Midterm Report 2013

BOARD OF TRUSTEES MEETING

SEPTEMBER 17TH, 2013

--Sara McKinnon, Academic Senate President and ALO
Midterm v. Follow-up Reports

- Follow-up Reports require responses to specific recommendations made in the visiting team’s report.

- Midterm Reports - due three years into the six-year accreditation cycle regardless of recommendations

- College of Marin required to:
  - Provide an update all recommendations - even those not required in Follow-up Reports
  - Provide an update on all Planning Agenda items from original Self Study
Organization of Response

- Recommendations 1, 2, 3, 5, 7, 8, 9 addressed in 2012:
  - Self Study 2010 to Summer 2012
  - Summer 2012 to Spring 2013
  - Future Plan

- Recommendation 4 accepted in 2011
  - Self Study 2010 to Summer 2011
  - Summer 2011 to Spring 2013
  - Future Plan

- Recommendation #6
  - Addressed for the first time
Recommendation #1: Planning

- The Strategic Plan 2012-2015
- Facilities Plan and laying the groundwork to develop an M&O Plan
- Technology Plan prioritization and implementation
- Overall institutional planning providing evidence of the link between SLOs, program review and resource allocation
- Evidence of a feedback loop
- Evidence of communication and transparency of the planning and allocation processes
Recommendation #2: SLOs

- Evidence of SLO Assessment in Instructional, Library and Student Support Services
- Evidence of analysis and dialog of said assessments
- Evidence of the use of SLO data in Program Reviews
- Evidence of a feedback loop integrated into the resource allocation process
Recommendation #3: Distance Education

- DE Program Review completed
- DE Operational Team established
- Targeted training provided for students and faculty
- Technical support made available in a timely manner
- Online Student Services and support networks information integrated and updated continually
- Progress Reports for 9 DE Action Steps required for the COM Strategic Plan 2012-2015 were submitted showing that the target 30% completion had been achieved
Recommendation #4: Research

1. Published the Strategic Plan Progress Report and presented to the board of trustees (summer 2013)
2. Published, presented, and facilitated dialogue with appropriate constituencies about the Student Success Scorecard Report 2013 (spring 2013)
3. Designed and supported administrative services program review surveys (spring 2013)
4. Published results of the Participatory Governance System surveys, facilitated dialogue about the results at the superintendent/president’s Cabinet meetings (fall 2012), and started dialogue about the PGS Member Survey results in the Governance Review Council and the Educational Planning Committee (May 2013)
5. Published results, coordinated dialogue for improvements regarding the administrative services 2013 program review reports at the superintendent/president’s Cabinet meetings, and presented the reports to PRAC (spring 2013)
6. Published, presented, and shared student achievement data with the Educational Planning Committee and various constituencies (Objective 6 of the Strategic Plan) (spring 2013)
7. Published, presented, and facilitated the Student Achievement Report at the superintendent/president’s Cabinet meeting and with appropriate constituencies. (spring 2013)
8. Incorporated Data Dashboard data into program review templates (fall 2012)
9. Published and shared the first Student Characteristics for Noncredit Students and Student Characteristics for Community Education (fall 2012)
Recommendation #4: Research

10. Published, presented, and facilitated dialogue with appropriate constituencies about the Accountability Reporting for the Community Colleges (ARCC) Report (spring 2011 and spring 2012)
11. Published student, staff, and faculty surveys (results of which were used to support the development of the Strategic Plan 2012-2015) (spring 2012)
12. Published and distributed The Governance Digest: Governance in Action (publication providing PGS committee actions and updates, including the status of decisions recommended to the superintendent/president) (annually, starting fall 2006, revised in fall 2011)
13. Continued to fine-tune the Data Dashboard (periodically, starting fall 2011).
14. Published the Fact Book (annually, starting spring 2011).
15. Published monthly Data Nuggets (monthly, starting spring 2011).
16. Published, presented, and facilitated dialogue regarding SLO assessment results report (annually, starting fall 2010).
17. Provided and continue to provide Data Dashboard training (one-on-one training--periodically; group training-four times a year, starting fall 2011)
18. Published and shared the Student Characteristics for Credit Students (bi-annually).
Recommendation #5

- **Student Support Services:**
  - Results of analysis of expanded services at IVC and Kentfield
  - Results of assessment of services by outside consultant
  - Plans for enhancement, cross-training, and optimization of MyCOM Portal functions
  - Update on Library – IVC branch, MARINet, new full time faculty, collection development, online services, and database expansion
Recommendation #6: Academic Success of Underrepresented Students

- Provides evidence of progress on recommendations from the 2005 Equity Plan in the areas of:
  - Access
  - Success and Retention
  - Degrees, Certificates and transfer

- Provides evidence of progress on recommendations from the 2008 President’s Institutional Climate Task Force:
  - Board Policy 3410 Nondiscrimination
  - Training for employees on sexual harassment and other related topics
Recommendation #7

- Provides evidence of the link between program review, governance (the Facilities Planning Committee) and the prioritization and implementation of the Facilities Plan

- Provides evidence of progress on the Strategic Plan Objectives related to the Facilities Plan

- Details the Onuma System Pilot project and plans to expand the use of this system in order to lay the groundwork of an M&O Plan

- Details COM partnership with Compass Energy Solutions in the area of energy efficiency
Recommendation #8

- Provides evidence of the link between program review, governance (the Technology Planning Committee) and the prioritization and implementation of Technology Plan Initiatives
- Provides evidence of progress on the Strategic Plan Objectives related to the Technology Plan
- Provides evidence of the implementation of the first group of initiatives including a sustainable computer replacement plan
Recommendation #9: Board of Trustees

- Provides evidence that the board continued to improve its decision-making process
- Decisions were made in a timely manner
- Nine special meetings/retreats held between June 2012-July 2013
- Board “acted as a whole” after decisions made
- 100% of Board Policies and Administrative Procedures have been revised and updated
New Plans Developed in 2012-2013

- The College of Marin Strategic Plan 2012-2015
- The COM Professional Development Plan 2013-2016
- The COM Research Plan 2013-2016
Included 26 Planning Agenda from the following standards:

- Standard II.A. Student Learning Programs and Services – Instructional Programs
- Distance Education
- Standard II.C. Library and Learning Support Services
- Standard III.A. Resources - Human Resources
- Standard III.B. Resources – Facilities
- Standard IV.B. Leadership and Governance – Board and Administrative Organization
- Standard IV.B.2.b.(2) Research
1. Evidence of ongoing training for faculty and staff in development and assessment of SLOs including use of the Data Dashboard

2. The COM 2012 Assessment Plan:
   - Instruction: the development of matrices and common rubrics, results via the SLO tracking tool, subsequent analysis and dialog
   - Student Services – SLO development, assessment and analysis
   - Link of both to program review

3. SLOs and program review, strategies for improvement and resource allocation and the Strategic Plan 2012-2015

4. SLOs identified for all courses and included in syllabi
#14: Distance Education

- Outlines efforts to train faculty in Moodle so that all could post syllabi online for students for both Distance Education classes and Face to Face classes.

- Efforts included hiring of Instructional Technologist and DE Faculty Coordinator to provide trainings.

- Training also offered in Office 2010, the COM Data Dashboard, voicemail and email.
#15: Library Staffing and Resources

- Library staffing including the hiring of 3 full time librarians in the last two years and an Instructional Specialist at the IVC Library
- Substantially increased and institutionalized ongoing budget for the library
- College’s acceptance into MARINet
#16-18: Resources - Human Resources

- Details an evaluation tracking system
- Provides evidence of regular training opportunities for manager regarding performance evaluations
- Details administrative consequences to ensure that evaluators adhere to evaluation process and timelines
#19-22: Maintenance of Facilities

- Outlines the Onuma System Pilot Project and plans to populate the system with data for all buildings on both campuses
- Notes that this will lead to the development of a new maintenance and operations plan
#23-25: Board and Administrative Organization

- Provides evidence of 14 special meetings or retreats in addition to study sessions held during regular board meetings on a variety of topics to aid in effective decision making.

- Provides evidence of board development and training opportunities.
#26: Research

Planning Agenda #26: Ensure adequate staffing for the research and planning functions at the college.

Hired the director of the Office of Planning, Research, and Institutional Effectiveness in April of 2010....