2011-2012 Tactical Plan
Create Action Items

Mission Statement

The mission of the Institutional Planning and Research Office is to improve the quality of the college by providing data to support decision making; coordinating the college's planning processes and accreditation activities; and nurturing a climate of accountability, evaluation and data informed decision-making, thus supporting the College's mission statement of student access, learning, and success.

Overview/Summary

The Institutional Planning and Research office responds to internal and external requests and demands for data related to the college.
The office is responsible for external reporting requirements such as IPEDS, ARCC, Grants, and Accreditation.
Internally the office, through an online research request system, responds to research and data requests from faculty, staff and the administration to use in decisions making.

Additionally the office is responsible for the management of the planning and program review processes for the college.

Actions

Pasadena City College Action Category Framework (Copy 1)

Equipment

Improve office functionality and efficiency	▼ Action: Conduct a Service Program Review

Action details: IPRO needs to complete a service review of all areas of the office.

Implementation Plan (timeline): Summer 2011 and Fall 2011

Key/Responsible Personnel: Entire office staff will be involved

Steps - what are the steps in implementing this action?: Schedlue review meetings. Actively engage the IPRO staff in the review. Gather input from the college community on IPRO processes and services.

Budget approval required? (describe):

Budget request amount: $0.00

Priority: Medium

▼ Action: Replacement of Office desktops

Action details: replace four current office desktop computers with solid state drive computers to improve efficiency.

Implementation Plan (timeline): Installed and operational by Spring 2012

Key/Responsible Personnel: Crystal Kollross with assistance from Bob Miller

Steps - what are the steps in implementing this action?: Identify the resources to pay for the desktops through current budget re-allocation.

Budget approval required? (describe): yes, probably looking at around $6000

Budget request amount: $6,000.00

Priority: High

Supporting Attachments:

Technology_Request_1_20_10.doc (Microsoft Word)

▼ Action: Revision of IPRO website

Action details: Review all aspects of the IPRO website and revise content to reflect current practices and procedures.

Implementation Plan (timeline): Complete by December 2011

Key/Responsible Personnel: Crystal Kollross, Beverly Tillman

Steps - what are the steps in implementing this action?: 1. Review each component
2. Identify necessary revision
3. Locate appropriate content
4. Post updated content where necessary

Budget approval required? (describe): use existing resources

Budget request amount: $0.00

Priority: Medium

Personnel

AMS Training

▼ Action: Ongoing Program Review Training for Degrees and Gen Ed

Action details: All Degrees/Majors/General Education curriculum needs to undergo program review. This is an Accrediation Requirement we must meet

Implementation Plan (timeline): Fall 2011 Spring 2012

Key/Responsible Personnel: Dave, Crystal, Assessment Coordinator

Steps - what are the steps in implementing this action?: Set up training sessions, reminder emails, support

Budget approval required? (describe): yes need the Assessment coordinator position - 100% release time faculty member

Budget request amount: $100,000.00

Priority: High

Policy and Procedures

▼ Action: Board of Trustees Redistricting

Action details: With the finalized 2010 census the college is manadated by law to determine the new districts for Board members before the November 2011 election

Implementation Plan (timeline): Spring 2011 - identify necessary resources GIS software, staffing, census data
Summer 2011 complete the redistricting

Key/Responsible Personnel: John Prince, Crystal, Rick van Pelt, Rhea Preciado

Steps - what are the steps in implementing this action?: Gathering the necessary data, using

GIS software to overlay the new districts, Board approval

Budget approval required? (describe): There is a chance I may try to outsource this project.

Budget request amount: $5,000.00

Priority: High

▼ Action: Policy and Procedure Review

Action details: The Superintendent/President in consultation with the Board of Trustees has asked for a complete policy review.

Implementation Plan (timeline): 2010-2012 review

Key/Responsible Personnel: IPRO

Steps - what are the steps in implementing this action?: President asked for Fiscal policies, Human resource policies and Shared governance to undergo complete review first.

Budget approval required? (describe):

Budget request amount: $0.00

Priority: High

Observations

▼ Action: Create a dashboard Graphic for Project 90 Areas

Action details: Create a one page dashboard graphic to visually convey the Project 90 target tracking. This will be used as the basis for redesigning Observations

Implementation Plan (timeline): Summer 2011

Key/Responsible Personnel: Crystal Kollorss and Juan Gutierrez

Steps - what are the steps in implementing this action?: Juan and Crystal in consltuation with Dr. Rocha to determine and appropriate graphic for the Project 90 dashboard.

Budget approval required? (describe):

Budget request amount: $0.00

Priority: Medium

▼ Action: Revision of Observations

Action details: Revise Observations and align with the EMP and Project 90 Signature Goals and Achievement Targets.
This needs to be done in conjunction with the dashboard graphic but should reflect the colleges new vision.

Implementation Plan (timeline): Needs to be completed by Summer 2011

Key/Responsible Personnel: Crystal

Steps - what are the steps in implementing this action?: Get a small task force together to review the current volume and map out how we might redo with the EMP strategic priorities in mind.

Budget approval required? (describe):

Budget request amount: $0.00

Priority: Medium

Research

▼ Action: Increase Research capabilities

Action details: Office staffing is shrinking but the need for research and standard research reports is increasing. IRPO needs to explore alternative avenues for producing reports and alternative external data warehouses to supplement current reports

Implementation Plan (timeline): Fall 2011 through Spring 2012

Key/Responsible Personnel: Crystal and John Barkman

Steps - what are the steps in implementing this action?: Review data available from Chancellor's office and CalPASS and incorporate into IPRO reporting capabilities.

Budget approval required? (describe): none will use existing staff

Budget request amount: $0.00

Priority: Medium

▼ Action: Streamline and Document Research functions and External Reporting Requirements

Action details: Create an IPRO "HOW TO" manual to establish institutional memory and office procedures.

Implementation Plan (timeline): This will probably take at least a year if not longer.

Key/Responsible Personnel: Crystal and Beverly

Steps - what are the steps in implementing this action?: Document all office procedures. Update any currently documented procedures

Budget approval required? (describe): non needed

Budget request amount: $0.00

Priority: Medium

Last Modified: 05/09/2011 03:36:15 PM PDT