INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE
Participate | Collaborate | Innovate

Institutional Effectiveness Partnership Initiative
Partnership Resource Teams
Institutional Innovation and Effectiveness Plan
Date: 07-02-18

Name of Institution: RSCCD

Area of Focus	Objectives	Responsible Person(s)	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
A. Strategic Planning	1. Develop Matrix of District-wide Strategic Plan and Educational Master Plans	POE	December 2018	1. POE establishes sub-committee to work on matrix 2. Subcommittee creates, refines, and obtains approval of matrix 3. Disseminate information district-wide	1. Subcommittee set 2. Matrix created and approved 3. Matrix disseminated	
A. Strategic Planning	2. Hold Retreat to Discuss Alignment Between the District-wide Strategic Plan and Educational Master Plans (a) How do these plans currently work together? (b) Where are the gaps? (c) How should they work together?	Perez / Pham	April /May 2019	1. Set date for retreat 2. Invite all participatory governance committees 3. Develop communication plan to disseminate information on retreat (purpose, etc.) 4. Hold retreat 5. Document and disseminate results 6. Incorporate findings into planning processes at DO, SAC, and SCC	1. Date set 2. Invitations issued 3. Communication plan finalized 4. Retreat held 5. Results disseminated 6. Retreat findings incorporated into all three planning processes	
A. Strategic Planning	3. Update Function Map	POE	December 2018	1. POE establishes sub-committee to work on updates 2. Subcommittee updates and obtains approval of updates 3. Disseminate information district-wide	1. Subcommittee set 2. Function map updated and approved 3. Function map disseminated district-wide	

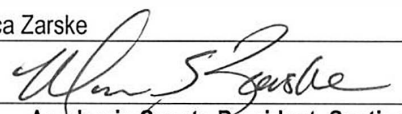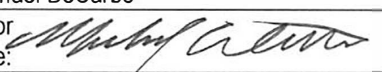|	Area of Focus		Objectives	Responsible Person(s)	Target Date for Achievement		Action Steps		Measure of Progress	Status As of Date:
A.	Strategic Planning	4.	Identify and Address Gaps Between District-wide Strategic Plan and Enrollment Management Plans	Presidents / Vice Presidents/ Perez	April/May 2019	1. 2. 3. 4.	Establish DO/SAC/SCC committee to identify gaps Committee identifies gaps, and recommends approaches to addressing them Applicable committees address the identified gaps Conduct new environmental scan if committee determines necessary	1. 2. 3. 4.	Committee set Gaps identified and recommendations made to applicable committees Gaps addressed by committees and progress report made to DC New environmental scan conducted (if needed)	
B.	Enrollment Management	1.	Clarify DO role in Enrollment Management	Committee members identified in retreat	April/May 2019	1. 2. 3. 4.	Establish committee Discuss in DC, POE and district curriculum committee Delineate, document, and disseminate DO role Incorporate DO role as applicable into college and district enrollment management planning processes	1. 2. 3. 4.	Committee set Discussions completed DO role in EM district-wide disseminated DO role incorporated	
B.	Enrollment Management	2.	Acquire Predictive Analytics Software and Integrate into Enrollment Management Processes	POE	June 2019	1. 2. 3. 4. 5. 6. 7.	Begin conversation at POE as to: (a) Shortcomings of current EM tools. (b) What EM software/tools are needed? Not needed? Develop multi-pronged approach (more than just software) (a) Determine what other district-wide systems / processes need to be improved / changed. Connect with other colleges on what software has worked for them. Identify and meet with vendors Select, obtain, install, test, and implement software Implement other changes in EM processes as needed Establish schedule for evaluation and improvement going forward	1. 2. 3. 4. 5. 6. 7.	Conversations completed Multi-pronged approach developed; determination made Communications with other colleges completed and information provided to POE. Vendor meetings completed Software obtained and implemented Other necessary changes to EM processes implemented Schedule for ongoing evaluation and improvement set	

Area of Focus	Objectives	Responsible Person(s)	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
B. Enrollment Management	3. Conduct System Review and Study of EM best practices at similar districts and incorporate those practices into EM processes	POE	June 2019	1. POE establishes sub-committee to conduct review 2. Select applicable districts 3. Conduct systematic review 4. Identify sound practices that fit RSCCD, SAC, and SCC needs 5. Incorporate those practices into EM planning at all three institutions. 6. Establish schedule for evaluation and improvement going forward	1. Subcommittee set 2. Districts selected 3. Review completed 4. Sound practices identified and reviewed for suitability 5. Practices incorporated into EM plans and implemented. 6. Schedule for ongoing evaluation and improvement set	
C. Budget Allocation Model	1. Conduct Internal Review of the BAM and its processes (review of successes and gaps). 2. Conduct Internal Review of the BAM and its processes to ensure that it is aligned with the statewide funding formula so that model can distribute resources through transparent processes that support the availability of high quality educational programs that respond to student and community needs.	FRC	Fall 2018	1. Contract consultant 2. Discuss at FRC / DC 3. Discuss with stakeholder unions 4. Conduct both internal reviews and recommend BAM improvements as needed 5. Assess/identify minimum funding necessary to ensure success of program/service.	1. Consultant contracted 2. Discussions with FRC / DC completed 3. Discussions with stakeholder unions completed 4. Internal reviews completed and recommendations made to DC 5. Minimum funding identified	

	Area of Focus		Objectives	Responsible Person(s)	Target Date for Achievement		Action Steps		Measure of Progress	Status As of Date:
C.	Budget Allocation Model	3.	Conduct System Review and Study of BAM best practices and processes at similar districts and implement improvements into the BAM processes	FRC	Fall 2018	1. 2. 3. 4. 5. 6. 7.	Contract consultant Conduct the review and study and document the findings Discuss at FRC and DC Recommend BAM improvements as needed Document how and when improvements based on findings of all three reviews (see also Objectives C.1 and C.2 above) will be implemented into the BAM Implement improvements based on findings of all three reviews (see also Objectives C.1 and C.2 above) Establish schedule for evaluation and improvement going forward	1. 2. 3. 4. 5. 6. 7.	Consultant contracted Review and study conducted, and findings documented Discussions completed Recommendations made Implementation approach and schedule finalized Improvements implemented according to schedule Schedule for ongoing evaluation and improvement set	
C.	Budget Allocation Model	4.	Develop and Implement Plan to Enhance Communication and Transparency about District and College Budgets	Perez / POE	June 2019	1. 2. 3.	Contract consultant to work with district / college leadership Draft, refine, and obtain approvals for Plan Implement plan and establish schedule for evaluation and improvement going forward	1. 2. 3a. 3b.	Consultant contracted Approval for plan obtained Plan implemented Schedule for ongoing evaluation and improvement set	

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
B. Enrollment Management	2. Acquire Predictive Analytics Software and Integrate into Enrollment Management Processes	Select, obtain, install, test, and implement software	$100,000
C. Budget Allocation Model	1. Conduct Internal Review of the BAM and its processes (review of successes and gaps).	Contract consultant	$60,000
C. Budget Allocation Model	3. Conduct System Review and Study of BAM best practices and processes at similar districts and incorporate those practices into EM processes	Contract consultant	$30,000
C. Budget Allocation Model	4. Develop and Implement Plan to Enhance Communication and Transparency about District and College Budgets	Contract consultant	$10,000
Total IEPI Resource Request **(not to exceed $200,000 per college)**			$200,000

Approval		
Chief Executive Officer		
Name: Raul Rodriguez, Ph.D.		
Signature or E-signature:	Date: 7/20/18	

Collegial Consultation with the Academic Senate
Academic Senate President, Santa Ana College *(As applicable; duplicate if needed for district-level I&EP)*
Name: Monica Zarske
Signature or E-signature: Date: 8/13/18
Academic Senate President, Santiago Canyon College *(As applicable; duplicate if needed for district-level I&EP)*
Name: Michael DeCarbo
Signature or E-signature: Date: 8/13/18