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Dr. Kathleen A. Rose, Superintendent/President

July 23, 2018

Institutional Effectiveness Partnership Initiative  
c/o Dr. Dianne Van Hook, Chancellor  
College of the Canyons  
26455 Rockwell Canyon Road  
Santa Clarita, CA 91355

To Whom It May Concern:

RE: Gavilan Joint Community College District – IEPI Technical Assistance

For the past two years Gavilan College has engaged in a number of activities to significantly shift the college culture. Three major tasks, including the conclusion of a comprehensive compensation and classification study, the completion of the educational master plan and aligned facilities master plan have given the district a revised strategic plan for the next three years with a focus on process improvement. All stakeholder groups have participated in a revision of the shared governance structure and the Principles of Community, which is a core document that expresses the values, assumptions and beliefs of the members of the college community.

With these foundational planning documents in place, the college has moved on to new initiatives aimed at improving our processes and procedures. These include participation in the new cohort for the Online Education Initiative and acceptance into the current IEPI Strategic Enrollment Management cohort. With the recent completion of the district's first comprehensive enrollment management plan – and coupled with the other integrated planning initiatives already mentioned – we are well poised to move forward with a shared and transparent roadmap that involves all stakeholders on campus.

The work over the past two years is continuous and will be evidenced in detail in the upcoming comprehensive institutional self-evaluation report and subsequent visit from ACCJC in March 2019. One area of need that has continued to emerge through the ISER writing process and has been the basis for institutional dialogue has been the program review protocol, both from a data collection perspective and improvements needed in the annual reporting process.

The logical next step for the college is to revamp our program review process so that it is fresh, relevant, and dynamic so as to provide a clear and replicable standard for evaluating our progress towards the goals laid out in our various integrated planning initiatives completed in the previous 24 months. Gavilan College currently utilizes a home-grown program review process developed in cooperation with multiple stakeholders at the college. However, the process and product of program review has steadily lost relevance for the college community.



Board of Trustees: Jonathan Brusco  
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Currently, programs utilize a series of Microsoft Word documents for their reviews, data must be hand entered into them, and the process is not well utilized by stakeholders after their review is complete. The Institutional Effectiveness Committee (IEC) meets and confers throughout the year and is chaired by a faculty member, with membership from all campus stakeholder groups. Over time the program review report and review process has become stale and the campus departments dread the annual report writing process, perceiving it to have little meaning to the overall improvement of campus systems overall.

The IEC has discussed opportunities for growth which include making the process electronic and more standardized and better weaving it into our current integrated planning and budgeting procedures. Finally, we hope to turn our program review process into a prospective, forward-thinking mini strategic plan for each program rather than a retrospective snapshot that provides too little guidance for future years. Additionally, we plan to revamp our internal data products and services to better compliment the program review process by giving programs access to more timely and customized data that are relevant for their planning steps. All of these activities will require investment in personnel and software to achieve our goals.

The Institutional Effectiveness Partnership Initiative would provide Gavilan College with the opportunity to review our current program review process, analyze best practices and initiate our idea for strategic management of data going forward. Our program review cycle is continuous and ongoing, so the ideal time for a first visit would be during fall semester 2018.

We appreciate the committee's consideration of our request.

Sincerely,



Kathleen A. Rose, Ed.D.  
Superintendent/President

cc: Shelley Weinstein