Convocation Pierce College

August 22, 2013

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Recommendation on Integrated Planning

In order to fully comply with the Standards, the College needs to **review, update, and further <u>integrate</u> its various plans**, and **<u>formalize the integration</u> among these plans** as they contribute and **<u>align</u> to an overarching institutional plan. (I.B.3)**

Part I-Accreditation Context

▷ Begins with the mission of the institution

▷ Builds through various areas relative to the specific standard including evidence of broad-based dialogue, systematic use of data, and evidence of processes and procedures

▷ Culminates in evaluation leading to program or service improvements and systematic review and revision of evaluation mechanisms and our processes

Connection with the Mission

▷ II.A.1-The institution demonstrates that all **instructional programs,** regardless of location or means of delivery, address and **meet the mission of the institution** and uphold its integrity.

▷ II.B.1-The institution assures the quality of **student support services** and demonstrates that these services, regardless of location or means of delivery, support student learning and **enhance achievement of the mission** of the institution.

▷ III.A.1-The institution assures the integrity and quality of its programs and services by employing personnel who are qualified by appropriate education, training, and experience to provide and support these programs and services. Criteria, qualifications, and procedures for selection of personnel are clearly and publicly stated. **Job descriptions are directly related to institutional mission and goals** and accurately reflect position duties, responsibilities, and authority.

Systematic Evaluation

▷ II.A.2.f-The institution engages in **ongoing, systematic evaluation and <u>integrated planning</u>** to assure currency and measure achievement of its stated learning outcomes for courses, certificates, programs including general and vocational education, and degrees. The **institution systematically strives to improve those outcomes** and makes the results available to appropriate constituencies.

▷ II.B.4-The **institution evaluates student support services** to assure their adequacy in meeting identified student needs. Evaluation of these services provides evidence that they contribute to the achievement of student learning outcomes. The institution **uses the results of these evaluations as the basis for improvement.**

▷ II.C.2-The **institution evaluates library and other learning support services** to assure their adequacy in meeting identified student needs. Evaluation of these services provides evidence that they contribute to the achievement of student learning outcomes. The **institution uses the results of these evaluations as the basis for improvement.**

▷ III.A.6-**Human resource planning is <u>integrated with institutional planning</u>**. The institution systematically assesses the effective use of human resources and **uses the results of the evaluation as a basis for improvement.**

- III.B.2.b-**Physical resource <u>planning is integrated</u> with institutional planning.** The institution systematically assesses the effective use of physical resources and **uses the results of the evaluation as the basis for improvement**.

- III.C.2-**Technology <u>planning is integrated</u> with institutional planning.** The institution systematically assesses the effective use of technology resources and **uses the results of the evaluation as the basis for improvement.**

- III.D.4-**Financial resource <u>planning is integrated</u> with institutional planning**. The institution systematically assesses the effective use of financial resources and **uses the results of the evaluation as the basis for improvement.**

Standard I.B-Planning

▷ I.B.1-The institution maintains an **ongoing, collegial, self-reflective dialogue** about the continuous **improvement of student learning and institutional processes.**

▷ I.B.2-The **institution sets goals to improve its effectiveness** consistent with its stated purposes. The institution **articulates it's goals** and states the objectives derived from them **in measurable terms** so that the degree to which they **can be achieved** can be determined and **widely discussed**. The institutional members understand these goals and work collaboratively toward their achievement.

I.A.3-The **institution assesses progress toward achieving its stated goals** *and* **makes decisions** *regarding the improvement of institutional effectiveness* **in an ongoing and systematic cycle of evaluation, <u>integrated planning</u>, resource allocation, implementation, and re-evaluation.** *Evaluation is based on analysis of both quantitative and qualitative data.*

- I.B.4-The **institution provides evidence** that the **planning process is broad-based**, offers opportunities for input by appropriate constituencies, **allocates necessary resources,** and **leads to improvement** of institutional effectiveness .

- I.B.5-The **institution uses documented assessment results to communicate** matters of **quality assurance** to appropriate constituencies.

▹ I.B.6-The **institution assures the effectiveness of its ongoing planning and resource allocation processes by systematically reviewing and modifying**, as appropriate, **all parts of the cycle**, including institutional and other research efforts.

▹ I.B.7-The **institution assesses its evaluation mechanisms through a systematic review of their effectiveness** in improving institutional programs, student support services, and library and other student support services.

Stairway to Accreditation

And as we wind on down the road

Our shadows taller than our soul.

There walks a lady we all know

Who shines white light and wants to show

How everything still turns to gold.

And if you listen very hard

The tune will come to you at last.

When all are one and one is all

To be a rock and not to roll. ...

Part II - What is Integrated Planning?

▷ Begins with the College Mission

▷ Flows to the overarching college plan-often a strategic plan

▷ The remaining college plans flow from the overarching plan

▷ Plans are implemented each year through the Annual Program Plans (APP), which include resource requests, if necessary

▷ Culminates in the evaluations of the plans as each concludes and results in the creation of the next cycle of integrated planning
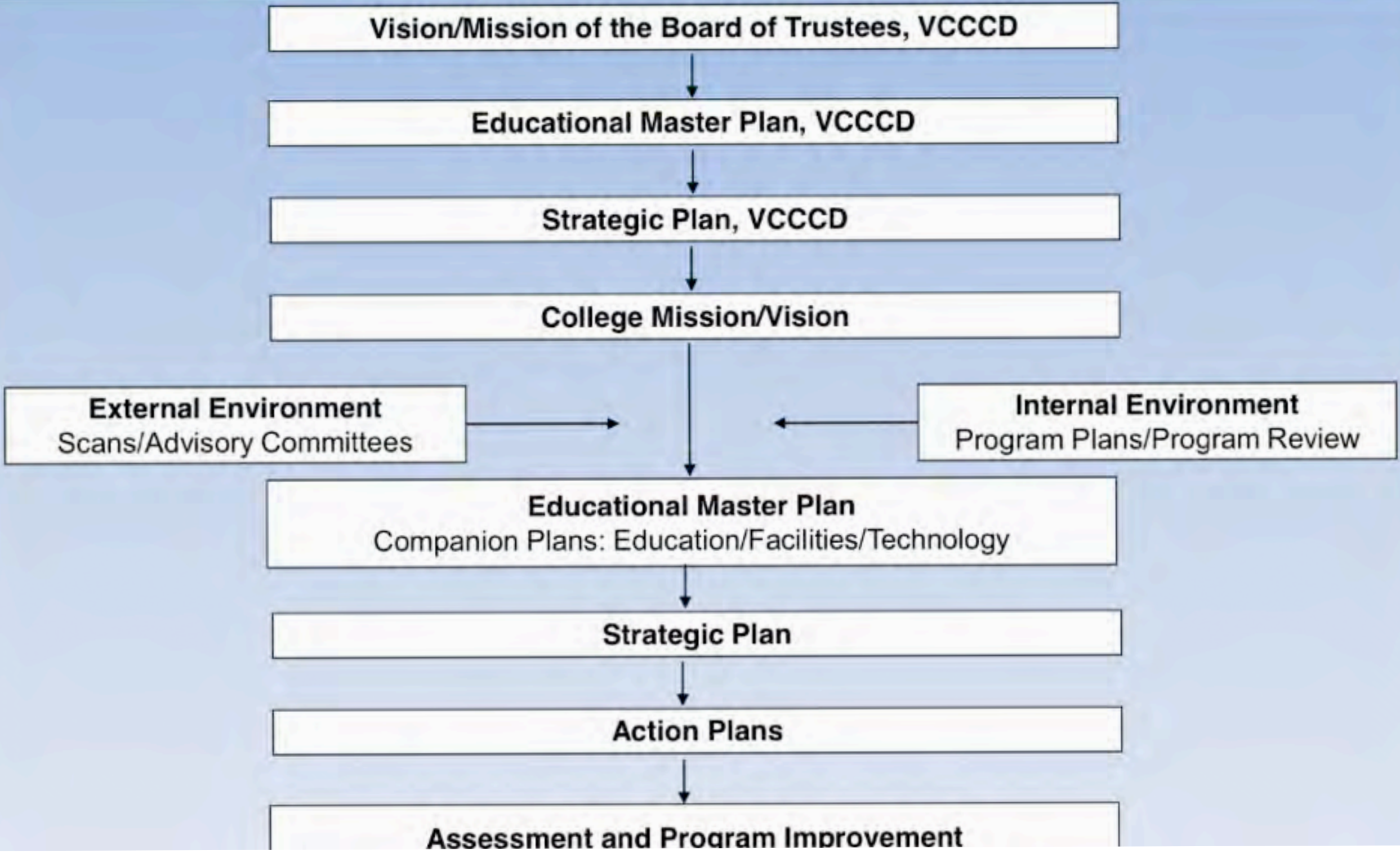
Los Angeles Pierce College
Planning Calendar

	Cycle length	2012		2013		2014		2015		2016		2017		2018		2019		2020		2021		2022		2023		2024		2025	
		Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall
Accreditation	6 years Site Visit			Visit	ACCJC			Visit				ACCJC									Visit								
Accreditation	Prepare for Site Visit			Accreditation Steering Committee										Mid Term Rpt				Accreditation Steering Committee								Mid Term Rpt		
Comprehensive Program Review	6 years							Educational Planning Committee												Educational Planning Committee								
Educational Master Plan	6 years			Educational Planning Committee												Educational Planning Committee												
Mission Statement Review	3 years			College Council												College Council												
Strategic Plan	3 years									College Council											College Council							
Technology Plan	4 years					Technology Committee								Technology Committee							Technology Committee							
Facilities Master Plan	4 years					Facilities Advisory Committee								Facilities Advisory Committee							Facilities Advisory Committee							
Plan for Enrollment Management	4 years			Enrollment Management Committee										Enrollment Management Committee							Enrollment Management Committee							
Annual Unit Plan	1 year			Resource Advisement Committee																								
Student Equity Plan	5 years			Student Success Committee										Student Success Committee														

*Matriculation Plan—currently on hold pending the outcome of the state-wide Student Success Task Force recommendations.

Green indicates external mandated timelines.
Yellow indicates the beginning of the cycle/preparation time for planning function.
Red indicates revised planning document implementation timeline.
Light Blue indicates the process evaluation cycle.

College Planning Model

Vision/Mission of the Board of Trustees, VCCCD

↓

Educational Master Plan, VCCCD

↓

Strategic Plan, VCCCD

↓

College Mission/Vision

↓

External Environment
Scans/Advisory Committees →   ← **Internal Environment**
Program Plans/Program Review

↓

Educational Master Plan
Companion Plans: Education/Facilities/Technology

↓

Strategic Plan

↓

Action Plans

↓

Assessment and Program Improvement

Wednesday, August 28, 13

Recommendation on Integrated Planning

In order to fully comply with the Standards, the College needs to **review, update, and further <u>integrate</u> its various plans**, and **<u>formalize the integration</u> among these plans** as they contribute and **<u>align</u> to an overarching institutional plan. (I.B.3)**

Pierce Integrated Planning

▷ Strategic Master Plan (SMP)

    ▷ Educational Master Plan (EMP)

       ▷ Technology Master Plan (TMP)

       ▷ Facilities Master Plan (FMP)

       ▷ Plan for Enrollment Management (PEM)

       ▷ Professional Development Plan (PDP)

          ▷ Annual Program Plans (APP)

Draft Los Angeles Pierce College
Integrated Planning Calendar

Green indicates externally mandated plan/evaluation timeline.

Yellow indicates the beginning of the cycle/preparation time for planning/review function.

Red indicates revised planning/review document implementation timeline (new plan begins).

Light Blue indicates the process evaluation cycle.

Los Angeles Pierce College
[Plan Name]

Description of Plan	[Describe the overall function/purpose of the plan and the intended impact of the plan on the college and student learning]
Current Plan Length	[When did the current plan take affect; when does it conclude?]
Current Plan Approval	[Recommending Committee Name] Approved on: Pierce College Council Approved on: Academic Senate Approved on:
Board of Trustees approval	[yes or no—If yes, when did the LACCD Board of Trustees approve the current plan?]
Plan Revision Cycle	[How frequently is the plan revised; when will the next plan be operational?]
Plan Evaluation Process	[How is the plan evaluated? How frequently?]
Plan Drives	[What plans or documents drive this plan?] • [plan/document #1] • [plan/document #2]
Plan is Driven By	[What other plans or activities are driven by this plan?] • [plan/document #1] • [plan/document #2]
Plan Links	[How does this plan link to the other college plans; for example?] • Strategic Master Plan • Educational Master Plan • Technology Master Plan • Facilities Master Plan • Other Plans
External Plan Data Sources	[What external data sources are consulted in the creation of the plan?] • [data source #1] • [data source #2]
Internal Plan Data Sources	[What internal data sources are consulted in the creation of the plan?] • [data source #1] • [data source #2]
Standard Plan Content	[What is the standard content of the plan?] • Title Page • Table of Contents • Executive Summary • Signature and Adoption/Approval Page • [content area #1] • [content area #2] • Implementation Grid • Appendix with documentation of meetings where plan was approved
Implementation and Oversight	[Describe how the plan is implemented and monitored over the course of its life.]
Links to Resource Allocation	• [Personnel] • [Supplies] • [Equipment] • [Facilities] • [Other]
Committee Responsible for Plan	[Which college committee is responsible for developing and implementing the plan?]
Plan website link	http://www.piercecollege.edu/

Los Angeles Pierce College
Committee Description—Explanation for completing the form:

Description	[One sentence describing the overall function of this committee.]
Brown Act	[Answer yes/no]
Meeting Time/Place	[List the meeting week of the month, day, time, and the regular location of the meeting]
Meets 12 months	[Answer yes/no]
Reports	[Name of committee(s) or decision maker committee this committee reports to.]
Committee Charge	• [Specific Function #1] List the specific tasks and responsibilities that make up the • [Specific Function #2] charge of the Committee or the explains the reason why it • [Specific Function #3] exists. What are its the specific areas of influence? • [Specific Function #4] • [Specific Function #5]
Chair(s)	Describe who chairs the committee by the title of their position—not by the person's name. For example:
Chair Selection Process and Term of Office	What is the process used for selecting the chair or co-chairs of the committee? Include such information as how the chair/co-chairs are selected , the length of the term of office, are the terms of office staggered for co-chairs, and are there term limits?

Membership		
	Administration	[Number and position of administrator representatives]
	Academic Senate	[Number or position of Academic Senate representatives]
	AFT Faculty	[Number or position of AFT Faculty representatives]
	Other Faculty	[Number or position other faculty representatives]
	AFT Staff Guild	[Number or position of AFT Staff Guild representatives]
	Teamsters	[Number of Teamster representatives]
	Other union	[Number and position other union representatives]
	ASO	[Number or position of ASO representatives]
	Other staff	[Number and position other staff/management representative/s]
	Resource/s	[List resources to the Committee by position[

Subcommittees	• [Name of Subcommittee] Are there any subcommittees that report to this committee? • [Name of Subcommittee] • [Name of Subcommittee]
Agenda/Minutes website	[What is the web address that links to the committee agendas and minutes?]

Major Reports Required	**Title**	**Date Due**
	• [Report Title] Are there specific • [Report Title]reports the committee • [Report Title] produces?	• [Date due] • [Date due]When are the reports due? • [Date due]

Date of Annual Self–Evaluation Process	[What is the date of the annual self-evaluation process for the committee?]

The boxes are expandable if more space is required in a particular area. For the purposes of the handbook, the goal is to keep the information on one page per committee, if possible.

Part III-Mission and Vision

▷ Pierce College is a **student-centered** learning institution that offers **opportunities for access and success** in a diverse college community. The college dedicates its resources to **assist students in identifying and achieving their educational, career, and personal goals.** Our comprehensive curriculum and support services **enable students to earn associate degrees and certificates, prepare for transfer, gain career and technical proficiency, and develop basic skills.** We serve our community by providing opportunities for lifelong learning, economic and workforce development, and a variety of enrichment activities.

▷ The College is dedicated to the Completion Agenda for Pierce Students (**CAPS**) to ensure we see more caps at commencement.

CAPS for Planning

C = Completion

A = Accountability

P = Partnerships

S = Student Success

1. Engaging the completion agenda

2. Demonstrating accountability

3. Cultivating partnerships

4. Ensuring student success

CAPS and the District Strategic Plan

Pierce College SMP

▷ Engaging the **Completion** agenda (DSP 1 & 2)

▷ Demonstrating **Accountability** (DSP 3)

▷ Cultivating **Partnerships** (DSP 4)

▷ Ensuring **Student Success** (DSP 2)

District Strategic Plan

▷ Access and preparation for success

▷ Teaching and learning

▷ Organizational effectiveness

▷ Resources and collaboration

More CAPS at Commencement!

Let's make it happen!