

Innovation Request and After-Action Form (appendix to procedure 1801.02)

From Procedure 1801.02: Requests may be brought by existing units, committees, or by individuals. All requests will be required to explain why they were not included in the program review process. All requests will require departmental approval. Information about the initiative, including outcomes, will be required in the next program review.

Request Form

1. Name:
2. Please describe your innovation proposal, including the outcomes you hope to see produced.
3. How is this proposal tied to the goals of the college or to the improvement in the cultural or structural conditions of the college, as outlined in the Educational Master Plan?
4. What resources are you requesting?
5. Why is this request being made outside of the program review process?
6. What other people or departments will you need to work with to accomplish your outcomes? Have you discussed this proposal with them?

After-Action Form

Note that these same questions about the initiative, including outcomes, will be required in the next program review done by your department.

1. Did your project accomplish its intended outcomes? Why or why not?
2. How did you spend the funds?
3. Please provide any information about the request process that you feel could help improve the process in the future.

Resource Allocation Procedure 5018.02

Accreditation Standards: I.A.2., I.A.3., I.B.1., I.B.3., I.B.4., I.B.5., I.B.7., I.B.8., I.B.9., II.A.16., II.C.1., III.A., III.B., III.C., III.D., IV.A., IV.B.

The goal of the new procedure is to make resource allocation transparent and fully integrated. It will also clarify the processes for making resource requests. The process description is based on the fiscal year, which runs from July 1st to June 30th.

Types of resource requests

Money for operating budget augmentation and all other needs can be made through program review, as emergency requests, or as innovation initiatives.

1. Emergency or safety issue need process:
 - a. Requests are made to dean or unit manager, who will bring those requests to the president.
 - b. The president will make a decision about funding.
 - c. The president will report to College Council once every semester with a list of requests funded in this manner.
2. Innovation initiatives process, used for initiatives that are not housed in an existing unit so they cannot come through Program Review and for new off-cycle activities by existing units.

Requests may be brought by existing units, committees, or by individuals. All requests will be required to explain why they were not included in the program review process. All requests will require departmental approval. Information about the initiative, including outcomes, will be required in the next program review.

Requests will use the innovation initiative form and grantees will be required to complete an after-action report on the use of the funds; this form will be submitted to the College Council.

The College Council receives the request and makes recommendations to the president. The president will make allocation decisions and will distribute that information to the college.

PROCESS

Spring – Year One

College Council – Sets goals and timeline

The College Council will review all college plans and state mandates and will set college wide goals for the next academic year. The College Council in conjunction with the Budget Committee will then examine all revenue streams and existing allocations with the objective of aligning all future spending with college wide goals.

The College Council will then establish a timeline for the program review and budget allocation process. It will communicate the goals and timeline to the college community, including all committees, task forces, and work groups.

Fall – Year Two

Program Review Creation and Validation

In accordance with Procedure 1016.01,

- a. By the date established by the College Council, programs submit reviews including requests for each type of resources. Programs will write to link requests to projects and strategies that align with the goals of the college.
- b. Program reviews go through the validation process.

Spring – Year Two

1. Program Review Committee

Receives the validated reviews.

a. Human Resources: Requests for full time faculty are pulled from the reviews and submitted to the Full-time Faculty Hiring Committee for ranking. This list will be revisited if unexpected vacancies occur. Requests for permanent staff or managers are ranked by the Program Review Committee. This ranking is forwarded to President's Cabinet to inform its human resource recommendations.

b. Other requests in the reviews are ranked by the Program Review Committee within category (for example, technology requests are ranked with each other). Within each category, bands of ranking will be established. The Program Review committee may consult with other groups on campus (for example the Technology Committee) if needed to complete the rankings.

2. College Council

All ranked requests except those related to Human Resources are submitted to the College Council.

- a. Any requests which have already been funded will be removed from the list.
- b. The College Council will follow-up on any concerns or potential issues seen from any requests.
- c. The College Council will review the rankings and make expenditure

recommendations to the president.

Fall – Year Three

1. Budget Committee

In accordance with Procedure 5018.01 and Procedure 5018.06, after September the Budget Committee, will make an annual college budget for both operational and categorical funds in accordance with the College Council recommendations. This budget recommendation will include funds for on-going expenses and mandates including categorical fund requirements, as well as funds available for resource requests through one of the methods outlined above. The Budget Committee will submit the budget to the College Council and to the president.

2. President

The president will work with the President's Cabinet to review the ranked requests within each category and to:

- a. The president will decide which banded sets to fund in each category.
- b. The president will investigate possible sources of funding for each request. For example, some requests may fit into the parameters of a categorical program such as the Strong Workforce Program.
- c. The president makes allocation decisions and widely distributes that information to the college. Where allocations differ from College Council recommendations, the president provides a written explanation for the decision.

Approved by College Council: _____

REVIEWING THE MISSION STATEMENT

Reviewing the Mission Statement

Introduction

The purpose of this procedure is to establish a process for the periodic review of the college's mission statement. Such review may lead to revising the mission statement or the maintenance of the existing mission without any changes. Review of the mission statement is founded on the principle that it will take into consideration the interests of the institution's stakeholders including faculty, staff, administration, students, and the community.

Process

Review of the mission statement will take place every three years or at shorter intervals, if necessary.

The President or designee will initiate the review of the mission statement at the beginning of the fall term, starting in fall 2017, by designation of the task to the appropriate body or person. The Dean of Planning and Research will oversee the detailed implementation of this review process including the time and location for meetings necessary to ensure an effective dialogue and participation among all campus constituencies.

Revisions to the mission statement will be forwarded to the College Council for approval. The College Council may choose to revise the statement or maintain the existing one. If it chooses revision, upon endorsement of the revision by the College Council, the mission statement will be forwarded to the college president, the District Chancellor, and the Governing Board for approvals.

Changes to the mission statement will be communicated widely to all campus constituencies.

Compliance/References:

Accreditation Standard I.A.4.

Approval History:

ADOPTION: September 15, 2008

REVISED: September 14, 2009

REVISED BY COLLEGE COUNCIL: May 17, 2017

REVISIONS ADOPTED BY COLLEGE PRESIDENT: May 26, 2017