



INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE
Participate | Collaborate | Innovate

**Institutional Effectiveness Partnership Initiative
 Partnership Resource Teams
 Institutional Innovation and Effectiveness Plan
 Date: December 10, 2018**

Name of Institution:

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
A. Governance	1. Formulate and implement new governance system.	Associate Vice President for Marketing and Communication		<ul style="list-style-type: none"> a. Infuse logic model in the governance handbook (step-by-step functional model) b. Communicate the value of having governance and participation of others that do not normally serve on college committees c. Onboard members as what members roles and responsibilities are d. Continue to engage classified employees as tri-chairs on committees; the challenge is how to compensate for their time and how to better support and engage staff (perhaps financial incentive, including for part-time faculty). Backfill or utilize IEPI funds for staff to participate. e. Conduct a self-evaluation regarding new governance structure to see if new governance model is working 	<ul style="list-style-type: none"> a. Conduct a Governance Summit in February to assess progress, pain points, and resource requirements (help posting minutes, etc.). b. Organize a one-day facilitation training for the Facilitation Corps and tri-chairs (plus any interested governance committee members). c. By June 30th, 2019 produce an initial report/overview of 2018/19 (first year of new process). d. Meet with classified staff (by March 1st) to identify their pain points regarding participation (days/times/work load). Bring possible solutions to the Advisory Council by May 1st. 	<ul style="list-style-type: none"> a. b.

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
b. Improve Institutional Effectiveness	1. Data collection, tracking, analysis and data use for implementation of improvement	Executive Vice President for Instruction and Student Services		<ul style="list-style-type: none"> a. Generate ideas for sustaining an on-going commitment and understanding of data through training to help ensure that data is a part of our daily activity. b. Build program review as our base tool for faculty and staff and have data coaches further drive how we collect data on the students we serve c. Track the outcome of each area/program and analyze how each area/program fits into the bigger of the college's goals d. Conduct study groups to revamp the program review process to ensure adequate representation from classified staff and non-instructional staff. Make changes as needed to ensure that these groups are adequately captured. e. Management evaluation process – set goals on strategic objectives and use data to see how they are doing by data driven results. 	<ul style="list-style-type: none"> a. Institutional Researchers (IR) to coach and assist with campus understanding of data and how it fits into goals and achievement. b. Institutional Planning and Budget Taskforce to finish Program Review Templates for each service area and program. c. IR to track data. d. IR and Chief of Staff/Marketing to conduct focus groups. e. Constituent input and review. 	<ul style="list-style-type: none"> a. b.
c. Service Leadership (SL)	1. Implement a Service Leadership program.	Associate Vice President for Marketing and Communication		<ul style="list-style-type: none"> a. Develop a Community and Communication committee (to include students, faculty, staff and admin) to work on definition of SL. b. Develop a plan of action for SL and include key campus leadership on dialogue for next steps for institutionalization. c. Incorporate SL into Equity 2.0 plan d. Work with equity consultants, Prosper and Associates, to provide guidance and planning with SL e. Establish SL in course curriculum (At Skyline: community of practice comprised of faculty and staff through center of prof development) 	<ul style="list-style-type: none"> a. Work with the Community and Communication Committee to produce a working document (definition/guidelines) for all future Service Leadership at Foothill College (target date April 1st, 2019) b. Coordinate with the Equity and Education Committee and Dean of Equity and Inclusion to ensure SL plan supports Equity 2.0 plan. c. Present SL guidelines to the Academic Senate. Work with AS and College Curriculum Committee to 'norm' service learning curriculum. Identify two to three faculty to champion SL in their courses in 2019/20 (provide stipend/support for this effort). d. Meet with Prosper and Associates once draft SL plan is ready; goal is to get feedback and redraft and refine plan. 	

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
b. Student Equity Plan	1. Implement Equity Plan 2.0	Dean of Equity and Inclusion		<ul style="list-style-type: none"> a. Examine 2015 Equity Plan and assess its strengths and challenges b. Define what equity means for the College and develop Equity 2.0 plan. Hold retreat to create new plan to include data analysis and review gaps and deficiencies regarding disproportionate impact. c. Equity and Education Committee to systematically look at pieces of data and recognize where gaps were with Equity 1.0 vs. Equity 2.0. d. Conduct Town Hall meeting and online anonymous feedback in regards to Equity 2.0 e. Implement diversity training and professional development regarding equity. 	<ul style="list-style-type: none"> a. Constituent input and review. b. Retreat held with all of College Council c. Equity & Education committee to generate Equity 2.0 plan based on retreat and college-wide feedback. d. Town Hall meeting in Spring 2018. e. Consultants hired to provide diversity trainings. 	<ul style="list-style-type: none"> a. b.
c.	<ul style="list-style-type: none"> 1. 2. 			<ul style="list-style-type: none"> a. b. 	<ul style="list-style-type: none"> a. b. 	<ul style="list-style-type: none"> a. b.

Request for IEPI Resources to Support Institutional Innovation and Effectiveness Plan

Applicable Area(s) of Focus <i>(Copy from table above.)</i>	Applicable Objective(s) <i>(Copy from table above.)</i>	Description of Resource Needed <i>(Refer to Action Steps above as appropriate.)</i>	Cost of Resource
Governance	Formulate and implement new governance system.	Stipend for 4 adjunct faculty to serve on governance (approximately \$5,000/year for 3 years).	\$15,000
		Trainings for governance as a whole (speakers, meeting costs such as lunches, governance summit costs, professional development for Facilitation Corps, etc.)	\$120,000
		\$10,000 total/committee for 2 years to use for meeting costs, speakers, site visits, etc.	\$40,000
Institutional Effectiveness	Data collection, tracking, analysis and data use for implementation of improvement.	Program Review – no cost.	\$0.00
Service Leadership	Implement a Service Leadership program.	Prosper & Associates contract (for the report they did in Spring 2018, the visit they did in November 2018, and leadership retreat with Cabinet in February 2019).	\$25,000
Student Equity Plan	Implement Equity Plan 2.0	For part of PEG contract for Equity 2.0, and professional development in general, funding will be from Equity funds.	\$0.00
Total IEPI Resource Request (not to exceed \$200,000 per college)			\$200,000

Approval	
Chief Executive Officer	
Name: Thuy Nguyen	
Signature or E-signature:	Date:

Collegial Consultation with the Academic Senate	
Academic Senate President	
<i>(As applicable; duplicate if needed for district-level I&EP)</i>	
Name: Isaac Escoto	
Signature or E-signature:	Date: