report on the Master Plan Initiative Status: Inactive Academic Year: 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 Start Date: 11/06/2013</p>	<p>Directly related to Outcome</p>		