President’s Task Force on Planning Improvement - November 5, 2008

Participants: Dr. Gari Browning, Bob Bradshaw, Martha Brown, Mike Bowman, Mike Calegari, Jon Degalier, Deb Parziale, Ron Quinta, Mikelyn Stacey, Ron Travenick, Chris Warden, Jim Wright

Meeting Notes from October 24, 2008: reviewed and approved.

Strategic Planning – E-scan & Next Steps:

- Mike Bowman is working on the Environmental Scan. Validating questions are included.
- How do we complete the Environmental Scan and what will we do with the results?
- Survey/share results with:
  - Community groups, e.g., Rotary.
  - Focus Groups.
  - Local high school seniors, community leaders, community college students.
  - Foundation Board, Citizen’s Board Oversight, Program Advisory Committees (people giving feedback in context), High School Principles (especially those in schools with concurrently enrolled students).
  - Survey high school students. Random sample needed to reach out. Do we have strong enough relations with high schools to do random surveys in the classroom? Martha Brown said we could – through counseling connections, e.g., recruitment committee, assessment groups, etc. Sends message to community that we want to connect with them.
- Dual purposes – get feedback from community and send message to community about the results and what Ohlone has to offer.
  - How are we doing?
  - What does the community look like? What are their needs? How do we respond to them?
  - Look for patterns in results.
  - This is what Ohlone has to offer and what we are about.
- We are considering the pursuit of another Bond Initiative so it’s important to be in the community and for the Community to know who we are and what we do.
- Screen/survey major employers –to learn what they are looking for in an employee; share results with One-Stop
- Ohlone has a good success rate with students going to CSU. Could create a graduate survey targeting transfer students. Could also create a survey for their instructors. Possible questions: Are students well prepared? Did students feel they met Program SLOs upon reflection? Could create similar surveys (Graduate and Employer) for students graduating from programs that lead to employment.
- Could create an exit questionnaire for students who apply for certificates or degrees which would be completed via the internet.
- Place an ad in paper (Monitor) with link to the survey. Voice your opinion, be part of the community, include foreign language options.
- Canvas the district via the Class Schedules.
• Create simple yes and no poll questions that could be answered by anyone visits the Ohlone web site.
• The Environmental Scan provides Internal and external data. We need to take time to reflect and internalize results. Look at what is working, what needs to be changed…..

Annual Planning: Review of Program Improvement Objectives & Prioritization Process:
• The Program Improvement Objective(s) need to be phrased in such a way that the College Council can prioritize them in terms of College Goals.
• While reviewing the current survey results, consider the following questions: Is there enough or too much information? Some have rationale built into them. Some are more than one year in scope. Some have methodology built into them. Some have more information than is needed. Some are incomplete. How do we want to ask the Program Improvement Objective to be phrased so we can obtain the type of response that we want?
• The goal is to prioritize all resource requests/allocation needed to complete the Program Improvement Objectives by how they relate to the College Goals:
  o Consider: How does completion of this Program Improvement Objective support the college goals.
  o Prioritization will not be based on what is important to program; instead it is looking at how we are moving the college forward.
  o Even if the College Council views the objective as a “low priority in terms of resource allocation, the Program can still go ahead with the project if no resources are needed.
  o Need to have results sorted by College Goals.
• Do we include only the objectives that need money? No, need to include all Program Improvement Objectives in the CurricUNET Module so the College Council is aware of all we are doing as an institution. This information can feed the development of new college goals. New ideas can move the institution forward.
• Need to tell people how the goals will be prioritized, e.g. include this information within the survey.
• What does a good program improvement objective have in it?
  o State what you want to achieve/improve - the “What”
  o State the rationale – the “Why”
  o State objective in a way that will work.
  o Start objective with a verb.
  o State how the objective links to the college goal.
  o Do not include action plan – the “How”. This information is included in a separate question.
  o Include ‘it is ok to complete the Improvement Objective in one, two or more years’ in the instructions.
• 86 programs will conduct Program Reviews and each will submit Program Improvement Outcomes.

Program Improvement Objectives submitted and suggested revisions:
  o 1.a Submitted:
- Improve, expand, and support hardware and software platforms to keep up with the current technology needed to achieve the computer science program SLOs and PAOs (Program Achievement Outcomes).

  1.b Suggested Revision:
  - Delete: “Improve, expand, and support hardware and software platforms” – this can be added to the Action Plan.
  - ”Keep up with the current technology” – This is the “What”.
  - “….needed to achieve the computer science program SLOs and PAOs (Program Achievement Outcomes).” This is the “Why”.
  - Change Program Achievement Outcomes to “Student” Achievement Outcomes.

  2.a. Submitted
  - Develop the Fremont Innovation and Technology Center (Room 1407) into a Learning Hub – a place for Conversation. (“What”)

  2.b. Suggested Revision
  - Add rationale: to foster ongoing professional development for faculty and staff. (“Why”)

  3.a Submitted
  - Achieve balance between Foundation operating activity and Foundation fund raising activity (“What”).

  3.b Suggested Revision
  - Add rationale: to provide an efficient and effective Foundation Office (“Why”).

  4.a Submitted
  - Improve the efficiency and timeliness of data postings on the Research Web site so those accessing the site have current data as soon as it is available. This will enable program review, Title III, or any other group using the data for planning to be as current and accurate as possible.

  4.B Suggested Revision
  - The Research web site will provide current data (“What”) for college planning, assessment and decision making (“Why”).
  - Could include “timeliness of data postings” and “enable program review, Title III, or any other group” in Action Plan

  5.a Submitted
  - The Basic Skills Coordinators for English 151A, English 151B, English 162, English 163, Math 190, and Math 151 will work with faculty to implement common course assessments and outlines.

  5.b. Suggested Revision
  - Implement comment course assessments and outlines (“What”) to establish a highly coordinated Basic Skills Program (“Why”).
- “The Basic Skills Coordinators for English 151A, English 151B, English 162, English 163, Math 190, and Math 151 will work with faculty…..” could be included in the Action Plan.

- 6. a Submitted
  - Develop and implement online requisitions (“What”) to increase staff efficiency, accuracy, and reduce vendor research (“Why”).

- 6.b Suggested Revision
  - None suggested.

- 7.a Submitted
  - Improve and enhance the equipment, facilities and general ambience in the cafeteria to promote the clean and safe provision of food services and to create a pleasing environment for congregation and relaxation.

- 7.b Suggested Revision
  - Improve and enhance the general ambience in the cafeteria (“What”) to promote the clean and safe provision of food services and to create a pleasing environment for congregation and relaxation (“Why”).
  - Could add “the equipment, facilities” to Action Plan.

- 8. Other Program Improvement Objectives were not reviewed due to lack of time.