President's Planning Group – 3.6.2009

Participants: Dr. Browning, Dr. Jim Wright, Mike Calegari, Ron Travenick, Tim Roberts, Rachel Sherman, Jon Degallier, Bob Bradshaw, Ron Quinta, Chris Warden, Mikelyn Stacey, Deb Parziale

The President’s Planning Group has reconvened this semester for the following two purposes:

- Review of Accreditation Follow Up Report - due March 15, 2009
- Link Program and Services Review to the Strategic Planning Cycle - The President’s Planning Group will become institutionalized (permanent). This semester the Planning Group will have the following purposes:
  - Analyze the PIOs and action plans to recommend changes or additional the college goals and objectives (In future will occur every five years)
  - Analyze the PIOs, action plans, and information received from the review of IT and Facilities (related to the PIOs) to identify the top priorities for possible budget allocation for the 2009-10 budget and report results to the College Council.

March 15 Follow Up Accreditation Report was reviewed by Dr. Wright with group discussion.

Program Review Planning update and dialog:
Program Review continues to be an ongoing process. Currently we are developing the CurricUNET Program Review module. Beta testing is being conducted this spring with full implementation fall 2009. Once all programs reviews are online, this process will occur each year – will be able to assess and archive achieved PIO’s as well as revise and add new PIOs. Vision - every year all programs will update their program reviews by a certain date. An approval process will be in place: faculty, deans, curriculum committee, Vice Presidents. Strategic planning occurs every 5 years. In 5 years all program reviews will be in CurricUNET.

The President’s Planning Group will analyze all PIOs using proposed rubrics. End result: (1) identify PIOs and action plans that could have an impact of changing a college goal or object, and (2) identify top priorities for possible annual budget allocation. Review of two PIO Analysis Rubrics – (1) Analysis and Prioritizing for Strategic Planning, and (2) Analysis and Prioritization of Annual requests for Additional Resources (distributed in meeting). Discussion:

- Will have an annual program review for planning purposes instead of our current four year cycle.
- Not always aware of hidden financial costs, e.g. IT added costs related to infrastructure.
- IT is now sorting and costing out costs for the current approximation process.
- We need to do this for all resources, e.g., facilitates, library, etc.
- Budget Analysis Team (IT, Facilities, HR, Business Services, and Campus Safety etc.) will review all resource requests and cost them out. Initially meetings will be conducted face to face – later virtual. This team is a resource and collaboration group which will provide accurate information on costs, thus acting as a reality check. Everyone can see all requests and see what others are doing that may relate to what they’re doing.
- Given input, recommend people have opportunity to adjust their PIO.
• Costs need to be included in CurricUNET – helpful for information sharing.
• Need to develop a schedule that fits with annual budget planning cycle, e.g. by September 15 each year need to update program review so this information can be used in the planning process.
• Perhaps some PIOs are counterproductive, e.g. one group wants to do something in Building 8 and another group wants to do something else in Building 8. Expect more analysis needed in the first years of implementing.
• Proposal to reinstitute budget committee – Look at the budget requests that are above the usual budget requests. Helps to analyze and set priorities, e.g., save money, spend money, or revise use of resources. This will be a subcommittee of the College Council. Incentive for innovation especially those that will save money in the long run. Need to look at sustainability issues.
• Add ‘has potential for cost savings’ to “Additional Resources” rubric.
• Risk taking advantage – try something out, e.g. try to save money in software use, but if the pilot does not work, the department can get money returned to budget.
• Budget Committee will send an informed proposal to College Council related to budget recommendations. No need to have a rank ordering. College Council will review and can make changes in recommendation which is sent to President.
• Anticipating possible issues, e.g., “I was in top 20, you only funded 15, what happens next year? Response: Each year all PIOs and resources requests have to go through the process again for fund 10 funding. Department may apply for and receive a grant or get funding from the Foundation. Action plans can direct resource development.
• The President is currently working with the Foundation to set up a $2000 mini grant process for funding PIOs.
• Need to develop rules of the game. What if 10 PIOs are requesting small amounts and 1 PIO, which could have a major impact to college, costs a large amount? Goal is to look at impact – impact is more important than the cost. This is not a decision making process. It’s a recommendation. President makes the final decision. And Board approves final budget.
• Need a process for “emergency” PIO.
• How will we handle long term issues that keep getting delayed? e.g., Repair baseball fields… If PIO has a global impact on college, need some way for President or Vice President to add PIOs.
• Should we have a global department for President and VPs? How about if Deans or Managers, want to add a PIO?
• This is the first time we’ve integrated program review into planning and budget so this process will change and grow over time. President and executive staff have a responsibility to bring forward top priorities.
• We may assign different weights of importance to the proposed rubric.
• Need to be able to achieve both college goals/objectives and local program needs.
• This process will continue to be analyzed, reviewed and improved.
• This process provides “collective college thinking.” Provides for integrating planning – PIOs may give direction for bond planning, grant projects etc. Big things could get funded in another way.
• Facilities Committee will be a subcommittee of the college council.
• What if one dept gets underfunded all the time, how do we fix this? Departments need to review what they have spent and have not spent and provide rationale. We may be able to free up some money that’s not used. Need to identify objectives that have been neglected for a long time and determine how to handle them.

• This year’s “Approximation Process” discussed including the Environmental Scan, community focus groups, PIO input tool.
  o IT and Facilities already have reviewed current PIOs generated and are ready to provide information related to budget and other resource issues.
  o Planning group will get together with people on College Council to test out rubric to see what rises to top.
  o President trying to identify resources, even if meager for this year.

• WACS wants Program Review and Planning to be at “sustainable” level. Will our “approximation” process, CurricUNET Program Review module and other planning processes meet WACS desires? We have made significant process in planning our Program Review and Planning cycles to be implemented at a sustainable level.

Time lines Annual Planning and Strategic Plan Development – Distributed and reviewed. Dialog:
• Planning for transition: We currently have a four year PR cycle and will be transitioning to an annual program review cycle. Three group are identified related to inputting their Program Reviews (PR) into the CurricUNET module:
  o PR completed 2008-09 – Request these programs enter their PR into CurricUNET following the completion of beta testing, spring/summer/fall 2009.
  o PR completed 2009-10 – identify this group and request them to begin their PR now so it will be completed by December 2009.
  o Other programs not due for PR will use the PIO input tool January 2010, as was done in the “approximation process” this year.

• August Learning College week could be used for programs to assess previous year PIOs and plan for implementation of new year’s PIOs.
• Jon Degallier suggested we develop an input tool for the PIO Analysis rubrics.
• Implementation of annual programs review will begin when all programs have entered their reviews into CurricUNET module.

Summary of program review impact:
• PIOs and action plans will be used to revise college goals and objectives as a part of the Strategic Planning every 5 years.
• Program assessment of and completion of PIOs and related college objectives will be included in the Presidents Annual Report.
• Annual PIOs, action plans and resource requests will contribute to the college’s annual budget process and the program’s day to day budget allocation and personal time allocation.