

FY08 – FY10 GOALS PLANNING & DEVELOPMENT

Implement P & D Succession Plan, FY08 – FY10 (see attachment for details).

Strategic Planning & Process Improvement

Strengthen services available through the Planning & Development Office with the goal of better integrating strategic planning and AQIP processes in all operational areas, collegewide.

1. Harness the power of compression planning to enhance grant development, planning, problem-solving and IR processes at Iowa Lakes.
 - a. **FY08:** Phase II to establish a continuous three-year cycle for identifying and prioritizing stakeholder needs,
 - [a] **Develop a Community Survey of college perceptions and needs;**
 - [b] Input from Collegewide Advisory Committee collected annually through focus group questions determined by the campus deans. (Implemented FY07)
 - [c] **Staff Climate Survey:** Utilize AQIP Examiner Survey (cost: \$750), online hosted survey tool to identify staff/faculty perceptions of organizational process effectiveness; survey designed around the 9 AQIP Categories.
 - [d] Current student survey schedule (Entering Student Survey - annual; Student Opinion Survey (even 3 spring terms) - **develop Extra Questions for both surveys** to gather data regarding student awareness and/or **perception of effectiveness of AQIP/collegewide goal priorities.**
 - FY09: Phase 3 –*
 - [a] *Conduct a 5-county survey (mail and online options) of community member perceptions and perceived educational needs. Last community survey done in 1997-98 for Self-Study.*
 - [b] *Conduct Community Focus group to gather further information regarding needs and reactions to collegewide priorities; last comprehensive 5-county focus group process completed in 2002.*
 - [c] *Conduct Student Focus Groups, collegewide to supplement information regarding student perceptions and/or awareness of collegewide goals and emerging needs, issues.*
 - b. Continue to utilize Compression Planning techniques to develop planning skills among faculty, program staff and other college groups to maximize our ability to identify emerging challenges, needs and opportunities, and to develop a culture in which proactive rather than reactive planning is second nature.
2. Transition to full implementation of AQIP by enhancing employee understanding of and enthusiasm for participation in current and future Action Projects.
 - a. Continue consultant training to college leadership (Collegewide Improvement Team, others?) regarding development and use of data and the AQIP Systems Portfolio for decision-making and planning purposes.
 - b. Transition AQIP initiatives status from a primarily Planning & Development “sjpw” to an integral aspect of the collegewide culture, building on network of emerging leaders and champions committed to utilizing AQIP principles for continuous improvement of processes at Iowa Lakes Community College identified during FY06.
 - c. Establish an AQIP Oversight Committee to provide leadership in Systems Portfolio completion and ongoing identification and coordination of annual Action Projects. I recommend a sub-committee of the Collegewide Improvement Team, perhaps with additional members pulled from the volunteers who were not chosen for the first term of the Collegewide Improvement Team.
 - d. Appoint Jennie Knudson as Systems Portfolio Assistant Editor and Facilitator of the AQIP Oversight Committee. Develop a *Systems Portfolio Writing Guide*.
 - e. Communicate progress/outcomes of Action Projects collegewide through *Info In A Minute* updates at least 4 times annually, quarterly at public Trustee meetings or Trustee Retreat, and *surveymonkey.com Question of the Week*.
 - f. At least one member of Planning & Development Office will become an AQIP evaluator to better understand how colleges’ are evaluated by the HLC, identify best practices at other colleges from which Iowa Lakes may benefit, and better position (through increased knowledge) Iowa Lakes to successfully complete their first “Systems Portfolio”. Recommendations: FY08 – Judy Cook; FY09 – Jennie Knudson.
 - g. Implement collegewide process for completing AQIP Systems Portfolio
 - h. Submit to HLC, the AQIP Systems Portfolio for external review. (FY09)

- i. Provide resources and support volunteers working to implement AQIP Action Projects throughout the first Systems Portfolio cycle. (FY 08 – 09)
3. Enhance faculty understanding of Program Review and Evaluation process and use of data for continuous program improvement.
 - a. Refine and fully implement the process facilitated by Jennie Knudson in FY07 to meet individually with program faculty-coordinators 6 – 8 weeks prior to scheduled program review to discuss process expectations and identify data needed to develop information packets for cross-functional college program review team.
 - b. As a result of focused faculty training, program review teams will have complete program review packets from faculty-coordinators at least one week prior to the scheduled program review.
4. Transition coordination of assessment activities leadership and Assessment Review Committee (ARC) to Chief Academic Officer. P & D will provide IR support functions to ARC; Judy Cook will serve as ARC Ex Officio member.

External Grant Funding

More fully integrate grant development into 2 – 3 year advanced planning process for supporting collegewide priorities and align even more closely with Cabinet/Collegewide Priorities. The grants operation will remain flexible and responsive to dynamic public and private funding environment.

1. Develop funding proposals to meet collegewide priorities as identified by the Cabinet and other emerging collegewide priorities. (FY08 – 10)
 - a. FY07 grant development priorities:
 - i. Fire School grant II
 - ii. National Science Foundation (multiple faculty driven proposals)
 1. ATE SERM grant
 2. CCLI, Klepper
 - iii. National Science Foundation S-STEM Scholarships (Infinity Scholars – unless pending proposal funded FY08)
 - iv. State special-initiative grants (Nontraditional Careers, Minority Recruitment)
 - v. Palo Alto County Gaming Development Corp. grants
 - vi. HRSA Nursing and Allied Health programs
 - vii. Title III – A Strengthening Institutions (Spring 2008)
 - viii. Congressional Set Asides for Wind Turbine program (ongoing)
 - ix. Perkins Basic IV Grants under 2006 Perkins Act requirements
 - x. ABE-GED grant under new OVAE Act requirements
 - xi. TRIO Student Support Services funding (ASPIRES) – Fall 2008.
 - xii. Miscellaneous projects identified by faculty, staff and administrators that meet college priorities, including annual competitions of currently funded short-term projects (e.g., Iowans in Transition, ACE, Values)
2. P & D will assume from the CAO coordination of ACE and Values funding; CAO and P/D Offices will collaborate to best leverage external funding for CTE through ACE, Perkins IV and Values funding
3. Jolene Rogers will design and facilitate internal project review (simulated site visit) for federally funded projects, with goal of reviewing each project at least once during the project period.
4. Continue activities and support to increase faculty and staff awareness, interest and participation in proposal development processes. (FY08 – 10)
5. Support Enrollment Management Goals through integration of student support strategies in grant project development and provide IR support for decision-making. (FY08)
6. Enhance awareness and rapport with state agencies with potential for funding community college initiatives. (FY08 - 10)

Institutional Research, Outcomes Assessment & Reporting

Institutional research activities are becoming increasingly critical to support college operations, planning and reporting functions. Rising AQIP, federal and state agency expectations will increase IR importance and time-commitment in coming months and years. We anticipate growth in volume and priority of data use generated by community college institutional research offices nationwide.

1. Transition responsibility for state MIS reporting, federal IPEDS and state MIS reporting from Judy to Jennie (FY08 – 09).

2. Fully implement process/policy for sharing student outcomes data with high schools that are FERPA compliant. School districts must sign Confidentiality document before data will be shared beginning FY08. Send letter with confidentiality agreement to Superintendents in August each year. Data sharing by October 15, annually.
3. FY08, pilot enhanced survey process for all IR activities using Survey Monkey, an online hosted survey design/implementation process. Begin with alumni surveys and former student surveys, fall 2007; Plant Services "green survey" of student commuting miles, August 2007. Tricia Knight will coordinate the process.
4. Develop recommendations and supporting materials to update Iowa Lakes full IRB process and bring into compliance with federal requirements (FY08).
5. Expand P & D staff FTEE to meet federal, state, local and accreditation agency expectations. (FY09)
6. Investigate additional strategies to increase student retention and quality of learning environment through student focus groups and sharing data with appropriate stakeholders. (FY08 – 10)

P & D Accomplishments for FY07

- 85% of proposal submissions (28 of 33 proposals) funded; generated grant awards of \$2,307,716. Two proposals still pending: [a] NSF S-STEM (scholarship) project for \$589,000 and [b] Sustainable Energy Education Center for \$900,000 (Congressionally Directed Project).
- Facilitated compression planning sessions for six college areas.
- Facilitated collegewide review of the Iowa Lakes Community College mission statement.
- Initiated a continuous three-year cycle for identifying and prioritizing stakeholder needs. Phase I (FY07) - Facilitated Collegewide Advisory Committee Focus Group.
- Piloted pre-Program Review data review process with program coordinators.
- Participated in the National Community College Benchmarking Project
- Provided direct grant management, clerical support and institutional research/evaluation services for five funded projects.
- Developed and received Academic Council approval of an expedited Human Subjects Review Process for grant-funded activities.
- Piloted a face-to-face A.A. Before Graduation Survey at May 2007 Commencement with 57.25% graduate response.
- Launched a FERPA-compliant student outcomes data-sharing project with Area 3 districts.