

**Institutional Effectiveness Partnership Initiative**

**Partnership Resource Teams**

**Institutional Innovation and Effectiveness Plan**

Date: 05/03/2019

**Name of Institution: Gavilan College**

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| **Area of Focus** | **Objective** | **Responsible Person** | **Target Date for Achievement** | **Action Steps** | **Measure of Progress** | **Status**  **As of Date: December 2019** |
| 1. Review and improve the Program Review process | 1. Develop and implement a Program Review Handbook and mechanisms to have all materials/forms in one place to be easily accessible. 2. More clearly delineate the different purposes between the Program Review and the annual Program Plan. 3. Engage faculty and campus stakeholders with proactive initiatives for the necessary program review changes with adequate support from the college (e.g., common language and understanding of process). 4. Improve Quality Control, Training and Transparency for PR, inclusive of the proper management of resources, time and job responsibilities. 5. Include collaborative dialog about SLOs to address issue of the individualized SLO review. 6. Refine and improve PR processes, including identifying bridges to other processes, such as Budget development. 7. Provide professional learning on PR processes, including the use of data to support PR. | 1. PIPR 2. PIPR 3. PIPR, VPAA, 4. PIPR, VPAA 5. PIPR and Academic Senate 6. PIPR and Academic Senate 7. PIPR, VPAA | 1. September 2019   2. December 2019  3. May 2020  4. May 2020  5. May 2020  6. May 2020  7. October 2019 | 1. Starting with effective models from comparable institutions, draft the Program Review Handbook, solicit and incorporate feedback as appropriate, obtain the necessary approvals, and publish the Handbook 2. Clarify the distinction between Program Review and the annual Program Plan, and include that information in the Handbook and training 3. Program Review Training and Engagement    1. Provide periodic training for Department Chairs and Deans, using the handbook    2. Use Peer Review Process to inform and train about program review    3. Provide robust deans’ training in advance of each program review cycle to assist PIPR and VPAA in helping departments and programs to complete PR    4. Provide workshop(s) on goal setting and measureable outcomes at the beginning of each Planning and Review cycle.    5. Provide training for Department Chairs and Deans, including using working meetings 4. Review the relationships of Program Review to other processes (including budgeting), improve them as needed, and include information on those relationships in the Handbook. 5. Collaborate with faculty SLO Committee, ensuring Learning Objectives are relevant, up-to-date and evaluated, 6. Annually assess the efficacy of Program Review, adding and eliminating content, and developing ways to collaborate with college planning and budgeting 7. Develop, implement, and incorporate into the Handbook the regular evaluation and improvement of Program Review processes. | 1. Completion and publication of the initial edition of the Handbook 2. Distinction between Program Review and annual Program Plan clarified and built into Handbook and training 3. Successful completion of initial training for all applicable stakeholders (including deans and department chairs); fewer questions at mid-year that are not already addressed in the handbook 4. Relationships delineated and included in the Handbook 5. Quality control mechanisms implemented 6. Evaluation and improvement provisions implemented 7. Successful completion of all PRs from Academic Areas by December 2019 |  |
| 1. Revamp internal data products and services to complement the Program Review process | 1. Replace the homegrown, outgrown GIDS Institutional Effectiveness data warehouse system. 2. Implement data migration, and create data tools and dashboards for Program Review. 3. Train faculty and others on how to use modules for curriQunet (curriculum, assessment and program review) and use of data in Program Review processes. | 1. IT 2. IT, PIPR 3. IT, PIPR | 1. May 2020+  2. August 2019  3. May 2020 | 1. Contract with vendor for system replacement. 2. Date migration:    1. Harmonize current program review data sheet in GavDATA with new PR form.    2. Hire consultant and researcher to ensure data elements and appropriate fields are accurately captured during data migration 3. Develop and implement training on use of curriQunet modules in Program Review | 1. Solution/vendor for system replacement established and under contract by early 2020. Timeline for full conversion may take 6-9 months. 2. Data sheets harmonized; consultant and researcher retained; data migration completed 3. Program Review tools and dashboards incorporated into new system 4. curriQunet training completed 5. New data system in production by Fall 2020. |  |

**Request for IEPI Resources to Support Institutional Innovation and Effectiveness Plan**

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| **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** |
| Review and improve the Program Review process | 1. Provide professional learning on PR processes, including the use of data to support PR. | Resources needed are stipends for faculty PIPR members to allow for additional training and assistance, stipends for PT department chairs and other faculty stakeholders to incentivize training and review and planning document completion Possible outside consultant fee to do professional training on goal setting, use of data and use of SLO data as it relates to PIPR completion. | $10,000 |
| Revamp internal data products and services to complement the Program Review process | 1. Replace the homegrown, outgrown GIDS Institutional Effectiveness data warehouse system. 2. Implement data migration, and create data tools and dashboards for Program Review | Banner migration fee for database migration (quote received not including external consultant/researcher contract) | $190,000 |
| **Total IEPI Resource Request (not to exceed $200,000 per college)** |  |  | $200,000 |

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| **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: |