Institutional Effectiveness Partnership Initiative
Partnership Resource Teams
Institutional Innovation and Effectiveness Plan
Date: revised 11-26-18

Name of Institution: RSCCD

Area of Focus	Objectives	Responsible Person(s)	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
A. Strategic Planning	1. Develop Matrix of District-wide Strategic Plan and Educational Master Plans	POE	December 2018	1. POE establishes sub-committee to work on matrix 2. Subcommittee creates, refines, and obtains approval of matrix 3. Disseminate information district-wide	1. Subcommittee set 2. Matrix created and approved 3. Matrix disseminated	**1. Sub-Cmte established** **2. Sub-Cmte working on matrix**
A. Strategic Planning	2. Hold Retreat to Discuss Alignment Between the District-wide Strategic Plan and Educational Master Plans (a) How do these plans currently work together? (b) Where are the gaps? (c) How should they work together?	Perez / Pham	May 2019	1. Set date for retreat 2. Invite all participatory governance committees 3. Develop communication plan to disseminate information on retreat (purpose, etc.) 4. Hold retreat 5. Document and disseminate results 6. Incorporate findings into planning processes at DO, SAC, and SCC	1. Date set 2. Invitations issued 3. Communication plan finalized 4. Retreat held 5. Results disseminated 6. Retreat findings incorporated into all three planning processes	**1. Date set: May 10, 2019** **2. Invitations going out week of Dec. 3, 2018**
A. Strategic Planning	3. Update Function Map	POE	December 2018	1. POE establishes sub-committee to work on updates 2. Subcommittee updates and obtains approval of updates 3. Disseminate information district-wide	1. Subcommittee set 2. Function map updated and approved 3. Function map disseminated district-wide	**1. Sub-Cmte established** **2. Sub-Cmte working on functions map**

Area of Focus	Objectives	Responsible Person(s)	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
A. Strategic Planning	4. Identify and Address Gaps Between District-wide Strategic Plan and Enrollment Management Plans	Presidents / Vice Presidents/ Perez	April/May 2019	1. Establish DO/SAC/SCC committee to identify gaps 2. Committee identifies gaps, and recommends approaches to addressing them 3. Applicable committees address the identified gaps 4. Conduct new environmental scan if committee determines necessary	1. Committee set 2. Gaps identified and recommendations made to applicable committees 3. Gaps addressed by committees and progress report made to DC 4. New environmental scan conducted (if needed)	
B. Enrollment Management	1. Clarify DO role in Enrollment Management	Committee members identified in retreat	June 2019	1. Establish committee 2. Discuss in DC, POE and district curriculum committee 3. Delineate, document, and disseminate DO role 4. Incorporate DO role as applicable into college and district enrollment management planning processes	1. Committee set 2. Discussions completed 3. DO role in EM district-wide disseminated 4. DO role incorporated	
B. Enrollment Management	2. Acquire Predictive Analytics Software and Integrate into Enrollment Management Processes	POE	June 2019	1. Begin conversation at POE as to: (a) Shortcomings of current EM tools. (b) What EM software/tools are needed? Not needed? 2. Develop multi-pronged approach (more than just software) (a) Determine what other district-wide systems / processes need to be improved / changed. 3. Connect with other colleges on what software has worked for them. 4. Identify and meet with vendors 5. Select, obtain, install, test, and implement software 6. Implement other changes in EM processes as needed 7. Establish schedule for evaluation and improvement going forward	1. Conversations completed 2. Multi-pronged approach developed; determination made 3. Communications with other colleges completed and information provided to POE. 4. Vendor meetings completed 5. Software obtained and implemented 6. Other necessary changes to EM processes implemented 7. Schedule for ongoing evaluation and improvement set	

Area of Focus	Objectives	Responsible Person(s)	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
B. Enrollment Management	3. Conduct System Review and Study of EM best practices at similar districts and incorporate those practices into EM processes	POE	June 2019	1. POE establishes sub-committee to conduct review 2. Select applicable districts 3. Conduct systematic review 4. Identify sound practices that fit RSCCD, SAC, and SCC needs 5. Incorporate those practices into EM planning at all three institutions. 6. Establish schedule for evaluation and improvement going forward	1. Subcommittee set 2. Districts selected 3. Review completed 4. Sound practices identified and reviewed for suitability 5. Practices incorporated into EM plans and implemented. 6. Schedule for ongoing evaluation and improvement set	
C. Budget Allocation Model	1. Conduct Internal Review of the BAM and its processes (review of successes and gaps). 2. Conduct Internal Review of the BAM and its processes to ensure that it is aligned with the statewide funding formula so that model can distribute resources through transparent processes that support the availability of high quality educational programs that respond to student and community needs.	FRC	Fall 2018	1. Contract consultant 2. Discuss at FRC / DC 3. Discuss with stakeholder unions 4. Conduct both internal reviews and recommend BAM improvements as needed 5. Assess/identify minimum funding necessary to ensure success of program/service.	1. Consultant contracted 2. Discussions with FRC / DC completed 3. Discussions with stakeholder unions completed 4. Internal reviews completed and recommendations made to DC 5. Minimum funding identified	**1.Consultant contracted** **2. Discussion in FRC/DC on-going**

Area of Focus	Objectives	Responsible Person(s)	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
C. Budget Allocation Model	3. Conduct System Review and Study of BAM best practices and processes at similar districts and implement improvements into the BAM processes	FRC	Fall 2018	1. Contract consultant 2. Conduct the review and study and document the findings 3. Discuss at FRC and DC 4. Recommend BAM improvements as needed 5. Document how and when improvements based on findings of all three reviews (see also Objectives C.1 and C.2 above) will be implemented into the BAM 6. Implement improvements based on findings of all three reviews (see also Objectives C.1 and C.2 above) 7. Establish schedule for evaluation and improvement going forward	1. Consultant contracted 2. Review and study conducted, and findings documented 3. Discussions completed 4. Recommendations made 5. Implementation approach and schedule finalized 6. Improvements implemented according to schedule 7. Schedule for ongoing evaluation and improvement set	**1.Consultant contracted**
C. Budget Allocation Model	4. Develop and Implement Plan to Enhance Communication and Transparency about District and College Budgets	Perez / POE	June 2019	1. Contract consultant to work with district / college leadership 2. Draft, refine, and obtain approvals for Plan 3. Implement plan and establish schedule for evaluation and improvement going forward	1. Consultant contracted 2. Approval for plan obtained 3a. Plan implemented 3b. Schedule for ongoing evaluation and improvement set	

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
B. Enrollment Management	2. Acquire Predictive Analytics Software and Integrate into Enrollment Management Processes	Select, obtain, install, test, and implement software	**$100,000**
C. Budget Allocation Model	1. Conduct Internal Review of the BAM and its processes (review of successes and gaps).	Contract consultant	**$60,000**
C. Budget Allocation Model	3. Conduct System Review and Study of BAM best practices and processes at similar districts and incorporate those practices into EM processes	Contract consultant	**$30,000**
C. Budget Allocation Model	4. Develop and Implement Plan to Enhance Communication and Transparency about District and College Budgets	Contract consultant	**$10,000**
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, Santa Ana College** *(As applicable; duplicate if needed for district-level I&EP)*	
Name: Raul Rodriguez, Ph.D.			Name: Monica Zarske	
Signature or E-signature:	Date:		Signature or E-signature:	Date:
			Academic Senate President, Santiago Canyon College *(As applicable; duplicate if needed for district-level I&EP)*	
			Name: Michael DeCarbo	
			Signature or E-signature:	Date:

2019-2022 RSCCD STRATEGIC PLANNING RETREAT

DRAFT A G E N D A
May 10, 2019, 9:00am - 4:00pm
Bowers Museum - 2002 N Main St. - Santa Ana

Participants include all members of the district and college governance committees

I.   **Welcome & Introductions** (Perez; 10 minutes)

II. **Review RSCCD Planning Design Manual** (___ minutes)
   a. Districtwide Roles and Responsibilities
   b. Functions & Mapping
   c. …

III. **Review RSCCD Mission Statement** – Approved Fall 2018 (___ minutes)

IV. **Review 2013-2023 RSCCD Goals** (Pham; 10 minutes)

V.   **Review 2016-2019 RSCCD Strategic Plan – Final Report** (*will be sent to participants April 19, 2019 for review)* (Pham; 15-20 minutes)

VI. **Gap Analysis** of 2013-2023 RSCCD Goals and SAC __year__ Educational Master Plan Goals/Objectives and SCC 2016-2022 Educational Master Plan Goals/Objectives
   Colleges need to have this completed prior to the retreat (Lamb, Voelcker; 40 minutes)

VII. **Address Concerns from Environmental Scan** *(12 Measures of Success, service area scan, update on pressing initiatives and potential impacts for RSCCD – will be sent to participants April 19, 2019 for review and feedback)* (Pham; 20 minutes)

VIII. **Group Discussion – Creating the 2019-2022 RSCCD Strategic Plan** *(5 groups; each to address a specific goal and its objectives)* (45 minutes)

IX. **Review Proposed Objectives** *(each group shares their objectives; each to address a specific goal/objectives* (___ minutes)

X.   **Wrap-Up/Next Steps** (Perez; 5 minutes)

POE COMMITTEE MEMBERS:
Michael DeCarbo • Dr. Marilyn Flores • Dr. Jeffrey Lamb • Enrique Perez • Nga Pham • Kristen Robinson • Sean Small • Mark Smith • Aaron Voelcker • Monica Zarske