

## DRAFT

### Actions and Timeline - Response to District Accreditation Recommendation 4

**District Recommendation 4.** . In order to meet the Standards, the District should *clearly identify the structures, roles and responsibilities, and document the processes* used to integrate human, facilities, technology, planning and fiscal planning in support of student learning and achievement and regularly evaluate the process in order to fairly allocate resources to support the planning priorities. ACCJC standards III.A.6, III.B.2, III.C.2, III.D.4, IV.B.3.g

<b>Actions</b>	<b>Timeline</b>
1) Gather evidence from PBI committees, including minutes, BAM manual, etc, to document the process used to integrate planning in support of student learning and achievement.	January 2016
2) Gather minutes from Cabinet, VP/Deans, DAS, and other committees to further document process used to integrate planning in support of student learning and achievement.	January 2015
3) Discuss Service Center Program Reviews with Service Center leads for input into Administrative and Governance Manual	January 2016
4) Begin writing Administrative and Governance Manual depicting District level planning and decision making structures and processes	February 2016
5) Work with task force to revise BAM model, particularly involving faculty allocation and enrollment management as it applies to student learning and achievement	February 2016
6) Begin writing report showing how planning efforts involve equity planning and closing the achievement gap	February 2016
7) Develop process flow charts showing integration of planning and decision making at the district and colleges	February 2016
8) Develop and administer Institutional Effectiveness Survey that obtains opinions regarding integration of planning efforts	February 2016
9) Analyze results of Institutional Effectiveness Survey	March 2016

10) Circulate draft of Governance manual for feedback	March 2016
11) Discuss manual and other documents at DEC, VP/Deans, Cabinet, Academic Senate, and college governance groups	March 2016
12) Finalize Manual and other documents and post on Accreditation website	April-May 2016

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