Institutional Effectiveness Partnership Initiative
Partnership Resource Teams
Institutional Innovation and Effectiveness Plan
Date: December 9, 2016

Name of Institution: Cañada College

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
A. Integrated Planning and Resource Allocation Processes	1. Develop an Educational Master Plan 2017-2022 and establish a hierarchy of college plans. 2. Improve employees' knowledge and skills related to planning and resource allocation integration 3. Restructure the charge, mission, and authority of the PBC to allow it to serve as a recommending body in the planning, budgeting, and resource allocation processes. 4. Adopt a room management system that is fully compatible with Banner in coordination with the district office, to establish Cañada's space allocation process and improve efficiency in facility/space use.	1. EMP Team and Cabinet Members 2. PBC 3. PBC 4. VPI/VPA	1. May 2017 2. Feb 2017 3. May 2018 4. May 2017	1.1 Draft College Goals 1.2 Draft Educational Master Plan and place it within an overall hierarchy of plans. 1.3 Planning Institute 2 Training for the EMP implementation team to operationalize and implement the EMP goals. 1.4 Development of operational projects designed to help achieve EMP goals and objectives. 2.1 SPOL Training for program review writers and responsible parties to capture their progress and align their work with the EMP goals. 3.1 In a series of PBC Meetings, develop recommendations to revise the charge, mission and authority of the PBC, and then obtain the necessary approvals for the recommendations. 4.1 Work with other SMCCCD Colleges to identify a system that matches the required parameters 4.2 Purchase software 4.3 Implement software and provide training for all users across the campus who will be responsible for the scheduling of classes	1.1 Goals adoption 1.2 Plan and hierarchy adoption 1.3 After the Planning Institute 2 training, the EMP Implementation Team decide and Implement the operational projects 2.1 Training is provided to a critical mass of employees in all constituency categories 3.1 Evidence of restructuring and actual recommendations made by PBC 4.1 Software matching parameters identified 4.2 Software purchased 4.3 Software implemented, and training provided to appropriate campus employees on system application 4.4 Processes and procedures established for the ongoing and systematic maintenance of an active scheduling process using the identified solution	

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B. Professional Development	1. Establish a comprehensive professional learning program for the college that coordinates all related activities and aligns with the Cañada Professional Learning Framework. 2. Develop a Professional Learning Plan for Cañada College that reflects campus-interests and needs.	1. Director of PD and Innovation 2. Director of PD and Innovation	1. Dec 2017 2. May 2017	1.1 Identify a space and branding for the program 1.2 Determine goals, objectives, and materials for the program 1.3 Create a calendar of events 1.4 Develop and implement a schedule for evaluating the program and implementing improvements as needed. 2.1 Collect data on campus-wide professional development 2.2 Analyze data from the needs assessment and open forum 2.3 Draft and collect feedback on the plan prototype through shared governance process 2.4 Finalize plan, obtain required approvals, and implement plan. 2.5 Develop and implement a schedule for evaluating the plan and implementing improvements as needed.	1.1 Space and branding determined, organized, and distributed 1.2 Goals and objectives established and vetted through participatory governance; resources identified 1.3 Calendar of events established and vetted through participatory governance; distributed throughout campus; and implemented throughout campus 1.4 Evaluation and improvement schedule implemented. 2.1 Distribution of a needs assessment and data collection 2.2 Alignment of data with Cañada Professional Learning Framework and EMP 2.3 Completed prototype plan for temporary implementation and feedback 2.4 Approved plan implemented. 2.5 Evaluation and improvement schedule implemented.	

Request for IEPI Resources to Support Institutional Innovation and Effectiveness Plan

Applicable Area(s) of Focus *(Copy from table above.)*	Applicable Objective(s) *(Copy from table above.)*	Description of Resource Needed *(Refer to Action Steps above as appropriate.)*	Cost of Resource
Integrated Planning and Resource Allocation Processes	Develop an Educational Master Plan 2017-2022 and establish a hierarchy of college plans.	Training, support, and resources to assist in educational master planning efforts for faculty, staff and administrators; development of educational master plan (e.g., Planning Institute 1 and 2 trainings, supplies, equipment, materials, resources, potential stipends and refreshments for EMP related work)	$20,000
	Improve employees' knowledge and skills related to planning and resource allocation integration	SPOL Training (e.g., supplies, equipment, materials, resources, potential stipends and refreshments for SPOL related work, as well as potential training from the SPOL company)	$10,000
	Restructure the charge, mission, and authority of the PBC to allow it to serve as a recommending body in the planning, budgeting, and resource allocation processes.	PBC meetings	$0
	Adopt a room management system that is fully compatible with Banner in coordination with the district office, to establish Cañada's space allocation process and improve efficiency in facility/space use.	Technological solutions will be identified to assist in the implementation of college plans in coordination with district operations, including but not limited to room management software and educational plan analysis software for schedule projection. (Action Steps: 4.1, 4.2, 4.3) Cañada College may use a combination of independent contract services and local capacity to implement the solution, train responsible staff, and develop procedures and processes in order to ensure the adoption of the identified solution. (Action Steps: 4.2, 4.3)	$45,000 – Software Licensing (depending on terms) $20,000 – IC Project Implementation Services $5,000 – Staff Stipends for Training and Implementation
Professional Development	Establish a comprehensive professional learning program for the college that coordinates all related activities and aligns with the Cañada Professional Learning Framework.	Branding for professional learning program; supplies, equipment, and materials for professional learning space (Action Step 1.1) Materials, resources, potential stipends and refreshments for professional learning events, including possible facilitators and speakers related to Professional Learning Plan (Action step 1.2, 1.3)	$20,000 – Branding and PL space $30,000 - Stipends for various program participants $40,000 - Resources, materials, refreshments
	Develop a Professional Learning Plan for Cañada College that reflects campus-interests and needs.	Support to conduct assessment of campus professional learning needs; develop college wide professional learning plan (Action step 1.1)	$9,250 – Needs assessment $750 - Refreshments
Total IEPI Resource Request *(not to exceed $200,000 per college)*			$200,000

Approval	Collegial Consultation with the Academic Senate
Chief Executive Officer	**Academic Senate President** *(As applicable; duplicate if needed for district-level I&EP)*
Name: Dr. Jamillah Moore	Name: Doug Hirzel

Signature or E-signature:	Date:		Signature or E-signature:	Date: