



Districtwide Institutional Effectiveness Committee (DIEC)

5/24/2018, 10:00 a.m., Board Room – Meeting Agenda

- I. Call to Order

- II. Review of Feb. 22, 2018 Minutes

- III. KPI Dashboard Update

- IV. District Program Review Plan 2018-2022 Overview

- V. District Collegial Consultation Committee Organization

- VI. Districtwide Support Services Strategic Plan Recommendations & Directions

- VII. District Employee Climate Survey Results (Summary Report)

- VIII. Next Meeting: August 23, 2018 at 10am

- IX. Adjournment



Districtwide Institutional Effectiveness Committee (DIEC)

2/22/2018, 10:00 a.m., PDC 104 – Meeting Minutes

I. Call to Order

Meeting was called to order at 10:05am.

II. Review of Jan. 25, 2018 Minutes

Minutes were reviewed with no changes.

III. Review and Finalize Committee Charge and Membership

Charge and Membership were reviewed without further change. J. Gilbert said he would now create a webpage for the committee and ensure everyone who should be invited to the meeting gets an invite.

IV. District Key Performance Indicators (KPIs)

J. Gilbert shared that district KPIs were being developed and would come to the committee for discussion on March 22.

V. District Employee Climate Survey

J. Gilbert shared that the district climate survey was being revised and would first go to the District Program Review Committee for discussion on March 9 and then would come to the DIEC for discussion on March 22. Ways to increase response rate were also discussed, including reminder emails and the possibility to offer incentives.

VI. ACCJC Standards and District Participative Governance and Leadership Groups

R. Warren-Marlatt shared that Crafton Hills College had been mapping accreditation standards to campus committees and that it would be good for the district to do the same. J. Gilbert provided a draft spreadsheet listing district committees with a partial mapping. It was discussed that Chancellor's Cabinet should include all of Standards III and IV and each committee should have Standard IVD included. Standard IB was added to both DIEC and District Program Review.

VII. Next Meeting: March 22, 2018 at 10am

VIII. Adjournment

SBCCD Office of Research, Planning & Institutional Effectiveness

- = **Net** decrease since 2015-2016 academic year (i.e., annual progress report)
- = **No net** change since 2015-2016 academic year (i.e., annual progress report)
- = **Net** increase since 2015-2016 academic year (i.e., annual progress report)



Key Performance Indicators		2015-2016 Total	2016-2017 Total	Net Change Since 2015-2016
GOAL 1	Student Success: Increase student success while preserving access, enhancing quality, and reducing attainment gaps associated with income, race, ethnicity, age, and gender.			
1.1	Percent with a Student Ed Plan (SEP)	48.99%	77.63%	+28.64% ●
1.2	Fall to Spring Retention (i.e., Persistence)	70.0%	71.1%	+1.1% ●
1.3	Number of degrees and certificates awarded each year	2,434	2,832	+398 ●
1.4	Number of students graduating within 3 years	1,092	1,199	+107 ●
1.5	Number of transfers to 4-year colleges each year	1,367	1,298	-69 ●
1.6	Course Success Rate (i.e., grade of A, B, C, P)	69.51%	69.99%	+0.48% ●
GOAL 2	Enrollment and Access: Increase our student population to improve the higher education participation rate and supply a well-equipped, educated workforce for our communities.			
2.1	Number of Full-Time Equivalent Students (FTES)	15,065.31	15,123.38	+58.07 ●
2.2	Number of sections fully online (i.e., excluding hybrid courses)	768	897	+129 ●
2.3	Number of unduplicated students receiving a California Promise Grant (i.e., BOG waiver)	16,676	16,264	-412 ●
2.4	Number of unduplicated students receiving a Pell Grant	7,245	6,467	-778 ●
2.5	Licensure/Certification Pass Rates	84.75%	94.38%	+9.63% ●
2.6	Participation Rate in Service Area	64.72%	62.48%	-2.24% ●
GOAL 3	Partnerships of Strategic Importance: Invest in strategic relationships and collaborative relationships in higher education, PK-12 education, business and workforce development, government, and other community organizations.			
3.1	Higher Education Relationships	NA	15	Baseline ●
3.2	PK-12 Relationships	NA	23	Baseline ●
3.3	Business/Workforce Development Relationships	NA	77	Baseline ●
3.4	Government and Community Relationships	NA	73	Baseline ●
3.5	Relationships in the Developmental Stage	NA	33	Baseline ●
GOAL 4	District Operational Systems: Improve the district systems to increase administrative and operational efficiency and effectiveness with an emphasis on student records, human resources, facilities, technology, financial systems, and other workflow operational systems.			
4.1	Reserves at 12-15% level set by Board	17%	20%	+3% ●
4.2	50% law	50.19%	51.12%	+0.93% ●
4.3	Faculty Obligation Number (FON) Met	207.8	237.9	Met ●

Improvement Goals for District Program Review 2018-2022

Based on feedback from the District Services Planning and Program Review Committee, ACCJC Ad-hoc Task Force, Partnership Resource Team (PRT) visit, and goals in the District Institutional Effectiveness Partnership Initiative (IEPI), the District Program Review processes is being reviewed and updated to include the following areas of emphasis:

1. Refocus of District Program Review to be student and college centered
2. Strengthen ties between Campus's Program Review and District Program Review
3. Align District Resource Requests with Campus Strategic Goals and Initiatives
4. Increase the amount of qualitative and quantitative data and comparison cohorts available with an emphasis on productivity and staffing.
5. Develop and Assess Student Area Outcomes
6. Alignment with Campus and District Processes
7. Integrated Ranking of Departmental Resource Requests
8. Improve Reporting and Communication

Alignment of Program Review Processes

The District Services Planning and Program Review Committee has shifted their timeline to better align with the campuses. Traditionally, the District and the Campuses Program Review processes begin in September and culminate in May. This created some fundamental difficulties, including:

- District planning was concurrent with campuses planning cycles.
- District planning was based on campus needs from the prior year.
- Campuses were developing new Resource Requests before knowing the District response to the previous year's requests.

In order to better align with the campuses Program Review processes, the District will shift their timeline so that the bulk of the District Program Review takes place between May – September, after campus program review are complete and results are available and before campuses begin their next program review cycle.

Month	Activities
May	Program Review results available from campuses
June	Programs complete 4-Year Self-Evaluations and 2-Year Program Updates
July	Programs complete Resource Request Applications
August	District Divisions complete Resource Request Division Rankings
September	District Services Planning and Program Review Committee Ranks Resource Requests
October	Ranked Resource Requests submitted to District Budget Committee

Table 1: District Program Review Activities (Brief Details)

The District Services Planning and Program Review Committee will continue to meet regularly throughout the year and establish an annual calendar of meetings and detailed activities.

Program Review Process

Program Review consists of a thorough evaluation of district services on a four-year cycle and two-year update that every program or service area must complete, and an annual resource request process that areas may participate in dependent upon program or service area needs.

The 4-Year Self-Evaluation includes

- Mission and Service Area Outcomes
- Reflection on the mission, purpose, and services provided by the program or service area that supports the mission, goals, and objectives of the campuses and the district
- Analysis of qualitative and quantitative data that demonstrates how well the program or service area is fulfilling its mission, purpose, services, and Service Area Outcomes
- Accomplishments, Opportunities and Challenges
- Analysis of trends within the program or service area
- Short-term and long-term vision and planning objectives

2-Year Program Update

The requirements and need for district support services can change in a short period of time based on education trends, grant funding, and changes to state, federal, and accreditation requirements. The 2-Year Program Update provides programs or service areas the opportunity to reflect how these changes impacts their areas and update their vision, goals, and objectives accordingly. The 2-Year Program Update focuses on changes in productivity, staffing, and trends, and updates program progress on or changes to the program’s vision, goals, and objectives.

District Program Review Rotation

Summer 2018	Summer 2019	Summer 2020	Summer 2021	Summer 2022
4-Year	4-Year	4-Year	4-Year	4 Year
TESS •Administrative Applications •Distance Education •Printing Services •Technical Services	Business & Fiscal Services •Business Services •Facilities •Fiscal Services •Human Resources •Internal Auditing	Chancellor’s Office KVCR	EDCT District Police	TESS •Administrative Applications •Distance Education •Printing Services •Technical Services
2-Year	2-Year	2-Year	2-Year	2-Year
Chancellor’s Office KVCR	EDCT District Police	TESS •Administrative Applications •Distance Education •Printing Services •Technical Services	Business & Fiscal Services •Business Services •Facilities •Fiscal Services •Human Resources •Internal Auditing	Chancellor’s Office KVCR

Table 2: District Program Review Rotation

Resource Requests Process

Programs may choose to submit one or more resource request for personnel, budget, and equipment/technology to improve program services. Programs should clearly justify the need for each request by:

- Clearly linking the request to improving student learning
- Incorporating productivity and staffing data to support the request
- Demonstrating how the request will help the program achieve the program's vision, goals, and objectives
- Tying the program request to specific campus program review results (for example, if an additional staff member is needed to support a request for new educational software, the Resource Request should specifically cite the campus(es) request and prioritization)
- Clearly linking the request to District and Campus Master Planning
- Providing the approximate cost to each campus based on the current Resource Allocation Model (RAM), if applicable.

Note: The 4-Year Self-Evaluation and 2-Year Program Update provide a foundation for resource requests. The narratives of these larger documents should support each request.

Implementation and Guidelines

The full four-year program review cycle will begin in Summer 2018.

Programs participating in 2-Year Program Updates or Resource Requests prior to completing their 4-Year Self-Evaluation will base their 2-Year Program Updates or Resource Requests on the last full program review conducted under the previous cycle.

The District Services Planning and Program Review Committee should report out to campus and district constituencies on District Program Review results including:

- What departments submitted 4-Year Self-Evaluations and 2-Year Updates and any findings by the committee.
- Results of Resource Request prioritization, including how requests tie to campus program reviews results, master planning goals and initiatives.
- Communicate what Resource Requests were actually funded by the District.

SBCCD Collegial Consultation Committee Organization (Revised May 1, 2018)

