



California Community Colleges

Institutional Effectiveness

**Institutional Effectiveness Partnership Initiative
Partnership Resource Teams
Institutional Innovation and Effectiveness Plan
Date: September 29, 2020**

Name of Institution: Chabot College

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
<p>A. Continued refinement of shared governance process via effective communication between the committees and from the committees to the campus.</p>	<ol style="list-style-type: none"> 1. Thoroughly assess Shared Governance Structure, committees, and process. 2. Clarify the purpose and outcomes of Shared Governance Structure, committees, and process. 3. Implement a system that facilitates regular communication among key committees, between those committees and the campus, and among college divisions regarding actions, decisions, and discussion items. 	<p>Director of Institutional Effectiveness in collaboration with Shared Governance Committee Chairs and Senate Presidents</p>	<ol style="list-style-type: none"> 1. Spring 2021 2. Fall 2021 3. Spring 2021 	<ol style="list-style-type: none"> 1a. Review external models of Shared Governance Assessment 1b. Refine shared governance annual assessment survey and committee evaluation processes. 1c. Conduct assessment and share results broadly. 1d. Update Shared Governance website with assessment results. 2a. Convene Shared Governance Workgroup 2b. Share IEPi SIV, MOO, and IE Plan broadly. 2c. Review internal and external governance/committee best practices and identify practices to implement and scale. 2d. Define outcomes of Shared Governance including types of recommendations made to president and flow of discussion, recommendations, and decisions. 2e. Define role of committees, operational workgroups, ad hoc workgroups. 2f. Implement changes as appropriate based on findings, and provide training as needed. 2g. Update shared governance manual and visual aid. 2h. Incorporate shared governance in New Employee Orientation (NEO). 3a. Explore O365 tools to facilitate meeting agenda, minutes, documents, and implement as appropriate. 3b. Pilot a shared governance digest or key highlights communication. 3c. Explore O365 tools to facilitate and implement as appropriate. 	<ol style="list-style-type: none"> 1a-1b. Assessment and evaluation processes refined and implemented. 1c-1d. Completed and posted assessment summary. 2a. Workgroup convened. 2b. SIV, MOO, and IE Plan disseminated. 2c. Review and identification of practices completed. 2d. Outcomes and flow of information defined. 2e. Committees, workgroups, and roles defined. 2f. Recommendations and approvals for structure or committee major changes; training provided. 2g. Updated and posted Shared Governance Manual and Shared Governance committee visual. 2h. NEO presentation implemented. 3a. Updated Shared Governance website implemented, incorporating O365 tools as appropriate. 3b-3c. Shared Governance digest or communication implemented, incorporating O365 tools as appropriate. 	<ol style="list-style-type: none"> a. b.

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
<p>B. Integrated planning and resource allocation with an emphasis on braiding funding as the way to operationalize that integration.</p>	<ol style="list-style-type: none"> 1. Conduct a comprehensive evaluation of budget and resource allocation processes, and implement improvements based on the findings. 2. Clarify, align, and integrate planning and program review processes and cycles, informed by clear assessment and relevant data. 3. Develop and implement CRAM 2.0 to bridge resource requests and needs to revenue sources (including SCFF) and braided general, grant, and categorical funds. 	<p>VP Administrative Services and Director IE</p>	<ol style="list-style-type: none"> 1. Spring 2021 2. Spring 2021 3. Fall 2021 	<ol style="list-style-type: none"> 1a. Review IEPI SIV, MOO, and IE Plan with colleagues. 1b. Design and implement evaluation. 1c. Identify gaps in funding (as a starting place for braided funding) as part of evaluation. 1d. Review evaluation with constituents and college leadership. 1e. Review external and internal models of integrated planning, budget, and resource allocation including the charge of CLPCCD Planning and Budgeting Council. 1f. Conduct interviews/focus groups with model colleges. 1g. Identify aspects of models to scale and implement. 1h. Implement improvements as appropriate. 2a. Develop 'institutional effectiveness webpage for all integrated planning' resources and documents. 2b. Develop comprehensive planning visual aids and manuals. 2c. Review models of program review question sets. 2d. Revise program review and tool to align with strategic and educational master plan. 2e. Identify sets of data to use in program review including integrating assessment data. 2f. Implement and launch revised program review. 2g. Train constituents in new tool/model. 3a. Revise program review resource request reports. 3b. Revise resource request review and prioritization process. 3c. Implement a closing the loop process on the funding status of program review requests. 	<ol style="list-style-type: none"> 1a-1g. SIV, MOO, and IE Plan disseminated. Assessment and evaluation designed and implemented. Completed and posted budget and resource allocation evaluation summary. 1h. Improvements identified and implemented. 2a. Built out Institutional Effectiveness webpage. 2b. Integrated Planning and Budgeting/Resource Allocation graphic and manual. 2c. Models reviewed. 2d-2f. Revised and launched program review. 2g. Training provided. 3a. Revised Program Review reports created and disseminated. 3b. Resource request prioritization rubric or process outlined. 3c. CRAM 2.0 outline/visual aid that captures 3a-b and closing the loop. 	<ol style="list-style-type: none"> a. b.

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
C. Support for creating and implementing new processes and software systems to support effective resource allocation and budget planning (using data provided during program review)	<ol style="list-style-type: none"> 1. Conduct comprehensive evaluation of planning, budget, and resource allocation processes, software systems, and tools. 2. Develop or include tools to support data, assessment, planning and budget integration needs in a College Technology Plan. 3. Explore tools to integrate planning, budget, and resource allocation. 4. Implement new tool. 	VP Academic Services and Director IE in consultation with District IT	<ol style="list-style-type: none"> 1. Spring 2021 2. Spring 2021 3. Fall 2021 4. Spring 2022 	<ol style="list-style-type: none"> 1a. Review, design, and implement evaluation as above with focus on the software systems and tools. 2a. Work with District IT to explore O365 tools and capabilities. 2b. Research systems other college use for assessment, program review, planning, and budgeting. 2c. Identify and recommend potential new tool/software for assessment, program review, planning and/or resource allocation and closing the loop. 2d. Incorporate findings into the College Technology Plan. 3a. Research tools/software used at other colleges. 3b. Recommend tool/software based on findings. 4a. Implement and train campus on new tools. 	<ol style="list-style-type: none"> 1a. Completed and posted evaluation summary. 2a-2c. Tool/software/system recommendation made. 2d. Findings incorporated into College Technology Plan. 3a-b. Tool/software/technology solution recommendation. 4a. Tool/software/technology implementation and training. 	<ol style="list-style-type: none"> a. b.

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
Continued refinement of shared governance process via effective communication between the committees and from the committees to the campus.	<ol style="list-style-type: none"> 1. Thoroughly assess Shared Governance Structure, committees, and process. 2. Clarify the purpose and outcomes of Shared Governance Structure, committees, and process. 3. Implement a system that facilitates regular communication among key committees, between those committees and the campus, and among college divisions regarding actions, decisions, and discussion items. 	<ol style="list-style-type: none"> 1. Shared governance analyst for evaluation. (consultant support, or faculty/staff stipends) 2. Shared governance documentation designer/editor. (consultant support, or faculty/staff stipends) 3. Shared governance document coordination. (support for tools, training, or faculty/staff stipends) 4. Campus training/pd for updated structure and committees 	\$50,000
Integrated planning and resource allocation with an emphasis on braiding funding as the way to operationalize that integration.	<ol style="list-style-type: none"> 1. Conduct a comprehensive evaluation of budget and resource allocation processes, and implement improvements based on the findings. 2. Clarify, align, and integrate planning and program review processes and cycles, informed by clear assessment and relevant data. 3. Develop and implement CRAM 2.0 to bridge resource requests and needs to revenue sources (including SCFF) and braided general, grant, and categorical funds. 	<ol style="list-style-type: none"> 1. Integrated planning analyst for evaluation (consultant support, or faculty/staff stipends) 2. Program review revision (consultant support, or faculty/staff stipends) 3. Program review: data collection and reporting tools (technology, software, consultant support, faculty/staff stipends) 4. Facilitator: CRAM (braided funding) model development 5. Campus training/pd for updated process/model 	\$75,000

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
Support for creating and implementing new processes and software systems to support effective resource allocation and budget planning (using data provided during program review)	<ol style="list-style-type: none"> 1. Conduct comprehensive evaluation of planning, budget, and resource allocation processes, software systems, and tools. 2. Develop or include tools to support data, assessment, planning and budget integration needs in a College Technology Plan. 3. Explore tools to integrate planning, budget, and resource allocation. 4. Implement new tool. 	<ol style="list-style-type: none"> 1. Technology analyst for evaluation (consultant support, or faculty/staff stipends) 2. College Technology Plan Development (consultant support, or faculty/staff stipends) 3. Tool/Software to integrate assessment, program review, and budget/resource allocation process 4. Training/professional development for updated system/software 	\$75,000
Total IEPI Resource Request (not to exceed \$200,000 per college)			\$200,000

Approval	
Chief Executive Officer	
Name:	
Signature or E-signature:	Date:

Collegial Consultation with the Academic Senate	
Academic Senate President	
<i>(As applicable; duplicate if needed for district-level I&EP)</i>	
Name:	
Signature or E-signature:	Date:

Collegial Consultation with the Classified Senate	
Classified Senate President	
<i>(As applicable; duplicate if needed for district-level I&EP)</i>	
Name:	
Signature or E-signature:	Date: