Administrative Procedures
Data, Planning and Decision Making

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EXPECTED OUTCOME: Use and analysis of data to improve student learning and achievement, particularly of disproportionately impacted populations, in support of the College mission.
RATIONALE: Build a strong culture of data-based decision making and evaluation. Ensure integrated processes for using data in planning, resource allocation, and evaluation.
INTENDED PARTICIPANTS: College wide; including participatory governance representatives.
CALENDAR: Based upon program review, assessment, and planning and budgeting processes.
DESCRIPTION OF PROCESS: Planning activities serve as a vehicle for data-driven discussions and decision making. The Educational Master Plan (EMP) incorporates analysis of longitudinal institutional data in order to determine and assess strategic goals and objectives. Progress towards EMP goals and objectives is reviewed annually as part of the planning cycle to inform any necessary adjustments in strategy. The EMP includes student demographic data, institution-set standards, student learning outcomes, service area outcomes data, program review summaries, California Community College Chancellor's Office Vision for Success, and internal and external environmental scans. The EMP captures activities outlined in grant-funded planning documents and program and service area reviews. Every five years the Institutional Effectiveness Committee (IEC) establishes a task force, composed of faculty, administrators, staff and student representatives, to lead the Educational Master Plan update.
Introductory Transfer Level Math and English, and ESOL: The plan analyzes success rates in English, Math and ESOL courses, and measures the rate at which these students are completing their transfer level requirements.

8/14/2020 (Revised)

*Student Equity and Achievement***:** The plan analyzes disaggregated enrollment, course success, degree and certificate completion, and transfer data. The plan outlines activities for improvement based upon this data and the findings related to disproportionately impacted (DI) groups.

These plans foster college-wide dialogue and activities intended to enhance and improve student learning and opportunities for success.

Planning within the programs and service areas occurs every three years in Program Review Reports and in Annual Program Updates (APUs) in the non-program review years. These planning activities rely on institutional data, including enrollment, class size, productivity, retention, course success, certificate and degree awards, labor market information, as well as student learning and service area outcomes assessment.

The College utilizes participatory governance for both planning and decision making. Participatory governance committees provide input for the plans outlined above and review and approve final drafts before they are recommended to College Council and submitted to the College President for approval. The College Budget Committee along with the IEC, reviews funding requests to verify alignment with the EMP, the College strategic goals, Program Reviews and APUs.

REFERENCE:

- **BOARD POLICY:** BP 3250 Institutional Planning and BP 5300 Student Equity
- **ADMINISTRATIVE PROCEDURES:** AP 3250 Institutional Planning and AP 5300
- **Student Equity**
- **ACCJC ELIGIBILITY REQUIREMENTS**
- **ACCJC STANDARDS**

OTHER:

- 2018 Education Master Plan Outline
- SEA Integrated Plan
- 2019 Equity Plan
- 2019 Vision for Success
- 2018 Program Review template and example
- 2020 Annual Program Update template and example