

Summary Report Integrated Strategic Plan Review and Revision

I. Introduction

Moreno Valley College is in the process of revising its Integrated Strategic Plan. The revised plan will include 2015 – 2018 to be inline with District Strategic Planning and Riverside City and Norco College Strategic Plans. The SPC Co-Chairs, Anna Marie Amezquita, Faculty Co-Chair and Lesley Salas, Staff Co-Chair have compiled this brief document to provide a summary of the process, outcomes and recommendations that have resulted from the workgroups established to review the current Moreno Valley College plan.

II. Process

Moreno Valley College Strategic Planning Council (MVC SPC) held a retreat on August 19, 2014 to begin the process of reviewing and evaluating the current Integrated Strategic Plan (ISP). At the retreat, SPC Co-Chairs explained the purpose as a start to reviewing, evaluating and revising the ISP including themes, goals and planning/reporting processes. At the retreat, SPC Co-chairs addressed needed information, presented sample ISPs and established workgroups.

Following are the steps taken during the fall 2014 term to review the 2010- 2015 ISP in preparation to write the revised 2015 – 2018 ISP.

- A definition of what is an Integrated Strategic Plan was provided.
- A copy of MVC Integrated Strategic Plan of 2010- 2015 was presented and a preliminary review was done as a whole committee.
- A review of Strategic Plans from two other institutions was provided: Santa Monica College: Single Campus Model for Program Review and Integrated Planning and Cañada College Strategic Plan 2013-2017.
- A glossary of terms for strategic planning was given to all in attendance. This glossary is intended to help in understanding our ISP goal and in establishing terminology to accurately explain our processes.
- A Review of the Fall 14 Timeline was provided so that work could be completed in a timely fashion allowing for time to revise the ISP in the spring 15 term.

(Appendix A)

- Workgroup Assignments were handed out. Those in attendance were split into three groups. Each group was responsible for reviewing a specific area of the current ISP (Themes, Goals or Planning/Process). After reviewing the assigned portion of the ISP, the workgroup was tasked with writing recommendations to be considered when revising the ISP in spring15.

Workgroups began the process of review at the retreat, but completed the review in a series of meetings and SPC presentations.

- The workgroups were established to focus on Themes, Goals, and Planning/Process. Each workgroup identified a lead contact and this individual presented information to SPC. **(Appendix B)**
- At the October SPC meeting workgroup leaders presented written reports detailing the review and recommendations. Those members in attendance had an opportunity to respond to the review and recommendations. The feedback was given to workgroup leaders so that revisions could be made with feedback in mind.
- A final Review and Recommendations Presentation was made at the November 2014 SPC Meeting. This meeting concluded the review and recommendations portion of the process.
- All documents and information from the retreat is available to the college and public on the SPC website under retreat.(add web link)

III. Integrated Strategic Plan 2010 – 2015 Review Recommendations

Themes:

The Strategic Planning Theme Group was tasked with whether the themes in the current Strategic plan 2010-2015 would be relevant to the 2015-2018 plan. The committee collaborated at the retreat and had several questions to answer.

- **Recommendation 1:** The term themes should not be used in the new plan, but the goals of our college need to be linked to the themes of the district. In the current plan there is some confusion of whether the theme and the goal were the same thing. The group also thought that the other two colleges needed to stick with the district themes and that that the district needed to decide if those themes were still relevant to the mission of the district.
- **Recommendation 2:** The goals need to be linked to the mission, vision and values of the college.
- **Recommendation 3:** Goals can and should come from various committees on campus such as the Equity Committee.

Goals:

The Strategic Planning Goals Group was tasked with reviewing the goals, objectives and assessment plans in the current Strategic plan 2010-2015 and their relevance to the

2015-2018 plan. The committee collaborated at the retreat and had two subsequent meetings to complete the stated task.

- **Recommendation 1:** The group would prefer to have a model for measuring goals that is simple and that can be linked to data from Institution-Set Standards, reports that are routinely submitted to the Chancellor's Office, other data that the college collects on student success, and program reviews from Instructional, Student Services, and Business Services areas.
- **Recommendation 2:** The group would prefer to have a "dashboard" approach for measuring our goal attainment so that these measurements are very visible and it's easily determined if they have been attained.
- **Recommendation 3:** The group also agreed that our goals should be aligned to our Institutional Learning Outcomes.
- **Recommendation 4:** The ISP 2015 – 2018 should be limited to three well defined and measurable goals: 1. Academic Programs, 2 - Student Services, 3 – Resource Development (Fiscal Stability, Professional Development, Facilities Technology)

Note: specific recommendations regarding each goal in the 2010 – 2015 ISP are offered as well.

Planning /Process:

- **Recommendation 1:** Document all work and efforts that develops and defines any MVC policy or procedure.
- **Recommendation 2:** Statements and processes are broad in nature and provide little "process" in planning and reporting at MVC.
- **Recommendation 3:** Items are not found easily online or in hard copy and sharepoint is password protected for all documents vs working documents. Please consider setting up a page on SPC where all "finished" docs are accessible (Equity Plan; Master Plan; ISP; APRs; etc...)
- **Recommendation 4:** Processes are now becoming more defined. Within the next year MVC plans to have more defined processes and reporting in its planning.
- **Recommendation 5:** There is no accountability or defined department; unit; division; or position "in charge" for updating processes or how those updates occur or should occur.

- **Recommendation 6:** All planning and reporting processes need formal assessment and revision to support the College in its new mission and goals. MVC has made SIGNIFICANT improvements over the past year in developing policies and processes addressing gaps in Strategic Planning and meeting the institutions mission, goals, and objectives.
- **Recommendation 7:** It is STRONGLY recommended the College website and associated pages be updated with more current processes and documentation. Most documents are from 2012 and prior. Though some of the work is reflected and up-to-date, in order to document and clearly provide evidence supporting planning and reporting processes, MVC must be more diligent in its documentation and move to data based, written evidence.
- **Recommendation 8:** New processes and defined planning and reporting processes must be transparent and reach a certain level of saturation so that all constituents have the knowledge and understanding of Strategic Planning at MVC.
- **Recommendation 9:** The workgroup also recommends newly approved non-personnel allocation processes be reviewed and revised to reflect current committees and advisory groups recommending resource allocation to SPC and ultimately the President. It is also recommended clear definitions of all categories in resource allocation models as it impacts planning: i.e. "other position requests"; "other resource requests"; what defines an "emergency" request; "other", etc..
- **Recommendation 10:** Councils on both allocation processes are not defined nor is it clear who those councils represent or the make-up of the councils. Student Services Council is under the wrong title while no information may be found for the Academic Services or Business Services Councils.

IV. Next Steps

All of the information provided in this brief summation is available on the SPC website. The next step is to start the composing of the 2015 – 2018 ISP. This work will begin at the January 28 – 29, 2015 SPC Retreat.

Appendix A
MVC Integrated Strategic Plan Review Timeline

8/19/14

Begin Review of ISP

9/18/14

1st Draft of ISP Review documents due to SPC

9/25/14

1st read of draft review to SPC

10/16/14

2nd draft of ISP Review due to SPC

10/23/14

2nd read of draft ISP Review

11/13/14

Final ISP Review document to SPC

11/20/14

Final Approval of ISP Review

Appendix B

Moreno Valley College Integrated Strategic Planning Council Work Groups August 19th

THEMES

Fontaine, Bob = Lead
Goodenough, Gerald
Sanchez, Abel
Trejo, Silvia = Lead Alternate
Vakil, David = Recorder
Valencia, Carmen

Next meeting date 9/5/14 by email end of day and 9/11/14 2:30- 3:30 location TBA

GOALS

Farrar, Carol
Foster, Don = Alternate Lead
Galicía, Felipe
Grippin, Jackie
Lauda, Susan
Pisa, Sheila = Lead
Rodríguez, Jaime
Tiscareno, Itzel
Vincent, Eugenia
Yoshinaga, Ann = Recorder
(Dean Student Services (Counseling))

Next meeting date 9/11/14 2-3:30 p.m. location TBA

PLANNING AND REPORTING

Academic Senate (Designee)
Chavez, Maureen = Lead
Godin, Norm = Recorder
Loomis, Rebecca
Macedon, Tyrone
Marshall, Akia = Lead Alternate
Whiteside, Christopher

Next meeting date 9/2/14 1:30 – 2:30 p.m. SAS 303