

# Committee/Council/Senate Report

IPEC End-Of-Year Report 2021-22



## 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>Revise Reporting Timelines</b> - Review the Annual Report and Planning Timelines.  <b>Initiative Status:</b> Active  <b>Academic Year:</b> 2016 - 2017, 2017 - 2018, 2018 - 2019, 2019 - 2020, 2020 - 2021, 2021 - 2022, 2022 - 2023, 2023 - 2024, 2024 - 2025, 2025 - 2026  <b>Start Date:</b> 08/22/2019</p>	<p><b>Directly related to Outcome</b></p>	<p><b>Report Type:</b> End-of-Year  <b>Result:</b> Satisfactory                      IPEC reviewed the Annual Report and Planning Timelines in order to develop the final Annual Report on the Master Plan (2021) and End-of-Cycle Assessment of the 2018 - 2021 Strategic Plan. (09/07/2022)</p>	
<p><b>End-of-Cycle Report of the Strategic Plan</b> - Complete the End-of-Cycle Report on the Strategic Plan  <b>Initiative Status:</b> Inactive  <b>Academic Year:</b> 2018 - 2019, 2021 - 2022  <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                      In alignment with District Integrated Planning processes, IPEC completed a draft on the 2018-2021 End-of-Cycle Report, distributed it for districtwide review, and the final draft was presented to the COS Board of Trustees by the Superintendent/President in December 2021. (09/07/2022)</p>	
<p><b>The Annual Report on the Master Plan</b> - Complete the Annual Report on the Master Plan.</p>	<p><b>Directly related to Outcome</b></p>	<p><b>Report Type:</b> End-of-Year  <b>Result:</b> Satisfactory</p>	

<i>Initiatives</i>	<i>Evaluations</i>	<i>Results</i>	<i>Actions</i>
<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>	<p><b>Directly related to Outcome</b></p>	<p>In alignment with District Integrated Planning processes, IPEC completed a draft on the Annual Report Report, distributed it for districtwide review, and the final draft was presented to the COS Board of Trustees by the Superintendent/President in December 2021. Began the next year's (2022) Annual Report on the Master Plan.</p> <p>(09/07/2022)</p>	
<p><b>Routine Business</b> - Complete routine business (posting Agendas, Recording Meeting Minutes, etc.).</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>	<p><b>Directly related to Outcome</b></p>	<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. (09/07/2022)</p>	
<p><b>Assess year-end survey</b> - Analyze the results of the year-end governance survey.</p> <p><b>Initiative Status:</b> Inactive</p> <p><b>Academic Year:</b> 2014 - 2015, 2015 - 2016, 2016 - 2017, 2017 - 2018, 2018 - 2019, 2019 - 2020, 2020 - 2021, 2021 - 2022</p> <p><b>Start Date:</b> 05/06/2015</p>	<p><b>Directly related to Outcome</b></p>	<p><b>Report Type:</b> End-of-Year</p> <p><b>Result:</b> Satisfactory</p> <p>The 2022 End of Year District Governance Survey results including comments and responses to the open-ended questions, were reviewed and discussed during IPEC's first general meeting on August 25, 2022. The purpose of this survey is to provide Institutional Planning and Effectiveness Committee members with an opportunity to reflect on their participatory governance experience at COS. The results analysis includes answers from all respondents who took the survey in the 19-day period from April 7 to April 25, 2022. A total of seven responses were received to the survey during this time (7/12).</p> <p>All respondents (7/7) for items 1, 2, 3, and 6, and Six respondents (6/7) for items 4 and 5 Agreed/Strongly Agreed:</p> <p>1. The senate/committee/council met its roles and responsibilities (Agreed/Strongly Agreed: 100%)</p>	

<i>Initiatives</i>	<i>Evaluations</i>	<i>Results</i>	<i>Actions</i>
	<b>Directly related to Outcome</b>	<p>2. Adequate and appropriate resources are available to support my work on this senate/committee/council. (Agreed/Strongly Agreed: 100%)</p> <p>3. The workload of this senate/committee/council is appropriate (Agreed/Strongly Agreed: 100%)</p> <p>4. The senate/committee/council was effective in completing its initiatives (Agreed/Strongly Agreed: 86%)</p> <p>5. The senate/committee/council stayed on task (Agreed/Strongly Agreed: 86%)</p> <p>6. The senate/committee/council adhered to Robert’s Rules of Order (Agreed/Strongly Agreed: 100%)</p> <p>Around 20 comments and responses to the open-ended questions were received. They included acknowledgement of the accomplishments of the committee as well as observations and suggestions on areas that need improvement. (09/07/2022)</p>	

<p><b>Audit Planning Process</b> - This initiative involves auditing the writing process for both the Strategic and Master plans.</p> <p><b>Initiative Status:</b> Active</p> <p><b>Academic Year:</b> 2021 - 2022, 2022 - 2023, 2023 - 2024</p> <p><b>Start Date:</b> 08/26/2021</p>	<b>Directly related to Outcome</b>	<p><b>Report Type:</b> End-of-Year</p> <p><b>Result:</b> Carried Forward</p> <p>Based on feedback received during the 2021-2025 strategic plan, IPEC members reached a consensus to improve the writing of the Strategic and Master plan. IPEC members discussed Strategic Plan Summit Evaluation Results and observations of members who served on planning taskforces to evaluate the Strategic Plan writing process. Based on feedback from the 2022 DGS survey and discussion at its first meeting of the year, IPEC members decided to carryforward and continue with this initiative. (09/07/2022)</p>	
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