



California Community Colleges

Institutional Effectiveness

**Institutional Effectiveness Partnership Initiative
Partnership Resource Teams
List of Primary Successes and Menu of Options for Institutional Consideration
Date: October 15, 2020**

Name of Institution: Contra Costa College

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Primary Institutional Successes

Description of Primary Institutional Successes	Notes and Comments
Contra Costa College has been recipient of many grants.	<ul style="list-style-type: none"> • National Science Foundation Grant, HSI grants, Basic Skills Initiative and Basic Skills Transformation grants. • Grants are used to support hiring of faculty, classified professionals, and administrators (including Dean of Institutional Effectiveness & Equity)
High level of collegiality among faculty, staff, students, and administrators is evident.	<ul style="list-style-type: none"> • The Student Success committee with student co-chair is working well. • Fifty-nine full-time faculty serve on at least one committee; 33 do not.
The college is engaged in self-reflection.	<ul style="list-style-type: none"> • Contra Costa College developed its Institutional Self-Evaluation Report in June 2020 in preparation for an accreditation visit October 5-8, 2020.
<p>"The College is a leader in valuing diversity and promoting cultural awareness." https://www.contracosta.edu/wp-content/uploads/2017/02/Colleges-Procedures-Handbook-2015.01.23.pdf</p>	<ul style="list-style-type: none"> • NSF recognized Contra Costa College as an exemplary Hispanic Serving Institution/Science, Technology, Engineering, and Math program for its Hispanic student STEM completion. (ISER 2020)

Menu of Options for Institutional Consideration for Its Innovation and Effectiveness Plan

Area of Focus	Options for Institutional Consideration: Ideas, Approaches, Solutions, Best Practices	Models, Examples, and Comments
A. Streamline Participatory Governance while Improving Communication	<ol style="list-style-type: none"> 1. Establish a clear flow chart of shared governance committees, subcommittees, and task force groups. 2. Update Procedures Handbook including committee charges, membership, selection of members, voting procedures, terms. 	<ol style="list-style-type: none"> 1. Overview of Governance <ol style="list-style-type: none"> a. https://www.deanza.edu/gov/ b. https://www.saddleback.edu/opra/governance-and-organization-manual c. http://lavc.edu/Committees-Workgroups/iec/library/2020-04-03-Shared-Gov-Structure.pdf 2. Shared Governance Handbook Examples: <ol style="list-style-type: none"> a. https://www.deanza.edu/gov/documents/Gov-Handbook-2020.1001.pdf

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	<ol style="list-style-type: none"> 3. Develop and disseminate a timeline for decision making and universal calendar for committees. 4. Develop and implement an onboarding process for committee members and succession planning for chairs. 5. Develop and implement a student mentoring process for committee work. 6. Establish annual committee self-evaluations and institutional evaluations. 7. Establish a centralized system for communicating minutes, agendas, and decisions that is widely accessible. 8. Solicit wider participation, especially among classified professionals. 9. Include in the classified professional work week an allotment of time for committee work. 	<ol style="list-style-type: none"> b. https://go.boarddocs.com/ca/yccd/Board.nsf/files/BHY2DM01B1B7/\$file/2019-2020_YC%20Council%20Handbook_100119.pdf c. http://lavc.edu/Committees-Workgroups/iec/library/2019-11-05-Participatory-Gov-Handbook.pdf 3. Committee calendar. These calendars include links to committee pages to address Option 7 as well. <ol style="list-style-type: none"> a. https://committees.kccd.edu/Bakersfield%20College b. http://lavc.edu/Committees-Workgroups/document-library/docs/LAVC-Mtg-Calendar-2020-2021.docx 4. On-boarding for shared governance <ol style="list-style-type: none"> a. Best Practices for Student Voices in Shared Governance: https://www.deanza.edu/dasb/documents/Best-Practices-for-Student-Voices-in-Shared-Governance.pdf b. Curriculum Committee Canvas Course for onboarding for members: https://lavc.edu/presidentsoffice/library/docs/Contra-Costa-PRT/Curriculum_Committee-Canvas-Course.pdf c. Committee chair election process outlined in Handbook: http://lavc.edu/Committees-Workgroups/iec/library/2019-11-05-Participatory-Gov-Handbook.pdf 5. 3-year strategic directions <ol style="list-style-type: none"> a. https://www.bakersfieldcollege.edu/scorecard/strategic-directions b. https://lavc.edu/research/doc-library/docs/LAVC-Strategic-Plan-visuals-v5.pdf 6. Annual committee self-evaluation process at IEC Retreat meeting: http://lavc.edu/getfile/c0fc050b-477a-4b12-8765-f7cb19ec6405/2020-06-02-IEC-Minutes?chset=641901c1-c8cc-4c83-8e0d-3baaaf2a7ec6 7. Agendas, Minutes, and IEC Motions posted on committee web pages <ol style="list-style-type: none"> a. https://www.deanza.edu/gov/ipbt/meetings/2020-10-20.html b. http://lavc.edu/Committees-Workgroups/iec/agendas.aspx; http://lavc.edu/Committees-Workgroups/iec/minutes.aspx; http://lavc.edu/Committees-Workgroups/iec/motions.aspx 8. Recent interest survey through OIE about serving as a committee member: https://lavc.edu/presidentsoffice/library/docs/Contra-Costa-PRT/Committee-Workgroup-Interest-Survey-Results-2020-2.pdf 9. Annual committee self-evaluations; assessment of Shared Governance <ol style="list-style-type: none"> a. https://lavc.edu/presidentsoffice/library/docs/Contra-Costa-PRT/2019-2020-EPC-Self-Eval-508.docx b. https://lavc.edu/presidentsoffice/library/docs/Contra-Costa-PRT/2019-2020-PEPC-Self-Eval-508.docx c. https://www.deanza.edu/gov/planning/documents/AnnualGovernanceReflectionsSurvey2020.pdf

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		10. Include template choice so each governance group has place to post agenda and minutes: https://www.deanza.edu/search/?query=academic+senate&collection=deanza-meta
B. Integrated Planning and Resource Allocation	<ol style="list-style-type: none"> 1. Develop and implement a consolidated, easy to understand, comprehensive, and transparent process for budget planning for three to five years out. 2. Explore and adopt best practices in comprehensive, long-term Search Engine Marketing. 3. Model how the SCFF will impact Contra Costa and help the campus community understand the impacts. 4. Work with the District to improve District Allocation of funds to the College. . 5. Establish a clear institutionalization process for grants, including sustainability of efforts and follow-up evaluation. 6. Develop and implement a process for program “sunsetting.” 7. Work with the District to plan for new building maintenance (i.e., total cost of ownership for capital improvements). 	<ol style="list-style-type: none"> 1. Program Review and the Budget Connection document https://lavc.edu/presidentsoffice/library/docs/Contra-Costa-PRT/Program-Review-and-the-Budget-Connection.docx 2. CCC Vision Resource Center SCFF resources: https://cccpln.csod.com/catalog/CustomPage.aspx?id=20000616&tab_page_id=20000616 3. Resource Allocation Process documentation including process overview and templates: https://www.saddleback.edu/opra/Planning 4. Example of Resource Allocation process for one time expenditures: https://php.yccd.edu/documents/viewdocument.php?id=9161 5. Resource Allocation Workflow: http://lavc.edu/getattachment/Committees-Workgroups/pepc/programreview/program-review-workflow-053117.pdf.aspx 6. Example of Resource Allocation process for one-time expenditures: https://php.yccd.edu/documents/viewdocument.php?id=9161 7. Examples and Presentation from 7th Annual SLO Symposium-The Journey to Building Service Area Outcomes at Yuba College: Creating a Meaningful Process: https://bit.ly/34VKhuE 8. Grant Approval Process Handbook: http://lavc.edu/Committees-Workgroups/grantscommittee/library/misc/GAP-Handbook-v8-0.aspx 9. Program viability and discontinuance <ol style="list-style-type: none"> a. https://files.bakersfieldcollege.edu/accreditation2018ISER/Standard-II-A/II-A-15/IIA_AS_ProgDiscontProc_doc.pdf b. http://www.lavc.edu/Committees-Workgroups/pepc/programviability.aspx 10. Facilities Plan: http://www.lavc.edu/Committees-Workgroups/FPC/document-library/misc/LAVC-Facilities-Plan-05_26_15.aspx
C. Integrate Learning Outcomes Assessments into Integrated Planning	<ol style="list-style-type: none"> 1. Establish overarching campus-wide goals for integrating outcomes throughout campus. 2. Establish a meaningful assessment process within eLumen with timelines (staggered SLO assessments) and incorporate the process within Program Review. 3. Implement student learning outcome processes to help close the gap in educational attainment. 4. Define and disseminate the goals and purposes of Program review. 5. Develop a separate program review template for student services outcomes and 	<ol style="list-style-type: none"> 1. Strategic Directions: https://www.bakersfieldcollege.edu/scorecard/strategic-directions 2. Educational Master Plan: http://lavc.edu/Committees-Workgroups/epc/library/emp-docs/EMP-2020-2026_Final_072120_c1.pdf 3. Roundtable discussions for SLO assessments: https://committees.kccd.edu/content/roundtable-discussions-slo-assessments 4. SLO Manual: http://www.lavc.edu/Committees-Workgroups/outcomes/library/misc/Student-Learning-Outcomes-Manual-Final-201711.aspx 5. Program review goals, charge and purpose <ol style="list-style-type: none"> a. https://committees.kccd.edu/bc/committee/programreview b. http://lavc.edu/Committees-Workgroups/pepc/programreview.aspx 6. eLumen Assessment <ol style="list-style-type: none"> a. https://www.bakersfieldcollege.edu/employees/professional-

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	<p>administrative unit outcomes. Provision for hybrid areas should also be offered.</p> <p>6. Develop and implement a rubric for validating program review.</p> <p>7. Use IEPI funds to create workshops and training to get SLO work in eLumen completed. Faculty and staff can receive a stipend to learn the assessment portion of eLumen and train other faculty.</p>	<p>development/elumen-assessment</p> <p>b. https://committees.kccd.edu/bc/committee/programreview</p> <p>7. Templates for 3 different models of Program Review in eLumen:</p> <p>a. Instructional Model: https://lavc.edu/presidentsoffice/library/docs/Contra-Costa-PRT/Annual-Update-Instructional-2020-21.docx</p> <p>b. Non-instructional model: https://lavc.edu/presidentsoffice/library/docs/Contra-Costa-PRT/Annual-Update-Non-Instructional-2020-21.docx</p> <p>c. Hybrid model: https://lavc.edu/presidentsoffice/library/docs/Contra-Costa-PRT/Program-Review-Hybrid-Programs-2020.docx</p> <p>8. Resource requests and assessment documents</p> <p>a. https://lavc.edu/presidentsoffice/library/docs/Contra-Costa-PRT/Program-Review-eLumen-Resource-Requests-2020.docx</p> <p>b. https://lavc.edu/presidentsoffice/library/docs/Contra-Costa-PRT/Program-Review-eLumen-Resource-Assessment-2020.docx</p> <p>c. https://www.deanza.edu/slo/program_review/2019-20%20Program%20Review%20Spreadsheet.xls</p> <p>9. Example of SAO Handbook: https://yc.yccd.edu/about/ssie/student-learning-outcomes/yc-sao-handbook-updated-2-26-19/</p> <p>10. IEPI 8th Annual SLO Symposium (free) - January 29th, 2021: https://www.eventbrite.com/e/8th-annual-slo-symposium-tickets-124649555175</p>