

## **San Luis Obispo County Community College District Planning Processes Assessment Report**

The *SLOCCCD Integrated Planning Manual 2012* was developed in spring 2012 and implemented beginning fall 2012. This manual includes a process and timeline for assessing planning processes, with the first formal assessment scheduled to occur in January 2013. Subsequent formal assessments are slated to occur every other year, therefore, the next formal assessment of planning processes will begin in January 2015.

In keeping with this schedule, the new and revised planning processes described in this manual were evaluated in spring 2013 by a survey that was distributed district-wide. A total of 50 responses were received, six from classified staff, 15 from administrators and 29 from faculty.

An analysis of the responses by the Academic Senate Council and the College Council yielded one recommended change to a timeline in the *SLOCCCD Integrated Planning Manual 2012*:

Revise the term of the next strategic plan from 2014 – 2016 to 2014-2017 to align with the timeline for the development of the 2016-2026 Education and Facilities Master Plan.

The Academic Senate Council and the College Council have approved this recommendation.

The other recommendations are more operational in nature and work will proceed on these recommendations during 2013 – 2014:

1. The **Institutional Planning Processes Assessment Ad-hoc Group** will develop a list of commendations based on the data collected in the *2013 Institutional Planning Processes Assessment* survey.
2. The **Vice-Presidents and the President** will collaborate to draft a plan for improving data management within Banner.
3. The **Institutional Effectiveness (IEC) Committee** will develop a dashboard of data that will be incorporated into the Comprehensive Program Plan and Review (CPPR) and Annual Program Plan Worksheet (APPW) templates, including prompts for specific data elements.
4. The **Vice-Presidents** will collaborate to ensure that the cluster unit plans and planning and budget rubric and worksheets are in alignment with the IPPR templates.

5. The **Institutional Program Plan and Review (IPPR) Committee** will investigate including hyperlinks to specific documents (e.g. Mission Statement, Educational Master Plan Addendum 2011-2016, Strategic Plan) in the text prompts of the CPPR and APPW templates.
6. The **Vice President of Academic Affairs and the Academic Senate President** will conduct annual governance workshops beginning fall 2013 to provide details about the *Participatory Governance: Decision-Making and Committee Handbook* that include the decision making processes, the relationship, roles, and authority of committees and members, and how to improve communication among all campus constituencies.
7. The **Planning and Budget Committee (P&B)** will:
  - Incorporate an identification and prioritization process for institutional needs into the existing prioritization processes.
  - Prioritize funding requests by categories, including one-time, ongoing, personnel, institutional, and technology.
  - Investigate options for campus-wide training and communication on budget development and resource allocation processes.
8. The **Co-chairs of IEC and P&B Committees** will collaborate to evaluate the *2013 Institutional Planning Processes Assessment* survey, and if necessary, incorporate new questions to directly address unanswered concerns identified in the survey comments.