CI Cycle (semester/year & frequency): Each year—spring 2014, spring 2015, spring 2016, spring 2017, and spring 2018.

3. CI Process Lead: S/P & Dean IPE.

This section asks you to evaluate what was accomplished overall in the most recent cycle.

4. When was your most recent CI Cycle?

From: _September 2014_____ To: _May 2015_____

5. Was the CI process implemented as stated in the completed template?
☐ Yes ☒ No

If not, why not? What were the primary challenges or obstacles?

Î There were not any challenges. The College Planning Council at its May 4, 2016 meeting took action to postpone evaluation of the governance system until the end of the 2016-17 year. The 2015-16 was a year when membership on governance councils changed considerably because two-year terms ended for many council members and new council members began two-year terms. The CPC decided it was best to conduct the next evaluation of governance effectiveness after council members had two years of experience.

6. Based on the list of elements (who or what) that were scheduled to be evaluated, how many were (or how much was) scheduled, and how many were (or how much was) completed?

Î N/A

7. List significant modifications that were made to the process, if any, in that cycle, stating the reasons for having made the modifications and the improvements, if any, that resulted.

Î N/A

8. List significant modifications that have been made or will be made to the process for the next CI cycle, stating the need for them and the specific improvement desired.

Î N/A

9. Please provide any additional comments about your CI process implementation.

Î

8. List significant modifications that have been made or will be made to
, stating the need for them and the specific improvement desired.

Î We need new strategies to improve the completion of the Annual Report. I will hold the VPs responsible for timely and accurate delivery of content in order to avoid double work, or incomplete work.

9. Please provide any additional comments about your CI process implementation.

Î

Report on Implementation of Continuous Improvement Process
Summer 2016

A. CI Process, Cycle, and Process Lead

1. CI Process: Development, Review & Revision of Strategic Plan

2. CI Cycle (semester/year & frequency): Progress toward goals stated in the plan will be assessed in the summer following each fiscal year. The Strategic Plan itself will be evaluated in 2017-18, which is the final year of the plan

3. CI Process Lead: SVP & Dean IPE

B. Evaluation of the CI Process Implementation for the Most Recent CI Cycle

This section asks you to evaluate what was accomplished overall in the most recent cycle.

4. When was your most recent CI Cycle?

From: ___January 2015_____ To: ____December 2015_____

5. Was the CI process implemented as stated in the completed tem3c84 re f* 7.624 53613 CI prin

8. List significant modifications that have been made or will be made to the process for the next CI cycle, stating the need for them and the specific improvement desired.

   Î The IPE Dean developed a handbook for a new team, the Integrated Strategic Planning Team (ISPT) comprised of the vice presidents and others. One purpose of this team, which was established in late 2015 and began meeting

9. Please provide any additional comments about your CI process implementation.

   Î

Report on Implementation of Continuous Improvement Process
Summer 2016

A. CI Process, Cycle, and Process Lead

1. CI Process: Development, Review & Revision of Long Term Institutional Plans

2. CI Cycle (semester/year & frequency): Each summer: summer 2014, summer 2015, summer 2016, summer 2017, summer 2018

3. CI Process Lead: SVP & Dean IPE for generic process; Lead Administrator for process specific to each plan.

B. Evaluation of the CI Process Implementation for the Most Recent CI Cycle

This section asks you to evaluate what was accomplished overall in the most recent cycle.

4. When was your most recent CI Cycle?

From: May 2015 To: December 2015

5. Was the CI process implemented as stated in the completed template?
☒ Yes ☐ No

of comprehensive reviews originally expected to be submitted, as one report completed was submitted as an annual rather than comprehensive review.

8. List significant modifications that have been made or will be made to the process for the next CI cycle, stating the need for them and the specific improvement desired.

Î Several important modifications have been made based on input from survey results, meetings and discussions, including:

- Streamlining of academic and non-instructional templates.
- Addition of separate spreadsheets for making budget requests for FY 2017-18.
- More effective timing of activities in the PPA process, particularly an increase from two to three months for the completion of PPA reports, and elimination of redundant requests from governance oversight and consideration for FY 2017-18 based on knowledge of requests approved for funding in FY 2016-17.
- The targeting of nine (9) participating academic and non-instructional programs encompassing both annual and comprehensive reviews for the purpose of testing eLumen software for program review in lieu of requiring Word documents.

9. Please provide any additional comments about your PPA process implementation.

Î

Report on Implementation of Continuous Improvement Process
Summer 2016

A. CI Process, Cycle, and Process Lead

1. CI Process: Annual SLO Assessment

2. CI Cycle (semester/year & frequency): Each semester or fall/spring 2013-14, fall/spring 2014-15, fall/spring 2015-16, fall/spring 2016-17, and fall/spring 2017-18.

3. CI Process Leader: Dean AA VLS&R.

B. Evaluation of the CI Process Implementation for the Most Recent CI Cycle

This section asks you to evaluate what was accomplished overall in the most recent CI cycle.

Î Service Area Outcomes have not yet been entered into eLumen and tracked using an accepted four-column form that indicates the outcome being assessed, how the outcome will be assessed (tool), the criteria or expectation of assessment results, the procedure and target semester for assessment, assessment results, and refinements/modifications. The dean is still working with service areas to collect Assessment and Summary Forms, but records indicated that 74 of 84 outcomes have been assessed (88 percent). The assessment tracking sheet has been revised to simplify the tracking of assessment and re-assessment of outcomes, which has improved that process. Service areas will be next asked to summarize their outcomes in a one-page document by answering three questions: What did you look at? What did you find? And, what are your v Æ š • š ‰ • M ~ d Z] •] • š Z • u š Ç ‰ } (^ Œ E (o š] } v when assessing program-level outcomes).

7. List significant modifications that were made to the process, if any, in that cycle, stating the reasons for having made the modifications and the improvements, if any, that resulted.

Î In Spring 2016, µ v Œ P µ] v } (š Z } o o P [the Œ Outcomes & Assessment š } Œ U } u u] š š Á } Œ l Á] š Z š Z / W Z } (( ] š } Œ ( ] v š Z ^ ' Œ µ š] completed by graduates in Spring 2012 and Spring 2014 using a paper questionnaire and Scan Tron forms. We were able to do so by attending graduation rehearsal, where there was a ^ ‰ š] À _ µ] v X t] v] š] o o Ç š š u ‰ š š } • µ Œ À Ç P Œ E µ š fewer than ten responses! This Spring (2016), we once again surveyed students electronically with a goal of a minimum of 200 responses (as 29 percent return), which we have attained! This is a huge accomplishment in that our survey included questions to assess ALO Œ š H a o o [• } Œ E Competencies AND the instrument can be used to reassess on a yearly basis. In addition, we will use core competency questions that are also included in CCSSE when that survey is administered again.

Î These results, which will be discussed at the 2016 Fall Convocation with faculty and staff, will help us to determine appropriate college-wide interventions to help improve teaching and students learning.

8. List significant modifications that have been made or will be made to the process for the next CI cycle, stating the need for them and the specific improvement desired.

Î In Spring 2016, faculty and managers began to meet to discuss ways to better align and integrate the curriculum, outcome assessment, and program planning/assessment processes. While these discussions have not yet resulted in a firm plan, the need to consolidate these processes has been recognized and a plan will be developed to create a more efficient process that provides meaningful results and actions and centers around discussions for continuous improvement v both in processes and in student learning.

9. Please provide any additional comments about your process or implementation.

Î Training faculty, especially adjuncts, to use eLumen, is a challenge. Our adjunct population changes from semester to semester, and eLumen is a tool that is typically used only once during

each term; therefore, training needs are constant. The Outcome & Assessment Specialists and the eLumen training team worked diligently to provide training and materials anytime, anywhere_ µ • U µ š šZ >µ u v •}(šÁ Œ Z • µ v Œ P}v • À Œ o training materials obsolete as they were being introduced! Our specialists and I continue to work with eLumen to improve our process and understanding of the software. Additionally, we Á Œ o š} ‰ Œ}À]]š]}v o >µ u v ^u]vš v v _ •µ ‰ ‰}Œ š last semester; the Office of Academic Affairs has recognized the need to continue this support and has provided an eLumen Specialist position for Fall and Spring.

Î I believe that we have made significant progress in moving forward with outcome assessment; however, we still need to build that climate of continuous assessment and broaden assessment on our campus. We have entered into dialog with the major stakeholders of related processes (curriculum and program planning) to streamline processes so that they are more meaningful and useful to all with less duplication of information.

Report on Implementation of Continuous Improvement Process
Summer 2016

A. CI Process, Cycle, and Process Lead

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Report on Implementation of Continuous Improvement Process
Summer 2016

A. CI Process, Cycle, and Process Lead

1. CI Process: Enrollment Management

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B. Evaluation of the CI Process Implementation for the Most Recent CI Cycle

This section asks you to evaluate what was accomplished overall in the most recent cycle.

4. When was your most recent CI Cycle?

From: __Fall 2015_____ To: _____Spring 2016_____-16, the upload of student course data into an enrollment management planning tool has not been implemented. IT will need to prioritize this software enhancement via CORE and begin work soonafterwards. The information gleaned from the student educational plans will help develop enrollment priorities.

6.

The EMT must prioritize all identified strategies in order to strengthen enrollment management. Ongoing conversations will take place within and across divisions and within the EMT to identify additional strategies.

9. Please provide any additional comments about your process implementation.

Development of the CI process has been slow due to the workgroup format. The EMT is not a governance council nor committee with appointed members from constituent groups. This team was created to break down the disciplinary silos that exist across divisions.

Report on Implementation of Continuous Improvement Process
Summer 2016

A. CI Process, Cycle, and Process Lead

1. CI Process: Partnership Establishment & Management.

2. CI Cycle (semester/year & frequency): Develop tool and methodology 2014-15. Assess partnership establishment and management for two outcomes each Spring (2015, 2016, 2017); by the end of 2016-17 all six will be completed. Incorporate improvements identified during

9. Please provide any additional comments about your CI pr

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8. List significant modifications that have been made or will be made to the process for the next CI cycle, stating the need for them and the specific improvement desired.

Î The stated process was to have a significant amount of feedback delivered to the participating

Report on Implementation of Continuous Improvement Process
Summer 2016

A. CI Process, Cycle, and Process Lead

1. CI Process BOT Evaluation

2. CI Cycle (semester/year & frequency) Each year spring 2014, spring 2015, spring 2016,

Report on Implementation of Continuous Improvement Process
Summer 2016

A. CI Process, Cycle, and Process Lead

1. CI Process: CEO Evaluation

2. CI Cycle (semester/year & frequency): Each year (typically in June): 2014, 2015, 2016, 2017, 2018

3. CI Process Lead: SVP

B. Evaluation of the CI Process Implementation for the Most Recent CI Cycle

This section asks you to evaluate what was accomplished overall in the most recent cycle.

4. When was your most recent CI Cycle?

From: July 1, 2015 To: June 30, 2016

5. Was the CI process implemented as stated in the completed template?

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1. CI Process: Classified Staff Evaluation.

2. CI Cycle (semester/year & frequency): The CI Cycle for classified staff evaluations is yearly, to capture comments and improvemen

- Classified staff evaluations are due on a rolling basis, as they are tied to an employee's anniversary date, and there is no set calendar for hiring. Thus, the completion rates are ever-changing. Since 2014, the completion rate at any point in time has been above 80%. Ea

employees to develop, record, and track their goals; c. allow an easier way to tie professional development activities to goal completion; and d. Provide a tracking system for completion and completion rates for HR to be able to easily spot problem areas, and thus areas needing attention.

9. Please provide any additional comments about your CI process implementation.

" We hope to see whether these changes result in better, more timely evaluations, and, if so, to introduce to the other classified employee groups as well.

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1. CI Process: Proba onary Faculty Evalua on.

2. CI Cycle (semester/year & frequency): Proba onary faculty are evaluated every year for their first four years of teaching on an annual cycle that is completed before the March mee ng of the Board of Trustees. Rules for proba onary faculty evalua ons are found in ar cle 14 of the collec ve bargaining agreement between the District and the Hartnell College Faculty Associa on.

3. CI Process Lead: VPAA & VPSA & AVPHR.

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This sec on asks you to evaluate what was accomplished overall in the most recent cycle.

4. When was your most recent CI Cycle?

e From: ____2015 _____ To: ___2016_____

5. Was the CI process implemented? ; M, ŕ

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