

Comprehensive Planning Agendas



Comprehensive Institutional Planning Agendas

1. In order to fully achieve the proficiency level of the ACCJC rubric relative to student learning outcomes by the year 2012, the college will complete tasks identified in a comprehensive timeline for SLOs in the areas of courses, programs, degrees and certificates, as well as instructional support programs, student services programs, and institutional support services. The college's institutional support services will continue its work to identify SLOs where appropriate, establish assessments and use the results for improvement.

The college will continue its work to thoroughly incorporate student learning outcomes into the curriculum and program review processes, identify systematic measurable assessments, and use the results for the improvement of student learning and institutional effectiveness.

Each area will develop meaningful assessments that will enhance planning, evaluation and lead to program improvement and feed seamlessly into the program review process to support college decision-making.

Continued progress toward integrating results of assessment in college processes will assure that planning and resource allocation contribute to student-centered institutional effectiveness.

2. The director of human resources will work with classified employees and managers to review and revise classified job descriptions by July 1, 2010. The director will establish a process to ensure periodic updating of job descriptions.

Systematic updating of job descriptions will foster institutional improvement through a structured review of changes in the nature of classified assignments as a result of technology and changing campus goals and activities. In the absence of systematic updating, such changes occur on a piecemeal basis, leading to an uneven application of standards and many individual reclassification requests.

3. The director of human resources will work with the board and the appropriate campus constituent groups to develop written procedures for the recruitment and selection of academic administrators, managers, supervisors and classified staff by July 1, 2010.

The development of written procedures for the recruitment and selection of academic administrators, managers, supervisors and classified staff will allow for a comprehensive evaluation of the effectiveness of hiring procedures. This process will foster institutional improvement through improved processes and better understanding of hiring requirements by the campus community.

4. As part of the comprehensive review and update of board policies, scheduled for completion by July 1, 2010, the superintendent/president will establish procedures to ensure future systematic evaluation and updates are incorporated into the planning processes of the institution. In this way, the superintendent/president will ensure that board policies and administrative procedures are revised and updated in a systematic, periodic manner. Special attention will be given to:
 - Completion of a new equal employment opportunity procedure.
 - Implementation of a three-year cycle for the review of all policies.

The superintendent/president will establish procedures by July 1, 2010 to ensure that the periodic update of board policies is incorporated into the ongoing, systematic evaluation and planning processes of the institution.

Regular updating of board policies will foster institutional improvement through ensuring that changes in state law, regulations or local practice are reviewed through the appropriate governance channels, and are more widely understood on campus.

5. The college will demonstrate its commitment to continuous quality improvement through updating and review of the effectiveness of the college's five major planning documents and being deliberate in utilizing the content within them in budget development.
 - Mission Statement
 - *Strategic Plan*
 - *Educational Master Plan*
 - *Technology Master Plan*
 - Program Review

The superintendent/president will develop guidelines for the updating and review of major planning documents on a regularly scheduled cycle. Appropriate campus constituencies will participate in an ongoing evaluation of the effectiveness of the planning docu-

ments, processes and linkages to budget.

This planning agenda will improve student learning and foster institutional improvement through dialogue about how the various planning processes and documents work together to achieve the college mission and improve student learning. This dialogue will result in a more coordinated approach to campus priorities and better use of limited resources.