

**Planning, Research, and Institutional Effectiveness (PRIE) Committee Update
PRIE Committee Charge, Membership, & Norms
Governing Board Meeting – 26 April 2017**

Committee Charge

Per the *Resource Guide to Institutional Decision-Making at MPC*, the Planning, Research, and Institutional Effectiveness (PRIE) Committee's charge is to:

Guide MPC's Planning

- Initiate and oversee activities related to integrated planning processes including the development, implementation, and evaluation of MPC model for integrated planning
- Support and monitor the development of college planning documents, the Institutional Action Plan, and the Institutional Action Plan Annual Evaluation Report
- Ensure that institutional planning processes are informed by and connected to institutional data and research

Assess Institutional Processes

- Evaluate MPC decision-making and planning processes every three years, prepare an assessment report, and revise the *Integrated Planning Manual* as needed
- Annually review the *Integrated Planning Manual* for minor corrections and update as needed

Guide Program Review

- Make recommendations to Academic Senate on the process and format for program review
- Review all program reviews and provide feedback
- Create annual summary of program reviews and action plans.
- Provide annual training on how to prepare effective program reviews

Committee Membership

Diane Boynton, Academic Senate appointee
Heather Craig, Academic Senate President
Kacey Giammanco, Academic Senate appointee
Kiran Kamath, VP Academic Affairs
Mike Midkiff, Dir. Information Services
Brenda Roush, Classified Staff representative
Rushia Turner, SLO Coordinator designee*

LaKisha Bradley, Dir. Student Success & Equity
Steve Crow, VP Administrative Services
Kevin Haskin, Classified Staff representative*
Kim McGinnis, VP Student Services
Todd Ritsema, Academic Senate appointee
Rosaleen Ryan, Dir. Institutional Research
Catherine Webb, Administrative designee*

* *Committee tri-chair*

Committee-Specific Norms

The *Resource Guide to Institutional-Decision Making at MPC* outlines college-wide norms. In addition, PRIE Committee members agree to:

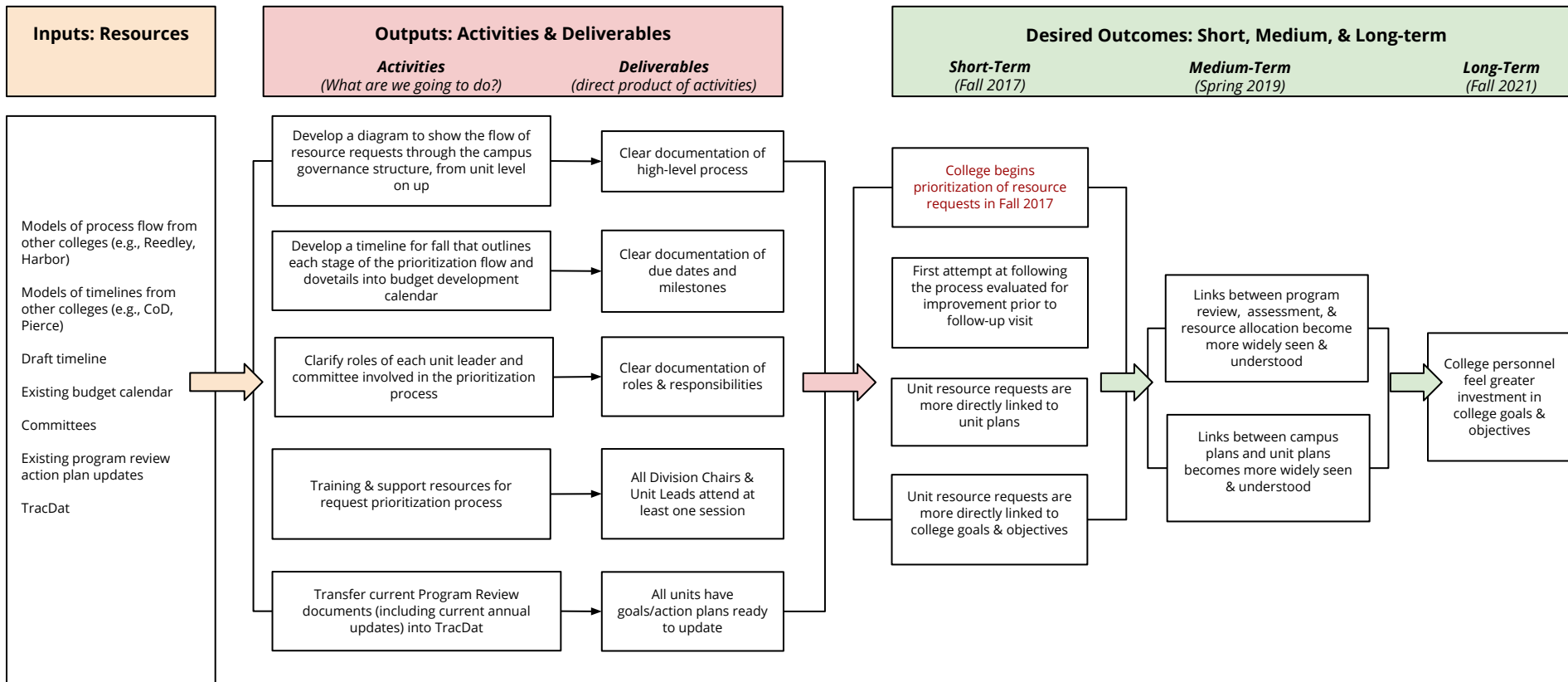
1. Come prepared.
2. Assume positive intent.
3. Provide regular status updates on project milestones and celebrate progress.
4. Commit to being an Institutional Effectiveness expert.
5. Use a thumbs up/down/middle mechanism to indicate the degree of consensus towards an idea. Any thumbs down requires productive discussion between all members.

PRIE -- Recommendations to Meet the Standard

	Recommendation Text	Progress (Black font = Goal or Direction) (Red Font = RECOMMENDATION HAS BEEN MET) (Green font = Completed by March, 2017) (Blue font = Completed by April, 2017)
1 (w/ LAC)	<p>In order to meet the Standards, the team recommends that the College completes the implementation of TracDat and begins to assess learning outcomes for all instructional programs and student and learning support services as well as disaggregating and analyzing learning outcomes and achievement data for subpopulations of students, and when the institution identifies performance gaps, implement strategies to mitigate those gaps and evaluate the efficacy of those strategies. (Standards I.B.2, II.A.11, ER 11)</p>	<ul style="list-style-type: none"> ● TracDat planning for Service Area Outcomes (SAO) assessment in progress in spring 2017. ● Mechanisms for completing program of study-level (PLO) assessment in TracDat (including SLO-PLO mapping) is in progress in spring 2017. ● Student Services has a team lead by LaKisha Bradley (Grace Anongchanya and Chris Calima) working on TracDat planning for SAOs ● TracDat is in use for Course Reflections since January 2017. ● The PRIE committee has established initial tasks related to disaggregation of learning outcomes, identification of performance gaps, and evaluation of strategies to address gaps. Work groups for the tasks are being formed during the week of 4/17/17.
2	<p>In order to meet the Standards, the team recommends the College develop a process and calendar to assess College's progress and planning processes in a timely manner. (Standards I.B.2, I.B.7, II.A.1, II.A.3, IV.A.6, ER 9, ER 11)</p>	<ul style="list-style-type: none"> ● The Planning Research and Institutional Effectiveness (PRIE) committee has been formed and is meeting. ● The job announcement for Dean of Planning, Research and Institutional Effectiveness (Interim) has been posted in April 2017. ● The PRIE committee has established initial tasks related to developing a process & calendar for assessing the college's progress and processes. Work groups for the tasks are being formed during the week of 4/17/17.
4	<p>In order to meet the Standards, MPC needs to engage in continuous, broad-based, systematic evaluation, and planning. The institution needs to integrate program review, planning, and resource prioritization and allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning needs to be linked to short-range and long-range needs based on assessment of student learning and student achievement data. (Standards I.B.2, I.B.4, I.B.7, I.B.9, I.C.3, II.A.1, II.A.3, III.D.2, IV.A.6, IV.B.3, ER 11, ER19)</p>	<ul style="list-style-type: none"> ● The Planning Research and Institutional Effectiveness (PRIE) committee has been formed and is meeting. ● The job announcement for Dean of Planning, Research and Institutional Effectiveness (Interim) has been posted in April 2017. ● PRIE has met four times since it was formed and is having good, foundational discussions. ● PRIE has identified initial tasks related to the development of a broad-based system of integrated planning, resource prioritization, and resource allocation. Work groups are being formed during the week of 4/17/17. ● Discussions of how to time activities related to program review and resource prioritization in order to integrate needs & data emerging from the plans into resource allocation with budget development activities are underway as of the 4/17/17 PRIE committee meeting.
22	<p>In order to meet the Standard, the team recommends that the College develop a calendar to regularly evaluate its policies, procedures, and processes to assure their integrity and effectiveness (Standard IV.A.7)</p>	<ul style="list-style-type: none"> ● PRIE has identified initial tasks related to the development of a calendar/timeline for evaluation of policies, procedures, and processes. Work groups are being formed during the week of 4/17/17.

Theory of Change:

If we provide clear expectations, training, & support for the new resource request prioritization process and we use existing program review action plan updates in TracDat as a starting point, then Unit Leads will be able to complete and evaluate the first iteration of the process by the end of the fall semester. This will lead to a resource allocation & budget development process that is more clearly linked to unit plans.



Assumptions:

- * Planning processes should support both annual and multi-year planning and resource requests.
- * TracDat can be used to request & prioritize resources, and to link data to requests.
- * The process will not be perfect the first time. The college will continue to evaluate and improve.
- * There will be time to present to unit leads at advisory group and managers' meetings.
- * PRIE Committee will be able to agree on a high-level process flow that dovetails into budget development.

External Factors:

- * Changes in personnel or personnel assignments (e.g., VPAS retiring, new deans, etc.)
- * Contract negotiations
- * Partnership Resource Team observations & suggestions

DRAFT -- PLANNING CALENDAR -- DRAFT

Plan or Process	Cycle Length	2016/2017		2017/2018		2018/2019		2019/2020		2020/2021		2021/2022		2022/
		Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
Program Review Monitoring	Annual													
3SP	Annual													
Basic Skills	Annual													
Perkins / CTEA	Annual													
IEPI Goals	Annual		June 15th		June 15th		June 15th		June 15th		June 15th		June 15th	
Course Assessment	2 years													
Student Equity Plan	3 years													
Technology Plan	3 years	2016-2019	→			2019-2022	→			2022-2025				
Mission Statement Review	3 years													
Educational Master Plan	5 years													
Program Assessment	5 years													
Comprehensive Program Review	6 years													
Accreditation	7 years	Visit	→			Report & Visit	→			Midterm	→			
Facilities Plan	10 years													

Key:

- Report / Deliverable Due (at end of term, unless otherwise noted)
- Summative evaluation of progress for prior cycle
- Formative process evaluation
- Ongoing process or progress monitoring

Questions for next draft:

- * How often should we do formative process evaluation of annual processes?
- * Can we assume that we can build evaluation into annual plan/process cycles?
- * Do we want to align the mission statement & EMP cycles?
- * Do we want to include course & program assessment cycles in the calendar?
- * Is the cycle length correct for the Facilities Plan?
- * What plans/processes are missing?