President’s Task Force on Planning Improvement
September 19, 2008

Briefly reviewed charter, membership and WASC rubric with evaluation - use concept - we are a visiting team and are scrutinizing O.C. with the WASC rubric.

Reviewed Standard 1. Institutional Mission and Effectiveness B. Improving Institutional Effectiveness

Planning Improvement

- We need to have a planning process that is part of the fabric of college.
- Our planning process needs to be more systematic and cyclical.
- Need to set up an interdepartmental priority system – different areas come together and dialog. Look at the big picture (macro view). Develop grass roots synergy.
- College Council makes final decisions yet important for involvement of all people on campus. (Management, Deans, Faculty, Staff)
- Continuous on-going dialog is important.
- What are the elements of planning? Standard I B

Planning includes:
- Environmental Scans
- Review of Vision, Mission
- Review of College Goals – develop 5 year goals with annual objectives, activities/tasks, and assessment
- Program Review

Why do we need to plan? (What are we here for?) To…..

- Promote student learning and success.
- Improve data-driven decision-making process
- Make fair and good decisions for the institution as a whole.
- Manage resources based on priorities
- Meet community/student needs
- Be purposeful
- Be efficient and effective
- Understand and plan for expectations internally and externally
- Increase awareness of the whole institution
- Increase support
- Determine expectations
- Develop College vision for next 5 years
- Manage resources - resource management issues need to be added to college goals
- The Student Services area demonstrates an excellent example of the effectiveness of planning, e.g., enrollment management, wait listing........

Environmental Scan

- External

  - Community needs/expectations (for next 5 years)
  - Employment expectations
  - Local business needs
  - Educational levels of residents
  - Educational expectations/needs – tie with college mission
  - High school student’s expectation
  - How well the community understands the mission of the CC
  - What is the community’s expectation of Ohlone college
  - Demographics
  - Transfer capabilities
- Competition (with other colleges – determining what other colleges are doing)
- Cooperation opportunities
  - Internal
    - Transfer, retention, success, persistence rates
    - Student demographics
    - Staff and faculty demographics
    - Student, staff, faculty satisfaction surveys and expectations
    - Resources levels (money, staff, physical (facilities), IT, staffing levels)
    - Desire: distribution of resources based on priorities, e.g., intentional use of resources based on college vision, mission, and goals
    - What are we doing to address identified needs and how well are we doing?

Program Review
  - In past, process kept changing. Need to continue process that was begun with the last Program Review.
    - Focus during the last Program Review was development of SLOs.
    - Consider focus during this Program Review on assessment/program improvements and on demonstrating how program SLOs fit with college goals.
    - Have open meetings with dialog on how program SLOs can meet the college goals
  - Need a “cultural” change in attitude about Program Review. Many see it as a meaningless task. Need to view it as an integral part of planning. Need a “linking” or “looping” between student outcomes, annual objectives and action plan including a process for requests and resource allocation and assessment of improvements and student success.
  - Need one template for all areas: Instructional, Student Services, Business Services
  - Outcome of program review is to develop annual objectives with action plans to meet the program needs using a prioritization process. Focus is on continuous program improvement to promote student learning/success.
  - Need full departmental dialog and self reflection when completing the Program Review prior to input into CurricUNET
  - Consider having an annual Program Review process (perhaps during the August Learning College Week). Budgeting is annual. New budget process begins each January so having an August review will facilitate budget planning.

Institutional Planning and Assessment – “Loop”
  - Program Review results
  - Use of institutional resources
  - Assessment of student learning success
  - Environmental scans (external/internal)
  - External requirements - accreditation planning agendas, Title V, etc.
  - College goal results
  - Existing master plans - want to develop an integrated institutional master plan based on input from environmental scans, existing master plans, etc.
  - Mission, Values
  - Vision
  - (All of the above are dialog points which lead to goal setting and plans for improvements. Where do we want and need to go – manifested in goals)

Loop

Assessment (Evaluation)  Goal Setting (5 year plan)
Goal Implementation (1 year plan)
(Annual objectives,
Action plan with activities (tasks) & resources allocations,
Do the tasks)

Next Meeting: Thursday October 9, 2008, 2:00 – 4:30 pm in Room 1407

○ Agenda
  ▪ Create a glossary of term: define goals, outcomes, objectives, action plan, resource, mission, values, vision, planning, assessment.
  ▪ Dialog: How do we make this planning cycle happen? How do we make this a college process and not just a president/college council process? How do we make it part of the culture of the college?
  ▪ Develop timeline