**THE IEPI-PRT PROCESS**

**Initial Process**
- College submits a request for assistance.
- IEPI-PRT approves the request.
- College submits documents.

**First Visit**
- PRT Team visits the College.
- PRT Team provides the Summary of Initial Visit (SIV).
- PRT Team provides the Menu of Options (MOO).

**Second Visit**
- College assembles the writing teams.
- PRT Team visits the College.
- College reviews MOO and develops the I&E Plan.

**The I&E Plan**
- College finalizes the I&E Plan.
- IEPI-PRT reviews and approves the I&E Plan.
- College starts implementing the plan.

**Third Visit**
- PRT Team visits the College.
- College completes the plan.
- College submits final documents to IEPI-PRT.
RECAP OF THE FIRST VISIT

The IEPI-PRT Team:

• visited the College virtually on October 12, 2020.
• met College representatives across various constituency groups and functional groups.
• observed and developed a **Summary of Initial Visit**.
SUMMARY OF INITIAL VISIT

- Highlighted the College’s successes and current efforts.
- Provided their summary of each of the three areas of focus.
- Summarized the conversation on participatory governance and on integrated program review.
SECOND VISIT

1. Scheduled on November 30, 2020 via Zoom.
2. Met with a smaller group of college constituency groups – the IEP Writing Team and Leadership.
3. Discussed the **Menu of Options (MOO)**.
4. Highlighted the three areas of focus and the underlying themes of **participatory governance** and **integrated program review**.
1. Develop the **Institutional Innovation and Effectiveness Plan (I&E Plan)**.
2. The idea for the I&E Plan is to leverage what we have going on and do not necessarily need to re-invent the wheel; purpose of the first visit.
3. The I&E Plan is a mini strategic plan – objective, responsible person, target date of achievement, action steps, resources needed, costs.
WHAT IS A WRITING TEAM?

• A team should reflect constituent and functional members.
• Small group to write the Institutional Innovation and Effectiveness Plan (I&E Plan). This is the group responsible for developing a plan to address each area of focus.
• There is a writing team responsible for each area of focus.
• Typically, the writing team should be from the group who attended the IEPI-PRT first visit.
WRITING TEAM – STAFFING PLAN

- Shairon Zingshiem – Vice President of Human Resources
- Mike Bowman – Executive Dean, Research and Planning
- Jeff Roberts – College Council CO-Chair/Faculty
- Binh Nguyen – Executive Director, Foundation, Community Relations, and Marketing
- Sandy Bennett – EOPS Coordinator/CSEA
WRITING TEAM – ENROLLMENT MGT

- **Dr. Milton Lang** – Vice President of Student Services
- **Dr. Andree Thomas** – Dean, Counseling and Student Support and Success
- **Larissa Favela** – Faculty/Guided Pathways Co-Chair
- **Mike Bowman** – Executive Dean, Research and Planning
- **Dr. Ghada Al-Masri** – Dean, Social Sciences
WRITING TEAM – RESOURCE ALLOCATION

• Tony DiSalvo – Vice President of Academic Affairs
• Jesse MacEwan – Counselor/Faculty Senate President
• Rob Smith – Student Success Coordinator
• Dr. Ghada Al-Masri – Dean, Social Sciences
• Dr. Andrew LaManque – Executive Dean of Academic Affairs and Newark Center
• Farhad Sabit – Executive Director, Business Services
• To reduce duplication of work, the Planning and Decision Making Task Force is recommended to serve as the writing team for this area of focus.
WRITING TEAM – INTEGRATED PGM REVIEW

- Dr. Andrew LaManque – Executive Dean, Academic Affairs and Newark Center
- Scott Snyder – Executive Director, IT Services
- Nancy Navarro-Leca – Director, EOPS/Care/Ombudsperson
  - Faculty Member
  - Classified Staff Member