INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE

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Institutional Effectiveness Partnership Initiative
Partnership Resource Teams
Institutional Innovation and Effectiveness Plan
Date: 7/17/2017

Name of Institution: Santiago Canyon College

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
1. Identification of technology to manage the college's integrated planning processes from the assessment and disaggregation of student learning outcome data through resource allocation and master planning efforts.	1. Review and analyze the current workflow of all steps in the integrated planning process to ensure the effective and efficient use of resources, time, and effort in the development and execution of plans and processes. a. In this analysis, consider development of a periodic PLO assessment cycle.	• Dean, Institutional Effectiveness, Library & Learning Support Services • Curriculum and Instruction Council (CIC)	Fall 2017	a. Hold leadership retreat to analyze and evaluate the college's integrated planning processes; recommend improvements as needed; implement improvements. b. Develop a recommendation for program student learning outcome assessment cycle.	a. Retreat held and feedback collected; improvements recommended; improvements implemented. b. Developed cycle included in integrated planning process workflow.	
	2. Engage in an institution-wide discussion about the areas in which disaggregation of student data would be meaningful. a. Based on the discussion, incorporate updated standardized set of data for use in college-wide program review.	• Academic Senate • Educational Master Planning Committee • Office of Institutional Effectiveness & Research	Fall 2017 Spring 2018	a. Begin discussions around disaggregation of data with key constituencies. b. Use results of discussion to improve standardized set of data for use in program review.	a. Prioritized list of research areas developed as a result of discussion. b. Updated standardized set of data included in college-wide program review.	
	3. Develop an institutional process and set of specifications for software selection in support of integrated planning and resource allocation. a. Create a venue to discuss the "deal breakers" in the process of adopting new software. Identify a list of "must haves" and "nice to haves" in priority order that would facilitate the decision-making process. b. Based in part on those specifications, create a rubric for the various commercial software products that allows the TIE Task Force to evaluate and rate products according to the importance of the "must haves" and the "nice to haves." Ensure the rubric is applicable to evaluating the appropriateness of developing an in-house solution.	• Subset of Technology for Institutional Effectiveness (TIE) Task Force • Dean, Institutional Effectiveness, Library & Learning Support Services	Fall 2017	a. Hold leadership retreat to identify deal-breakers, must-haves, and nice-to-haves for software. b. Incorporate this information into an evaluation rubric.	a. Retreat held and feedback collected; specifications identified. b. Software evaluation rubric developed.	

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
2. Evaluation and selection of commercial or homegrown solutions to address this technological problem: **Homegrown software solutions**	1. Hold formal discussion regarding the advantages and disadvantages of developing an in-house solution, considering both ongoing and one-time funds and other resources to support this project. a. If building an in-house solution is feasible, identify a team of appropriate employees to review, discuss, and analyze in-house options; possibly visit colleges that have successfully developed and implemented in-house software; and share their findings with TIE. b. If building an in-house solution is feasible, apply TIE's evaluation rubric to the available homegrown solutions, and make recommendations as appropriate. 2. Solution selection and development process initiated	• Assistant Vice Chancellor of ITS • Dean, Institutional Effectiveness, Library & Learning Support Services • TIE Task Force	Summer 2017 Fall 2017 to Spring 2018 Fall 2017 to Spring 2018 Spring 2018 Summer 2018	a. Consult with ITS to determine if it has the capacity and resources to build an in-house solution. b. If in-house solution is feasible, select individuals from TIE Task Force to serve on the team, review options including tools that have been developed in other districts, and share findings with task force. c. Apply evaluation rubric and make recommendation. a. Solution selection, either homegrown or commercial, will be made after the evaluative process has been carried out for both solution types. Development process initiated	a. Consultation occurred and a determination is made as to whether development of an in-house solution is feasible. b. In-house solution examples shared with TIE Task Force. c. Recommendation made. a. Recommendation reviewed at both Academic Senate and College Council, and college president approved recommendation. b. Based on college president's approval, team initiates project to develop homegrown solution	

3. Evaluation and selection of commercial or homegrown solutions to address this technological problem: **Commercially available software solutions**	1. In the specifications set for commercial solutions, include the following elements:
	a. Creates a single place for program review, outcomes assessment and the Department Planning Portfolios (DPP) that connects to the SIS for inclusion of disaggregated data.
	b. Allows users to enter information once with the ability for the software to feed the data to multiple tables.
	c. Able to map unit goals to college master planning goals.
	d. Provides the following tools and services:
	  i. Workflow with feedback in two directions
	  ii. Single sign-on to eliminate the need for multiple passwords
	  iii. Trend data for projections
	  iv. Historical data with the ability to make it read-only
	  v. Training for all staff to successfully implement the product.
	  vi. Integrates with the learning management system (LMS), curriculum management system, CI Track, AdAstra, etc.
	2. Set up presentations by commercial vendors using a two-stage approach:
	a. Stage 1 is for a broad institutional audience allowing opportunity for everyone to evaluate and provide feedback.
	b. Stage 2 is for more focused audiences, after the field of products has been narrowed, and should
		• TIE Task Force
		
		• Dean, Institutional Effectiveness, Library & Learning Support Services
		• TIE Task Force
			Fall 2017
			
			Spring 2018
				a. Create commercial software product evaluation rubric that contains all necessary specifications.
				
				a. Contact vendors and schedule vendor demonstrations; collect and analyze feedback from each stage.
					a. Rubric completed and ready for use.
					
					a. Demos scheduled and completed; feedback collected and analyzed.	

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
	provide "sandboxes" for hands-on evaluation of the product. 3. Apply TIE's commercial software product evaluation rubric to the available products, and make recommendations as appropriate. 4. Solution selection and purchase		Spring 2018 Spring 2018	a. Apply evaluation rubric and make recommendation. a. Solution selection, either homegrown or commercial, will be made after the evaluative process has been carried out for both solution types. b. Purchase of solution	a. Recommendation made. a. Recommendation reviewed at both Academic Senate and College Council, and college president approved. recommendation. b. Based on college president's approval, contract with commercial vendor initiated and solution purchased.	

4. Implementation of commercial or homegrown solutions to address this technological problem: **Transition plan** (added).	1. Develop a comprehensive transition plan that includes the following:
	   a. Assignment of responsibility
	
	   b. Timeline for implementation
	
	2. Implement comprehensive transition plan which includes the migration of data from Taskstream to the new solution and ensures continued use of solution for outcomes assessment, planning, and resource allocation.
		• Dean, Institutional Effectiveness, Library & Learning Support Services
		• Curriculum and Instruction Council
		• President's Cabinet
			Summer and Fall 2018
			
			Fall 2018
				a. Collaborate with constituency representation to determine responsible parties.
				b. Collaborate with constituency representation to determine an appropriate implementation timeline.
				a. Put transition plan into motion.
					a. Responsible parties identified
					
					b. Timeline identified
					
					a. Past outcomes assessment data migrated to new solution
					b. All outcomes assessment at the course and program level completed in new solution.
					c. All program reviews completed using new solution.
					d. Resource allocation process completed using new solution.	

5. Implementation of commercial or homegrown solutions to address this technological problem: **Technical support** (added)	1. Develop and implement an on-campus technical support plan that ensures adoption and use of selected product(s) by all constituencies as outlined by the college's integrated planning and resource allocation processes.	• Dean, Institutional Effectiveness, Library & Learning Support Services
		• Office of Institutional Effectiveness & Research
		• Curriculum and Instruction Council
			Summer and Fall 2018	a. Develop a technical support plan, to include training as needed.
				   a. Develop training materials for workshops regarding planning, budget, resource allocation, SLO/SAO assessment, document workflows, etc.
				   b. Develop a workshop schedule for training faculty, staff, and administration on use of tool.
				   c. Communicate and educate college community availability of vendor-provided support.
				b. Implement technical support plan.
					a. Plan developed.
					
					a. Supporting materials created and shared.
					
					b. Workshop schedules created and communicated.
					
					b. Plan implemented.	

Request for IEPI Resources to Support Institutional Innovation and Effectiveness Plan

Applicable Area(s) of Focus *(Copy from table above.)*	Applicable Objective(s) *(Copy from table above.)*	Description of Resource Needed *(Refer to Action Steps above as appropriate.)*	Cost of Resource
Identification of technology to manage the college's integrated planning processes from the assessment and disaggregation of student learning outcome data through resource allocation and master planning efforts.	Review and analyze the current workflow of all steps in the integrated planning process to ensure the effective and efficient use of resources, time, and effort in the development and execution of plans and processes.	Hold leadership retreat to analyze and evaluate the college's integrated planning processes and to identify deal-breakers, must-haves, and nice-to-haves for potential homegrown or commercial software solutions.	$5,000
Identification of technology to manage the college's integrated planning processes from the assessment and disaggregation of student learning outcome data through resource allocation and master planning efforts.	If building an in-house solution **is** feasible, apply TIE's evaluation rubric to the available homegrown solutions, and make recommendations as appropriate. If building an in-house solution **is not** feasible, apply TIE's evaluation rubric to the available products, and make recommendations as appropriate.	Funds to support the construction of a homegrown solution **Or** Funds to acquire selected commercial solution(s)	$150,000
Implementation of commercial or homegrown solutions to address this technological problem: **Technical support** (added)	Develop and implement an on-campus technical support plan that ensures adoption and use of selected product(s) by all constituencies as outlined by the college's integrated planning and resource allocation processes.	Funding for the provision of initial and on-going training and development of training materials.	$45,000
Total IEPI Resource Request (not to exceed $200,000 per college)			$200,000

Approval		Collegial Consultation with the Academic Senate	
Chief Executive Officer		**Academic Senate President** *(As applicable; duplicate if needed for district-level I&EP)*	
Name:		Name:	
Signature or E-signature:	Date:	Signature or E-signature:	Date: