



INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE
Participate | Collaborate | Innovate

Institutional Effectiveness Partnership Initiative
Partnership Resource Teams
Institutional Innovation and Effectiveness Plan

Name of Institution: Moorpark College

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date: 11/26/18
A. Integrated Planning	1. Develop and implement an effective and efficient integrated planning and budgeting model for the campus that includes both general and categorical funds with supporting research. 2. Integrate our program plans more fully into our over-arching college plans. 3. Improve program-planning processes and program plans so that meaningful information is provided, across all campuses, for planning purposes.	Dean Co-Chair EDCAP; Faculty Co-Chair EDCAP; Vice President of Academic Affairs; Vice President of Student Support	Fall 2018	a. Clarify/map out/update the current budgeting and planning sequence to better align annual plans with resource allocation decisions, including those presented through categoricals, and with overarching College plans.	a. Refined procedures for funding and resource allocation completed and in widespread use.	a-b. In fall 2018, EdCAP redefined its charge and goals as a planning and accreditation committee. c. Discussions have started at EdCAP on the communications plan, and will be explored further in spring 2019. d. A schedule has been established for program planning on a three year cycle. The college has started discussing the timeframes for the Educational Master Plan and Strategic Plans, and will establish the timeframes in spring 2019. e-g. These items will be explored in 2019.
			Fall 2018	b. Re-envision the relationship between EdCAP and FCAP, Fiscal, and CTEA to better address Moorpark's need to integrate planning and allocation of general and categorical funds in support of College priorities.	b. Revision of EdCAP with a charter, operational protocols and membership identified in Making Decisions at Moorpark College Handbook.	
			Spring 2019	c. Develop and implement a communication plan with processes and timelines that ensures each planning group is aware of the work and conclusions of the others.	c. Communication plan implemented; communication is clear, with stakeholder groups aware of the decisions made and planning groups aware of each other's proceedings and recommendations	
			Spring 2018	d. Confirm a schedule for reviewing the 75 programs. Explore moving to two 5 year Strategic Plans within the 10 year Education Master Plan timeframe.	d. Schedule confirmed; exploration completed and recommendations made	
			Fall 2018	e. Create venues and documentation for sharing the information and initiatives within individual program plans across the departments and divisions in this timeframe.	e. Information-sharing methods implemented	
			Spring 2019	f. Incorporate an annual assessment of the planning and decision-making process.	f. Annual assessment implemented	
			Fall 2019	g. Revise Making Decisions in light of the process changes noted above.	g. Making Decisions revisions completed	

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B. Institutional Advancement	<ol style="list-style-type: none"> 1. Effectively establish an advancement office to optimize 2. the increasing number of categorical and grant opportunities 3. Integrate the advancement office more fully into our overarching college plans to make it sustainable. 4. Create a strategic plan to facilitate a college foundation that is self-sustaining. 5. Build a foundation that effectively taps community resources and assets to support students, college programs, and goals. 	President; Interim Director of Institutional Advancement; Dean of IE & Grants; Board Foundation Chair or Designee	<p>Fall 2018</p> <p>Fall 2018</p> <p>Spring 2019</p> <p>Spring 2019</p> <p>Fall 2018</p> <p>Spring 2019</p>	<ol style="list-style-type: none"> a. Hire permanent Director of Institutional Advancement. b. Identify grant writers and marketing specialists with whom the College may contract who can write grants and develop marketing materials as needed. c. With the help of an external fundraising expert, create a Mission, Vision, and Strategic Plan for the Moorpark Foundation that is aligned to the college strategic plan and that addresses effective use of community resources and assets. d. Align with other fundraising entities of the college – PAC, Zoo, Athletics. e. Identify grant needs and opportunities. f. Provide professional development for Foundation Board members and staff. 	<ol style="list-style-type: none"> a. Permanent director is hired b. Grant writers and marketing specialists identified and contracted to deliver campaigns for the College c. A Mission, Vision, and Strategic Plan for the Moorpark Foundation exists and is aligned to the college strategic plan d. Alignment of fundraising functions across entities completed e. Grant development group has developed and has begun applying rubric for assessing grant needs and opportunities. f. Moorpark continues to actively participate in CASE conference and other professional development activities for Foundation Board members and staff 	<ol style="list-style-type: none"> a. Hired a permanent director (James Schuelke). b. Contracting with K&M Enterprises for grant writing. Currently analyzing marketing specialist needs. c. Contracted with the Santa Barbara City College's executive director to lead a Foundation Board retreat and develop an action plan. d. The new Director of Advancement is assessing fundraising activities by various departments at the college and will explore options for alignment in spring 2019. e. Working with contractor, K&M Enterprises, to identify grant opportunities. f. Contracted with the Santa Barbara City College's executive director to lead a Foundation Board retreat. Will also explore options in spring 2019.
C. Institutional Research	<ol style="list-style-type: none"> 1. Create a Dean position specifically for Institutional Effectiveness who focusses on strategic planning, integrated planning and resource allocation, and institutional research 	Vice President of Academic Affairs; Office of Institutional Effectiveness	<p>Spring 2018</p> <p>Fall 2018</p> <p>Spring 2019</p> <p>Summer 2018</p> <p>Fall 2018</p>	<ol style="list-style-type: none"> a. Develop a job posting for recruitment of the Dean of IE, and hire a Dean of IE. b. Establish the IE Committee. c. Develop and implement research agenda. d. Develop and implement a system to prioritize requests. 	<ol style="list-style-type: none"> a. Dean of IE hired b. IE Committee established c. Research agenda implemented d. Priorities system implemented e. Catalog completed 	<ol style="list-style-type: none"> a. Hired a Dean of IE (Oleg Bepalov). b. Since MIS loads are completed by the district, the district IRAC committee which includes IE and IT staff may be the more appropriate venue.

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	<p>2. Develop a College Research Agenda or system to prioritize requests</p> <p>3. Establish a regular meeting/committee that includes District IT to review and validate MIS data, develop a data dictionary, and identify areas for improved efficiency and effectiveness in institutional research and data management</p>		<p>Spring 2019</p> <p>Fall 2018</p> <p>Spring 2019</p> <p>Spring 2019</p> <p>Spring 2018 thru Summer 2019</p>	<p>e. Document and catalog all the data and dashboards that are available to the college.</p> <p>f. Develop and implement a training schedule to help faculty and staff know what data/dashboards are available and reach a better understanding of the data provided.</p> <p>g. Identify the data needs of categorical programs and align with college planning.</p> <p>h. Conduct a gap analysis of the data; specifically, identify what data is not available but is needed to be able to respond to grants in a timely manner, and enhance the data systems accordingly.</p> <p>i. Identify and implement a comprehensive technology solution for submitting research requests, tracking and monitoring requests and communicating research work flow to the stakeholders (Confluence and Smartsheet for example).</p> <p>j. Provide professional development for staff and faculty related to institutional research.</p>	<p>f. Training program implemented</p> <p>g. Data needs identified</p> <p>h. Gap analysis completed</p> <p>i. Technology solution implemented</p> <p>j. Professional development activities designed, scheduled, and provided</p>	<p>c-d. Created a draft research agenda which includes a hierarchy of research request prioritization.</p> <p>e-h. These items will be explored in spring 2019.</p> <p>i. Implemented Trello to track requests and communicate workflow to stakeholders.</p> <p>j. IE staff had small group training sessions with 23 instructional and non-instructional programs in fall 2018 to review program planning data.</p>

Request for IEPI Resources to Support Institutional Innovation and Effectiveness Plan

Applicable Area(s) of Focus <i>(Copy from table above.)</i>	Applicable Objective(s) <i>(Copy from table above.)</i>	Description of Resource Needed <i>(Refer to Action Steps above as appropriate.)</i>	Cost of Resource
Institutional Research	1. Create a Dean position specifically for Institutional Effectiveness who focusses on strategic planning, integrated planning and resource allocation, and institutional research 2. Develop a College Research Agenda or system to prioritize requests	a-e. Dean of Institutional Effectiveness (Action steps: a thru e) salary and benefits	\$122,880
		i. Identify and implement a comprehensive technology solution for submitting research requests, tracking and monitoring requests and communicating research work flow to the stakeholders (Confluence and Smartsheet for example)	\$5,000
		j. Professional Development for staff and faculty	\$15,000
Institutional Advancement	1. Effectively establish an advancement office to optimize the increasing number of categorical and grant opportunities 4. Build a foundation that effectively taps community resources and assets to support students, college programs, and goals.	b. Identify grant writers and marketing specialists with whom the College may contract who can write grants and develop marketing materials as needed	b&c: \$50,000
		c. With the help of an external fundraising expert, create a Mission, Vision, and Strategic Plan for the Moorpark Foundation that is aligned to the college strategic plan and that addresses effective use of community resources and assets	
		f. Foundation Board and staff development	\$7,120
Total IEPI Resource Request (not to exceed \$200,000 per college)			\$200,000

Approval	
Chief Executive Officer	
Name: Luis P. Sanchez	
Signature or E-signature:	Date:

Collegial Consultation with the Academic Senate	
Academic Senate President	
<i>(As applicable; duplicate if needed for district-level I&EP)</i>	
Name: Nenagh Brown	
Signature or E-signature:	Date: