

# Diablo Valley College Committee Self Evaluation Form

<b>Committee Name:</b> <b>Institutional Planning Committee</b>	
<b>For Academic Year:</b> <b>2012-2013</b>	<b>Date of Self Evaluation:</b> <b>April 19, 2013</b>
<b>Major Committee Accomplishments &amp; Achievements in Past Year</b>	<p>Initiated Strategic Planning (SP) Process, May 2012 formed a taskforce (SPTF). Hired Amistad Associates' Juan Lopez as a consultant for Phase I of SP; the 'State of Readiness' phase. Working with SPTF and the college president developed an approach to engage the college community in dialog.</p> <p>SPTF held 15 focus groups (140 employees) and held 21 interviews with college thought leaders engaging them in conversation about the status and future directions for the college. An all college survey was conducted, and 3 student panels were conducted to get their ideas for new directions for the campus.</p> <p>SPTF presented information gathered in Fall 2012 to college in an All College Flex event that involved over 150 employees. Over hundred people stayed for the activity developing goal ideas for the SP.</p> <p>IPC establish a SP Writing Group (SPWG), consisting of 6 members from the SPTF and 6 new members identified across constituent groups charged to create draft SP.</p> <p>IPC reviewed current SP to close it. IPC identified accomplishments, and strategic directions to continue in new plan. A summary report forwarded to the College Council (CC) for their review (May 2013).</p> <p>Approved a planning template and guidelines for drafting college plans; shared with IT committee to use in writing updated. Documents sent to College Council for endorsement.</p> <p>Worked with CC to clarify and modify IPC charge, delineating IPC role in resource allocation process, new charge approved April 2013.</p> <p>SPWG developing a draft SP that can be vetted to college community in Fall 2013.</p>
<b>Major Obstacles/Problems With Committee Function</b>	<p>Committee turnover, 4 of 7, requiring training of new members</p> <p>Lack of planning expertise has necessitated the use of Taskforces to fulfill all aspects of charge related to SP.</p> <p>Established timelines delayed for big tasks (i.e. SP draft delayed), though all goals for year were met. Building consensus amongst college constituents took longer than anticipated.</p> <p>Building consensus amongst college constituents took longer than anticipated regarding SP development. Transition from SPTF to SPWG slowed down process, however new members brought fresh perspectives.</p> <p>IPC role in governance not solidified especially around budget allocations in relationship to plans.</p>




## Diablo Valley College Committee Self Evaluation Form

Tentative Committee Goals Coming Year	<ul style="list-style-type: none"> <li>• Complete SP draft and solicit input from college community. IPC will forward final SP to CC for adoption by council, president and the college community.</li> <li>• Respond to new SP goals for future committee direction.</li> <li>• Continue to work with IT committee on IT Plan for adoption by college.</li> <li>• Begin review of other 'soon to expire' plans, engage with committees responsible for those plans.</li> <li>• Educate planning committees on using the planning guidelines and template. Solicit their utility from IT committee in drafting IT Plan. Modify forms based on feedback.</li> <li>• Evaluation of plans using new validation process, with recommendations sent to IC for resource allocations or to CC for status update.</li> <li>• Continue to build planning expertise on IPC; possible professional development training for committee members.</li> </ul>
---------------------------------------	--

General Recommendations for Change, if any	<p>Reevaluation of new processes created this year to see if they are effective in overseeing and validating plans. Modify as needed if not working as anticipated.</p> <p>Continue dialog with CC and other governance committees to ensure IPC charge and function aligned to best govern college. Revise as needed.</p> <p>Continue to work as a college to ensure plans and program reviews are integrated, and useful in our decision-making processes.</p>
--	--

**If your committee oversees a college wide plan, please respond below:**

Name of Plan(s)	Strategic Plan
Progress Made Toward Each of the Plan's Goals (Be specific regarding annual benchmarks to date)	<p>Closed out expiring SP and Strategic Directions.</p> <p>Separate document sent to CC May 2013 related to closing of the SP. Since the expiring SP did not include annual benchmarks, closing report has summarized goals accomplished, in progress and not longer relevant to college.</p>
Changes or Updates (if any) Made to the Plan	Draft of new SP underway, to be completed Fall 2013.

Chair/Co-Chair Signature:  4/29/13

Chair/Co-Chair Signature: \_\_\_\_\_

Chair/Co-Chair Name: Tish Young

Chair/Co-Chair Name: No co-chair