Governance (and Non -Governance) Committee Survey – Fall 2015

Committee Chairs--

In our efforts to better evaluate and improve the processes of the institution, as well as address accreditation requirements, we would like to invite you to conduct a short self-assessment of your committee at your first Fall meeting. Please include the survey on your next agenda and ensure that your minutes reflect the discussions that occur on this topic.   We would appreciate your feedback by **the end of October 2015.** Please send your completed surveys to **Daniele Ingrao at dingrao@glendale.edu**. Thank you in advance for your cooperation.

<u>Survey:</u>

Committee name: _Institutional Planning Coordination Committee___
Discussion date with committee: _9/14/2015, 10/12/2015___

1. Based on your 2014 Governance Survey report/self-evaluation, please indicate the area(s) where the committee has improved its processes.

The IPCC's 2014 survey, in response to the question on recommendations to improve performance, said

> "The delineation of responsibilities for planning between IPCC and Team A is unclear. For example, when a new plan is developed, what is the pathway for approval? IPCC should develop the pathway for approving plans. Additionally, each plan needs to be tracked by one of the committees.

> "The committee should also work to increase dialogue on campus so people better understand planning processes."

A new plan approval process was developed and approved through the governance system in 2014-2015. The process is now in place.

Plans are assigned to committees in the Integrated Planning Handbook. In most cases, the responsibility of a committee for a plan is well understood (e.g., the Student Affairs Committee's responsibility for the Student Services Master Plan; the Campuswide Computer Coordinating Committee's responsibility for the Technology Master Plan). In some cases, the responsibility might not be clear. The IPCC should look at this issue during 2015-2016 as it revises the Integrated Planning Handbook.

The committee has worked to increase dialogue on campus so people better understand planning processes. Videos about planning, program review, resource allocation, and accreditation have been developed and put online. These videos should be publicized in advance of the Fall 2016 accreditation visit.

2. Please explain the manner in which the committee's mission supports the overall mission of the college, as well as student learning.

The IPCC supports the mission of the college in several ways:

- The IPCC annually reviews the Institutional Effectiveness Report, which is structured around indicators of how well the college meets its mission, vision, goals, and standards. The IPCC allows for dialogue about the college's performance and facilitates this dialogue through other committees and structures such as Team A.

- The IPCC, in conjunction with the Learning Outcomes Committee and the Academic Senate, works to improve awareness of the college's Institutional Learning Outcomes (ILOs) as well as to improve processes for assessing learning outcomes and disseminating assessment results to the college community. Because the ILOs are part of the mission statement, these activities further the accomplishment of the mission.

- The IPCC reviews planning and other processes to improve their effectiveness and efficiency in the college's ability to achieve its mission.

The committee supports student learning by clarifying and improving planning processes with the goal of improving student learning. The committee supports student learning in its structure, by including faculty and others responsible for the assessment cycle: The SLO Coordinator, SLO Database Coordinator, Academic Senate President, and others directly involved in student learning are members of the IPCC. The committee coordinates planning by resolving timeline discrepancies among the different college plans as well as ensuring coherence in content between them. It monitors and reports on progress in plans' implementation. It coordinates processes for assessing learning outcomes and works to improve the integration of planning and assessment. IPCC also supports student learning by ensuring that programs are run efficiently through program review processes; that SLOs are developed and implemented in 100% of courses and programs to ensure quality of learning.

3. Are there any challenges or obstacles hindering the operation of the committee? Please explain.

There needs to be better communication regarding the planning and approval process as well as follow-through on the implementation of the plans.

The gap between the assessment of learning and planning must be closed.

4. Please develop (and report) two indicators for benchmarking and measuring the committee's progress in improving its processes. How will you incorporate these indicators in the regular operations of the committee?

1. Number of ILOs with assessment reports
2. Program review completion rate
3. Faculty/Staff Survey agreement rates for the following items:
   a. I have participated in discussions of GCC's mission statement
   b. The process GCC uses to develop its EMP is inclusive of everyone on campus
   c. I am aware of the new integrated planning process
   d. GCC's mission guides decision-making, planning, and resource allocation
   e. GCC's goals are related to its mission
   f. The constituency groups have a shared understanding of the college's strengths and weaknesses