President’s Planning Task Force November 25, 2008

Participants: Dr Browning, Mike Bowman, Bob Bradshaw, Mike Calegari, Jon Degallier, Deb Parziale, Rachel Sherman, Mikelyn Stacey, Leta Stagnaro, Chris Warden, Jim Wright.

Announcements: Dr Browning announced that this would be the last President’s Planning Task Force meeting.

Glossary of Planning Terminology
- SLOs, College Level: new definition substituted from SLO-A Committee. Dr Wright acknowledged and thanked Carrie Dameron and the committee.
- Environmental Scanning – new definition added.

Major sections of Environmental Scan: Report by Mike Bowman
- Preview summary - summary of findings related to college goals
- Narrative text, with links to detailed data and charts
- Feedback –surveys and focus groups (Listening to constituents, e.g., students, community, staff, specific target groups)
- Internal talking points, analytical questions for discussion by appropriate college groups: College council, Faculty Senate, Deans, Divisions, Departments, Program, etc.

Operational/Annual Prioritization Process:
- *Fair and transparent*
- *Setting Criteria for the Prioritization Process:*
  - *Discussion:*
    - Two processes: college level and program level……
    - College goals               College Goals
      College objectives          Program Improvement objectives (PIOs)
      Developed through Strategic Plan Developed through Program Review

- How do we prioritize college goals and objectives?
  - College goals are strategic and set direction; objectives are time limited (typically annual) and can be prioritized.
  - Set context for annual operational planning, e.g. this year we need to focus on savings of efficiency. The President and College Council (with college-wide feedback) should set this directive.

- Should the college emphasize PIos that save resources or allocate resources more efficiently?
- Saving Resources may not be a Program Improvement Objective.
- We need to be able to implement Program Improvement Objectives even if they are not priorities for college but are priorities for the program, especially if they do not require additional resources.
- Do all Program Improvement Objectives (PIOs) need to be sent to the College Council for prioritization or only PIOs needing additional resources?
- Data on how all PIOs work toward meeting college goals must be collected.
- Process to set priorities: list all objectives to be prioritized, set resource needs aside, base priorities on how well they will meet college goals. Set priorities and then look at resources.
- Is prioritization for resources or for documenting what the college is doing?
- Include in the process a review of the budget across disciplines.
- Will use data base decision making during the prioritization process.
- College objectives and program review objectives need to come together.
- Is linking Program Review objectives to college goals a prioritization process? This seems more like a mapping.
- Criteria on how to assess if PIO meets college goal will continue to be discussed and refined. Some ideas for this year include:
  - Objectives that save resources.
  - Objectives that do not require additional resources.
  - College Goals - Do we want to prioritize the College Goals each year? this year?
  - For Instruction, a key criterion is to determine how successful students are in meeting their Program SLOs. This relates to College Goal #2: “Develop across the curriculum the Learning College Model, utilizing methods and technologies that hold the most promise for improving student course and program completion success rates.”
  - To aid with budget development, we could ask programs to answer a question like “What are your core functions and what is the bare minimum of the 4 types of resources you need to carry out those functions?”
- PIO is assessed when the action plan is complete. The assessment process is tied to annual assessment of College Goals. What happens when a program gets the resources but doesn’t implement the action plan or carry out the assessment? Need continued discussion.

  *Decision:*

  - **Strategic Planning**
    - College Goals – President, college council, college-wide
    - College Objectives
  - **Program Review:**
    - Mapping – linkage between programs/services activities and plans and the college goals and objectives (codifies what we are doing supports the college goals)
    - Prioritization - Linkage between programs/services, activities and plans and the resources allocation process (budget). Prioritization will relate to resource needs only.
      - PIOs must relate to one or more college goals
• Computer will sort PIO related to college goals
• Prioritization of college goals OR how PIO will help to meet each college goal.
• Priority setting process: list all objectives to be prioritized, set resource needs aside, base priorities on how well they will meet college goals. Then review the resource requests and make allocations.
• The final list is used to allocate available resources (human, fiscal, physical, and technological), is given to the Foundation, is used to determine grant fits. (Need to continue to define faculty role in this process).

• **Prioritization** We need a full process to know where we are going and an approximation of that process for this year.
  o **Decision:** We will pilot the process below as recommended by Dr. Browning. This year each department will submit one PIO. We will continue to assess and make improvements in the process as needed.
    ▪ Programs/Departments prioritize the Program Improvement Objectives.
    ▪ Instructional Divisions prioritize the Program Improvement Objectives list supplied from Program/Department process (extra step for instructional programs).
    ▪ VPs prioritize the Program Improvement Objectives list supplied from Program/Department process or Divisions in the case of instructional programs.
    ▪ College Council reviews the VP area lists to form a college list of annual objectives. (could be a task force or CC exec)
    ▪ President makes prioritized list final.
    ▪ An emergency process to get a new objective onto the list (for full process)

**Final Notes:**
• A summary of the recommendations from this Task Force will be reviewed by the College Council during their January Retreat for final decision making.
• Members of the President’s Planning Task Force are welcome to attend the College Council retreat which will be held Wednesday, January 21, 2009 from 9:00 am – 4:00 pm in room 1402.