



Date: 8 February 2016

To: College Planning Council

From: Edward Pai, Dean of Institutional Effectiveness

SUBJECT: Unit Planning Retreat Results

On February 1, 2016 the College held a Unit Planning Retreat in SSA 219 from 9 am to 3 pm. There were 41 participants from all clusters and employee segments (see attached attendance rosters). An evaluation of the Retreat was conducted with 22 participants (the evaluation summary is posted on the Unit Planning webpage). The goals for the day (see the attached Retreat Agenda) were:

- * Understand the revised Unit Planning Process
- * Review Unit Planning data review elements (Institution-set Standards – formerly Program Review 2.0)
- * Work with HAPS (online Unit Planning system)
- * Discuss and define processes to use Unit Planning Results:
 - * Validation
 - * Resource allocation
 - * SEMP evaluation

The morning session was designed as a primer on the newly revised Unit Planning process. Data on institution-set standards that were presented the Student Achievement Data Section of the 2016 Accreditation Self Evaluation Report were reviewed and discussed. The revisions to the Unit Planning process, which were based on the work of the Planning Task Force and refined through the Program Review 2.0 Pilot process, were presented and reviewed as follows (excerpt from the Retreat Presentation):

- * Purpose of Revised Process:
 - * “Close the loop” on the previous planning cycle by updating existing plans
 - * Expanding Current Annual Unit Planning Process to include “Program Review” elements
 - * Focus planning on the college mission and SEMP measures
 - * Implement Institution-set Standard and other legislative, regulatory or Ed Code requirements
 - * Use results of data review to create improvement actions (and track)

After this review, participants received training on Harbor’s Assessment-based Planning System (HAPS), including basic login information, use of required unit-planning modules, and proposed requirements for unit plan completion.

After a break for lunch, Retreat participants returned to discuss and define how the Unit Planning process would proceed this year. As a result of these discussions, Retreat participants are proposing the following recommendations to CPC to further clarify and define the revised unit planning process:

Recommendation 1 - Timeline for Completion: Participants in the Retreat recommended a March 1 due date for all unit plans. As part of this timeline, the Office of Institutional Effectiveness will provide training sessions for any Division or Unit requesting it.

Recommendation 2 – Institution-set Standards: Retreat Participants agreed with the requirement used in the Program Review Pilot that any program that did not meet an institution-set standard is required to provide an improvement action. Further, Participants agreed that an optional script that programs could use to address institution-set standards is to set a timeline for the review of additional data to drill down into the program data.

Recommendation 3 – Unit Plan Completion Requirements: Retreat Participants agreed to recommend that the guidelines provided in the Program Review Pilot be used to determine whether a unit has completed its unit planning requirements. These guidelines identify the following modules for completion:

- * All Clusters:
 - * Unit plan updates (2014-15 and 2015-16)
 - * SLO Activity
 - * SEMP Implementation
- * Academic/Instructional Units
 - * Curriculum
 - * Completion for each discipline
 - * Completion for each award (degrees and certificates)
 - * CTE Units:
 - * Completion: Licensure Passage rates
 - * Completion: Gainful Employment

Recommendation 4 – Dean’s validation of unit plan completion: Retreat Participants recommended that Deans use the completion guidelines to validate a unit’s completion of their unit planning obligations. As part of the validation, where there is an institution-set standard, Deans will verify that the unit has addressed the standard (i.e., where the unit has not met the standard, there is an improvement action documented).

Recommendation 5 – Resource Allocation: In light of the revisions to the Unit Planning process, Retreat Participants recommended that the Budget Committee determine how to incorporate these changes into the resource allocation process.

It is the recommendation of the Retreat Participants that CPC approve these recommendations.



Appendix A: Attendance Rosters

By Position	# of Participants
Academic Senate President	1
Academic Senate Senator	1
Academic Senate Vice President	1
Associate Dean	2
Associate Vice President	1
Co-chair	1
Counselor	2
Dean	4
Director	2
Director of College Facilities	1
Division Chairperson	7
Instructor	4
Instructor, Curriculum Chair	1
Instructor, SLO Chair	1
Interim Director	1
Manager	1
Nurse	1
Ombudsperson	1
Research Analyst	2
Student Activities	1
Student Services Specialist	2
Student Worker	1
Vice President	2
Grand Total	41

By Area	# of Participants
Admin - AA	3
Admin - SS	2
AS - Budget Office	1
AS - Facilities	1
ASO	2
Assessment	1
Business	3
Communications	1
Counseling	1
Curriculum Chair	1
English	1
EOPS	1
EWD	1
Financial Aid	1
Health Sciences	1
International Students	1
Kinesiology, Health & Wellness	1
Learning Assistance Center	1
Library	1
Life Skills Center	1
Mathematics	1
Office of Institutional Effectiveness	4
Science, Family & Consumer Studies	1
Senate	2
SLO Chair	1
Social & Behavioral Sciences	2
Special Programs and Services	1
Student Health Center	1
Theater	1
Transfer Center	1
Grand Total	41



Appendix B: Agenda



Unit Planning Retreat Agenda

Goals for the Day

- Understand revised Unit Planning Process and Requirements
- Review Unit Planning data review elements (Institution-set Standards – formerly Program Review 2.0)
- Work with HAPS (online Unit Planning system)
- Discuss and define processes to use Unit Planning Results

Overview – Why Revise the Unit Planning Process

- Close previous planning cycle by updating existing plans
- Expanding Current Unit Planning Process to include “Program Review” elements
 - Focus planning on the college mission and SEMP
 - Implement Institution-set Standard and other legislative or regulatory requirements
- Use results of data review to create improvement actions

Harbor’s Assessment-based Planning System (HAPS) Overview

- Assessment Activities are the basis of Unit Planning
 - Assessment of Student Achievement (SEMP Measures)
 - Assessment of Student Learning (SLO/SAOs)
 - Both activities generate Improvement Actions
- Improvement Activities collectively form the Unit’s Plan

Creating the Unit Plan

- Signing in to HAPS
- Start a module
- Filling in the form
- Retrieving an existing module
- 2015-16 Unit Planning requirements

Lunch

Using Unit Plans

- Track progress on required activities (updates due throughout the year)
- “Just in time” planning – planning is continuous and as needed

Validation Processes

- Chairs validation of faculty responses (SLO and institution-set standards)
- Dean’s validation of unit’s work

Resource Allocation Process

- Requirements & Timeline

SEMP Evaluation

- Requirements & Timeline

Recap: Preparing for the Accreditation Visit