

Summarized 2009 Planning Summit Action Items

A Planning Summit was held on March 13, 2009 to discuss the El Camino College planning structure in relation to the Sustainable Continuous Quality Improvement standard set forth by the Accrediting Commission for Community and Junior Colleges (the Commission). Participants included faculty, staff, and managers from the College and Center.

The desired outcomes from the summit were phrased as questions: Where are we not meeting the Commission's highest standard; and, what do we need to do to meet or exceed that standard? Participants were randomly assigned to teams to address both questions with their responses listed below. Team responses tended to be repeated as the questions were similar.

The following tables were created by themes to show responses to avoid multiple response listings.

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COMMUNICATION

Action Item	Next Steps	Timeline	Assignment
"In-progress" status needs to be communicated on the portal	All managers will be instructed to add their employees into Plan Builder	April 2009 - ongoing	All Managers
More effective use of the portal and websites to communicate.	A summary of goal achievement will be posted on the portal in February and late August of every year	August 2009 - ongoing	Spor, Warriar, Garten
Curriculum review is not up to date	Curriculum review is quickly moving to a 6-year timeline and is fully incorporated into program review	March 2009 - ongoing	Faculty, Division and College Curriculum Committees, Arce
Lack of consistency in program review timelines	All program reviews have been placed on a 6-year schedule with programs at the College and Center conducted simultaneously	March 2009 - ongoing	Arce, Cox, Higdon, Nishime, Perez
Communicate plan implementation	Division and Area Councils	April 2009 - ongoing	Managers
Publicize accomplishments	Newsletters – President, Provost, Research and Planning	March 2009 - ongoing	Garten, Spor
Not all constituents have an adequate understanding of the process	Presentations have and will be made at the Planning and Budgeting Committee (PBC), Academic Senate, Council of Deans, and Division and Area Councils	February 2009 - ongoing	Spor
No explanation of how priorities are set.	Priorities are determined through voting at the Program, Unit (division), and Area levels	March 2009 - ongoing	Managers
No implementation of the planning model	The process has been in place for sometime but it has not been referred to as the Planning Model until recently	Spring 2008 - ongoing	Spor
Consideration for how plans affect/impact other areas on campus	Plans that could impact others will require Managers to discuss the impact with the other areas	Spring 2009 - ongoing	Managers
Find a way to connect ECC and CEC Plan Builder	Both links are posted on the new portal	March 2009 - ongoing	ITS

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PROCESSES

Action Item	Next Steps	Timeline	Assignment
Need a better process for enhancing existing budgets to meet new demands	Multiple funding sources are now being directed to funding plans in Plan Builder	Spring 2009 - ongoing	Arce, Cox, Higdon, Nishime, Perez
No understanding of how plans are adjusted when budgets are tight	Plans need to be adjustable (up or down) to match annual funding irregularities	Spring 2009 - ongoing	Arce, Cox, Higdon, Nishime, Perez
Lack of planning linkage and its outcomes to how it improves student learning	All plans require evaluation components which can be linked to student learning	February 2009 - ongoing	Managers, Assessment of Learning Committee, Spor
Need to further refine our process of developing planning from program review.	Plans are based upon prioritized Program Review recommendations at the Program level	Spring 2009 - ongoing	Division managers, Spor
Need to base program review recommendations on tangible criteria that incorporate the needs of students, the campus, and the community.	Faculty and managers need to critically assess what is needed versus desired to improve the program. Data is available on the Institutional Research and Planning webpage	Fully implemented spring 2009	Jaffe, Spor, Arce, Cox, Higdon, Nishime, Perez
Allocation of (budget) resources not visible in planning process	The Planning and Budgeting Calendar will be added to the Planning Process document as the timeline drives resource allocation	April 2009	Vice Presidents, Provost
SLOs not visible on Planning Model	The SLO and Curriculum narratives will be expanded to be more comprehensive. Core Competencies will be added to the Planning Model	April 2009	Spor / Kjeseth / Simon / Young
Evaluation process is more ad-hoc rather than systematic	Plan evaluations are currently set for July and January. They will transition to quarterly reports.	February 2009 - ongoing	Managers, Spor
The planning process needs to include institutionalization of successful programs	This change could occur if a similar process were added to combine or eliminate programs in decline.	Researching other models beginning April 2009	Cabinet
Streamline process for filling vacant, funded positions	This item will be assessed during the creation of a new Staffing Plan	Late spring 2009	Perez, Arce, Cox, Higdon, Nishime

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INVOLVEMENT

Action Item	Next Steps	Timeline	Assignment
Lack of access to or broad participation in Plan Builder	Managers to add all employees into Plan Builder and involve staff and faculty in planning activities	April 2009 - ongoing	Managers
Assign responsibility for each goal and objective	Managers are responsible for the plans created at their level (i.e., Program, Unit, Area)	Spring 2008 - ongoing	Managers

IMPLEMENTATION / EVALUATION

Action Item	Next Steps	Timeline	Assignment
Plans lack supporting documentation for requests.	Managers, faculty, and staff should utilize Institutional Research and industry sources when creating plans	Ongoing	Plan Developers, Graff, Spor
Availability of raw data for decision-making	Data is available from the Research Office. New reports and web postings will be promoted in the President's and Provost's newsletter, Academic Senate, PBC, and all Councils - Division, Area, and College	Ongoing	Graff, Spor
Plans should include non-budgetary items	Many plans do not require funding and are posted in Plan Builder	February 2008 - ongoing	Plan Developers
There is a need for a program reduction or termination assessment and process	Create an Ad Hoc group representing all college constituencies. Develop a rubric with ratings for objective assessment of the program	May – fall 2009	Academic Senate, Spor
Bond implementation needs to be improved at CEC	Create Educational, Technology, and Facilities Master Plans to guide the process. Post planning agenda status.	Fall 2008 - 2009	Cox, Higdon, Spor
The Comprehensive Master Plan has components not being evaluated, communicated, or implemented.	Comprehensive Master Plan planning agenda items are tracked and reported to PBC. Updates will be posted to the Research and Planning webpage.	On-going	Spor