

T&J Work

CUESTA COLLEGE
Institutional Planning Processes Assessment Recommendations

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 rubrics 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, 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 processes.

8. The **Co-chairs of IEC and P&B Committees** will ^{collaboratively} evaluate the *Institutional Planning Processes Assessment* survey, and if necessary, incorporate new questions to directly address unanswered concerns identified in the survey comments.
write into the P/B-timeline in January year