

Executive Summary-Transcript from Open Dialogue Session-May 26, 2011

On May 26, 2011 at 2 pm an open dialogue was held at Norco College. This meeting is required as part of strategic planning policy 2010.01 which states, "This session... will provide all Norco College stakeholders with an opportunity for open dialogue concerning the extent to which college planning, program review, resource allocation and decision-making processes contribute to the achievement of course-, program- and institutional-level student learning outcomes." The following is a list of the 12 participants in the open dialogue session:

Diane Dieckmeyer	Interim VP, Academic Affairs
Greg Aycock	Outcomes Assessment Specialist
Kevin Fleming	Associate Dean, CTE
Damon Nance	Dean, Learning Resources & Technology
Nicole Ramirez	Assistant, DOI Office
Sharon Crasnow	Academic Senate President, Professor, Philosophy
Vivian Harris	Assistant Professor, Library
Maria Maness	Matriculation Specialist
Tamara Caponetto	Tutorial Services Specialist
Celia Brockenbrough	Associate Professor, Library
Tricia Hodawanus	Assistant, Dean of Student Services
Laurens Thurman	Interim VP, Business Services

The discussion began on the subject of integrating assessment, program review, and resource allocation. Assessment is beginning to expand from being focused on courses to program level and GE learning outcomes. One way assessment is being connected to program review is by the new template which has reintegrated the assessment portion back into program review. Another important aspect of integration is that resource requests on program review should be connected with the mission and the educational master plan goals. One concern is that all resource requests are put on "the list" even if they are ridiculous or unrealistic. Who should address if a request goes on the list? Program review? Assessment? Ultimately, APC addresses this by prioritizing requests and those that are unrealistic are usually given low priority. One way resource requests are evaluated and prioritized is through supporting documentation. Another concern was that disciplines that have no full-time faculty may be at a disadvantage in conveying the needs they have in their programs. However, this should be addressed by the fact that the department chair is on the APC and will convey those needs during prioritization. Finally, some discussion focused on program review which is in some transition at present. First, there are three different program reviews: instructional, student services, and administrative. There are attempts to try to align these when possible, as in deadlines, but some differences will probably remain (e.g. SAOs for student services).

The next main theme of discussion centered on the dissemination, or communication, of the results of the strategic planning process (i.e. committees involved in the process). The first suggestion was to produce a report or newsletter that would be widely distributed. Also creating a website where minutes and other pertinent documents could be stored was suggested. To all of these suggestions, there were concerns about feasibility, given the need to update and produce each on a regular basis. At this point, nobody saw a space in their schedule to devote to producing updated newsletters or websites. Other modes of dissemination were considered such as reporting out at department meetings and representatives from the standing committees reporting out in the Academic Senate. One concern to the report outs at departments or Academic Senate is that information could be filtered or forgotten

Executive Summary-Transcript from Open Dialogue Session-May 26, 2011

which would then appear as being withheld. Of course, the results of the resource allocation are reported out in the memo from the president. Also, dashboard indicators for the educational master plan goals are presented on an annual basis. One issue is that people who do not attend committee meetings where pertinent information is shared need to take responsibility for reading the minutes of the missed meeting. One way to make this easier is by embedding the minutes in the reminder email for the next committee meeting.

As a conclusion, the Strategic Planning Retreat was mentioned as a venue for discussing these issues further. Also, it was mentioned that during this process of refining strategic planning it is important to stay positive and remember that we are still developing in the process.

The description below captures the main themes that were expressed during the session. These themes were derived from a transcript of the session.

Theme 1: Integrating assessment, program review, and resource allocation

- Beginning to expand assessment into program-level and GE learning outcomes
- Creating a new template for program review that will hopefully connect assessment and resource allocation.
- Need to also connect resource requests to mission and educational master plan
- Resource requests on program review-at this point any request goes on the list
 - Who decides if a request goes on “the list”?
 - Program review committee?
 - Assessment committee?
 - Another committee?
 - APC ultimately makes the decision by prioritizing
 - Resource requests should be supported by documentation
 - Program reviews for disciplines that have no FT faculty are likely to be of lower quality and may be unduly denied resources.
 - In APC, chair of dept where no full timer exists can speak up about this and advocate for need of resource
- Program Review
 - Includes instructional, student services and administrative
 - Trying to align the timelines of instructional and student services

Theme 2: Dissemination results of strategic planning

- Possibly through a report or newsletter-hard to keep producing
- Website-someone needs access and updating the minutes ongoing
- Reporting out at department meetings
- Academic Senate gets reports by reps from standing committees (curriculum, NAC, student success, etc)-may filter which may look like information is withheld
- Memo from president
- Dashboard indicators report
- People responsible for knowing information in read committee minutes
- Embed committee minutes in reminder email for committee
- Dashboard of indicators