**Institutional Effectiveness & Assessment Committee**

**2022-2023 Goals Workgroups**

**Participatory Governance Workgroup**

**Objective**: Continue to refine the College’s decision- making process handbook so that it clearly identifies how governance committees are connected to one another, delineates roles and responsibilities, explains how work flows between committees, develops a common method of disseminating information, provides templates for post- meeting communication to the campus and establishes guidance on the representation of each constituency group and their value in the process. This process could also assist the College in evaluating equitable practices and diversity in membership in its committees.

**Action Steps:**

1. Review impact of communication.
2. Further define links between committees, decision making and membership.
3. Include link to IE&A Committee process and new Academic Senate Equity Intersection, Race and Social Justice Committee.
4. Publish the revised handbook.
5. Develop and implement upfront training for applicable positions based on the handbook (e.g., Committee participation, department chairs)

**Measure of Progress:**

1. Links defined and included
2. Participatory Governance Handbook revised and approved as specified
3. Revised handbook published
4. Training system implemented

**Workgroup Members:**

* Kim Smith
* Walter Jones
* Monica Zarske (added in Feb. meeting)
* Dr. Daniel Martinez (added in Feb. meeting)
* ~~Fernando Ortiz~~

**Planning Processes Workgroup**

**Objective**: Formally integrate all major planning processes at the College.

**Action Steps:**

1. ~~Create a workgroup to coordinate the College-wide integrated planning effort~~.
2. Designate a high-level leader for the workgroup, to report directly to the President.
3. ~~Include Program Review for all areas of the College in integrated planning~~.
4. Provide regular campus-wide opportunities for improving understanding of the definition, nature, and purposes of integrated planning as the concept is to be applied at the College; measure understanding before and after these opportunities; make improvements as the findings warrant.
	1. **Planning Summit**— Annual retreat to reaffirm Mission, discuss data related to Strategic Goals, Institutional Set Standards (ACCJC), review the PGC Handbook, Committee structure and effectiveness, discuss college’s Integrated Planning efforts.
		1. Define what Integrated Planning is and is not at SAC.
	2. PPT with definitions, purpose, and timelines, goals, responsible committees, etc
	3. **Create a website** with definitions, purpose, timelines, goals, and responsible committees, etc.
	4. Create College Planning and Integrated Planning **“easy to understand” visuals.**
5. Compile an information summary on all major planning processes, including purposes, goals, responsible committee, and schedule. ***(In process)***
	1. Compile information summary of planning processes
6. Delineate the relationships between the College’s planning processes and those of SCC and DO.
	1. Review Functional Map at IEAC
	2. Present District Planning Handbook at IEAC
	3. Invite SCC representative to present planning cycle at IEAC
	4. Then discuss and evaluate the relationship between DO, SCC, and SAC
		1. Make any recommendations to College Council to align planning efforts
7. Evaluate the level of integration of all planning processes with each other and with overarching College and District strategic directions.
	1. See number six, then…
		1. Make any recommendations to College Council to align planning efforts.
8. Solicit input from all applicable stakeholders in developing recommendations to improve integration.
	1. See number six and seven.
9. Make recommendations to improve integration in priority order, including at minimum the following:
	1. Comprehensive planning calendar
	2. Clear, accessible documentation of all processes
	3. Training of all applicable personnel in the revised planning processes
10. Use, develop, acquire, or modify technology that fully supports integrated planning recommendations, and provide training on its use.
	1. Evaluate Nuventive Improve.
	2. Determine if it still meets our integrated planning needs
		1. Outcomes to PR to Resource Allocation.
11. Implement recommendations in phases according to priority.
12. Kick off initial implementation in a campus- wide Planning Summit.
	1. Flex week activity
	2. Pre-Summit to understand the scope and depth of our issues.
	3. Post-Summit to communication implementation/changes.
13. Evaluate the effectiveness of implemented changes as they occur and make improvements as the findings warrant.
14. Build in mechanism for periodic evaluation and improvement of all planning processes going forward.

**Measure of Progress:**

1. Workgroup created-- Done
2. Leader designated—In progress
3. Program Review included
4. Learning opportunities provided; measures applied; improvements implemented as needed
5. Information summary compiled
6. Relationships delineated
7. Evaluation completed
8. Input solicited
9. Recommendations issued, including planning calendar, documentation, and training
10. Technology and training provided as needed
11. First phase of implementation commenced
12. Evaluation and improvement mechanism built in

**Workgroup Members:**

* ~~Fernando Ortiz~~
* Dr. Jeffrey Lamb
* Jim Isbell
* ~~Justin Tolentino~~

**Classified Representation Workgroup**

**Objective**: Evaluate the role of the Classified Professionals in the Participatory Governance Model, and use the findings to ensure inclusive participation of Classified Professionals.

**Action Steps:**

1. Review Classified Professional involvement as prescribed in existing Participatory Governance Handbook.
2. Evaluate actual participation in governance activities by Classified Professionals.
3. Identify gaps where Classified participation is needed but not yet supplied.
4. Based on the findings in the three Steps above:
5. Revise the Handbook to reflect appropriate, inclusive participation by Classified Professionals
6. Develop and implement recommendations to increase engagement to the level specified in the revised Handbook.
7. Evaluate the effectiveness of the recommendations, and make improvements as the findings warrant.
8. Consult with 4CS on available leadership training models for Classified Professionals, adapt at least one module to fit the needs of the College, and add it to the Professional Development Plan.

**Measure of Progress:**

1. Review completed
2. Evaluation completed
3. Gaps identified
4. Handbook revised; recommendations implemented
5. Initial evaluation completed and improvements implemented
6. Leadership training module added to PD Plan
7. Increase in participation of Classified Professionals in Participatory
 Governance Workgroup created
8. Leader designated
9. Program Review included
10. Learning opportunities provided; measures applied; improvements implemented as
 needed
11. Information summary compiled
12. Relationships delineated
13. Evaluation completed
14. Input solicited
15. Recommendations issued, including planning calendar, documentation, and training
16. Technology and training provided as needed
17. First phase of implementation commenced
18. Evaluation and improvement mechanism built in

**Workgroup Members:**

* Tyler Johnson
* ~~Monica MacMillen~~
* Jaki King