Q1 Please specify your level of agreement with the following statements.

Answered: 20   Skipped: 0

The process I
follow to ha...

The
Comprehensiv...

The
institutiona...

Legend:
- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree
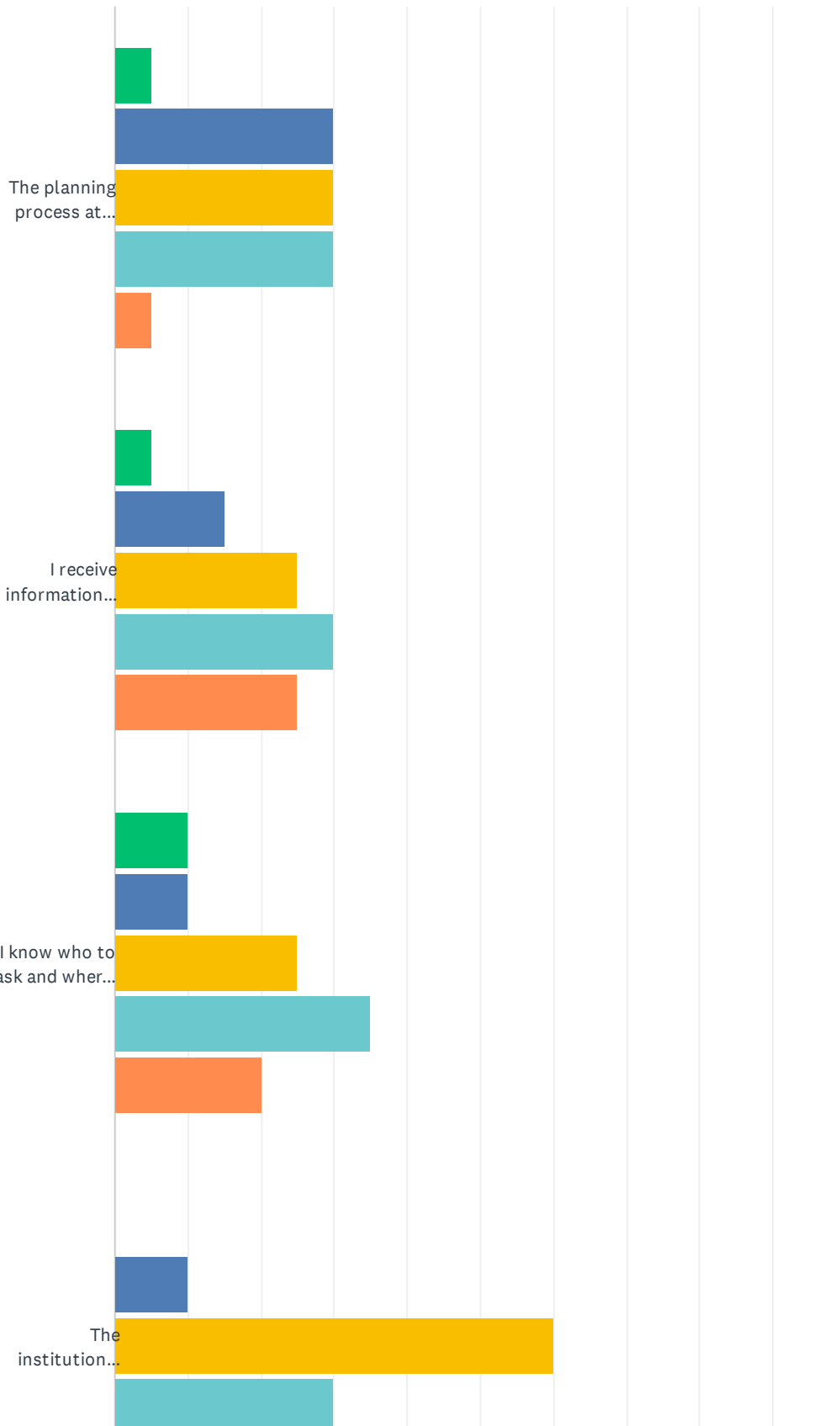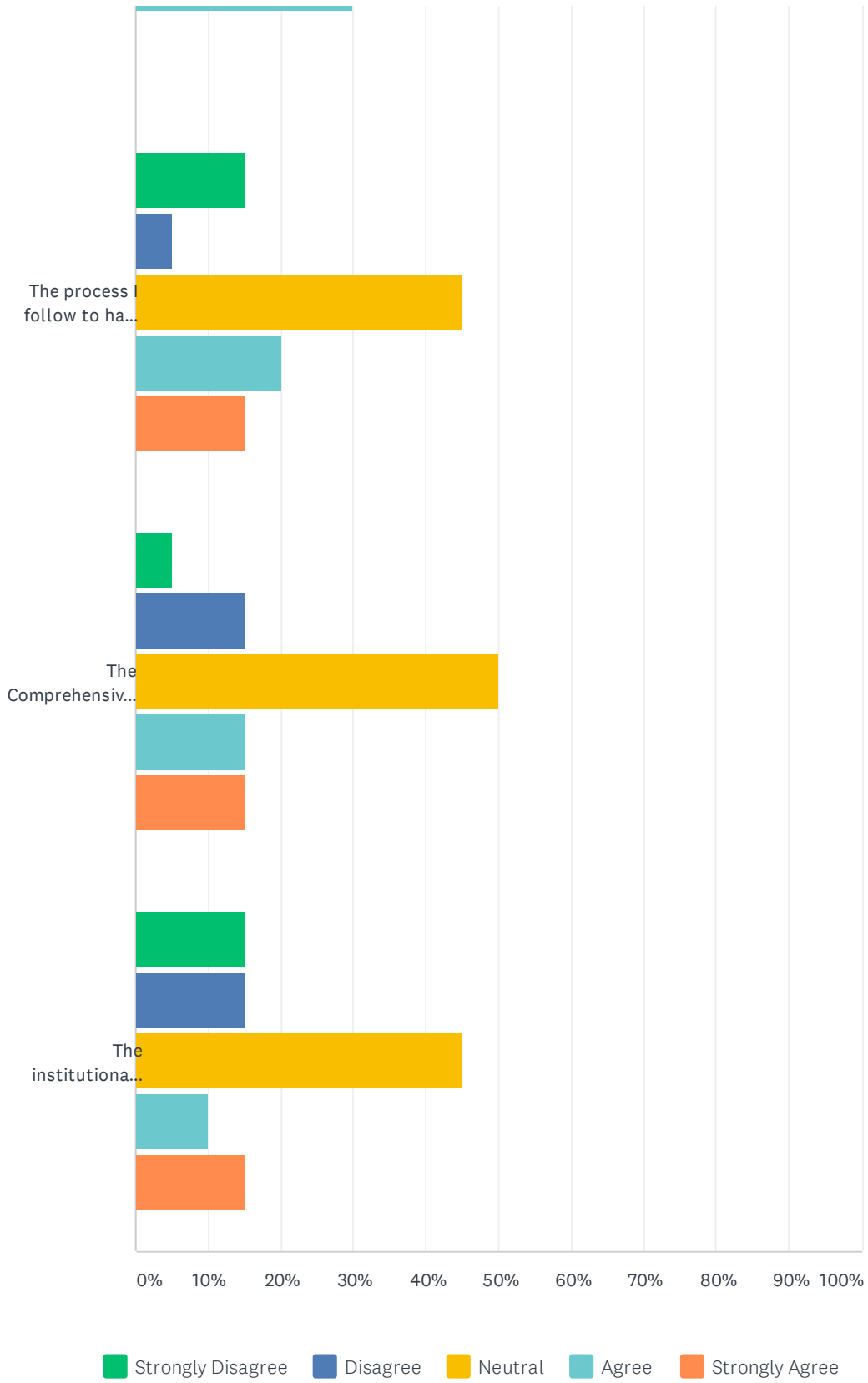
	STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	TOTAL
The planning process at Lassen Community College works and produces appropriate institutional plans.	5.00% 1	30.00% 6	30.00% 6	30.00% 6	5.00% 1	20
I receive information about institutional planning through a variety of ways (by receiving committee minutes, through committee membership, through my group's representatives on various committees, through open forums).	5.00% 1	15.00% 3	25.00% 5	30.00% 6	25.00% 5	20
I know who to ask and where to go for additional information about budgeting, planning, and governance.	10.00% 2	10.00% 2	25.00% 5	35.00% 7	20.00% 4	20
The institution plans in the correct areas.	0.00% 0	10.00% 2	60.00% 12	30.00% 6	0.00% 0	20
The process I follow to have my ideas heard (through open forums, through representatives, etc) is effective.	15.00% 3	5.00% 1	45.00% 9	20.00% 4	15.00% 3	20
The Comprehensive Institutional Master Plan is the appropriate vehicle for institutional planning.	5.00% 1	15.00% 3	50.00% 10	15.00% 3	15.00% 3	20
The institutional planning process is appropriately tied to the budget development process	15.00% 3	15.00% 3	45.00% 9	10.00% 2	15.00% 3	20

	STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	TOTAL

Q2: If you disagree with any of the above statements, please provide comment as why you believe the planning process needs improvement in that area.

Showing **11** responses

I think that the CIMP is too cumbersome.

Each area does a master plan for no reason. At CC the loudest voice gets what they want. It is not a fair process.

We need to improve our planning process so that we produce useful and appropriate master plans and not just annual plans.

Many emails for ideas, things needed, proper planning of projects, do not get responded to. If they do get responded to, it is usually too late or an excuse given as to why they didnt respond, and then false reasons given to legitimize why delays happen.

We have a decent plan but do not always follow the plan. We need to follow the plan!

The CIMP isn't used in our planning process. When it's completed it sits on a "shelf." The Educational Master Plan should serve as the "vehicle" for institutional planning.

I feel we actually have a good process in place, I do not feel we completely follow it. I do not feel committees were meeting as much as they should, I do not feel when they did meet that the committee member would properly bring information back to their groups. I feel I could reach out to Terry, Garrett and/or Trevor if I had a question about the budget. We also are given open discussion on these matters at consultation council and everyone can attend. I am new to NIPR's and Master Plans but I do not completely understand why we create a new plan every year but it is a 5 year plan.

There is a gap in the feedback loop and it seems we are always off schedule and rushing to get it done last minute. I think each program also needs reliable data in a timely manor so they can complete their IPR's and NIPR's on time. NIPR and IPR documents also need to be revised.

Unless you are involved with the process you will never know how things are planned, developed. There is no communication after they are developed about the decisions that were made and how things will be implemented.

More shared governance, this is not happening. Decision are being made with in special programs without the workers knowledge or input.

LCC needs organization, leadership, transparency, organization, and organization.

Q3: Please provide suggestions for improving the planning and/or governance processes at Lassen Community College:

Showing **11** responses

We need an easier process, the current overall planning process is too cumbersome. We need to make it easier to do.

At minimum each areas #1 should be awarded funds.

We should change the name of what we are currently calling "Master Plans" to be "Annual Plans" then evaluate the Comprehensive Institutional Master Plan to determine how it needs to be changed to be more appropriate and effective.

Need to find ways to get things done instead of reasons not to, especially when additional funding is not being required.

Provide a budget process training. Perhaps make it part of consultation during the first meeting of the year. Regularly present the appropriate timelines so we can better track where we may be falling behind.

-Hire a Researcher -Revamp the EMP and include long range and short range goals. These goals would serve as the foundation for the other master plans. -departments that do not submit their IPRs or NIPRs or annual updates should not be funded

Committees should have to meet. If you cannot make the meeting, you should have to call your alternate to show up and let the committee know what is happening. We cannot approve things when people do not show up. I feel the Master Plan process is a little confusing. Especially because we have a lot of master plans. Maybe just a different name for the areas and then a Campus Master Plan with all of our information put in it? Not sure. I feel like our budget prioritization process works but I am not sure if we see how it ties into the budget development process. I have never seen this process take place. Does it not happen at Consultation Council, how we come up with our budget development? I really think all processes and communication has gotten so much better in the last year.

The process needs to have more of a student voice or students as a priority when making decisions.
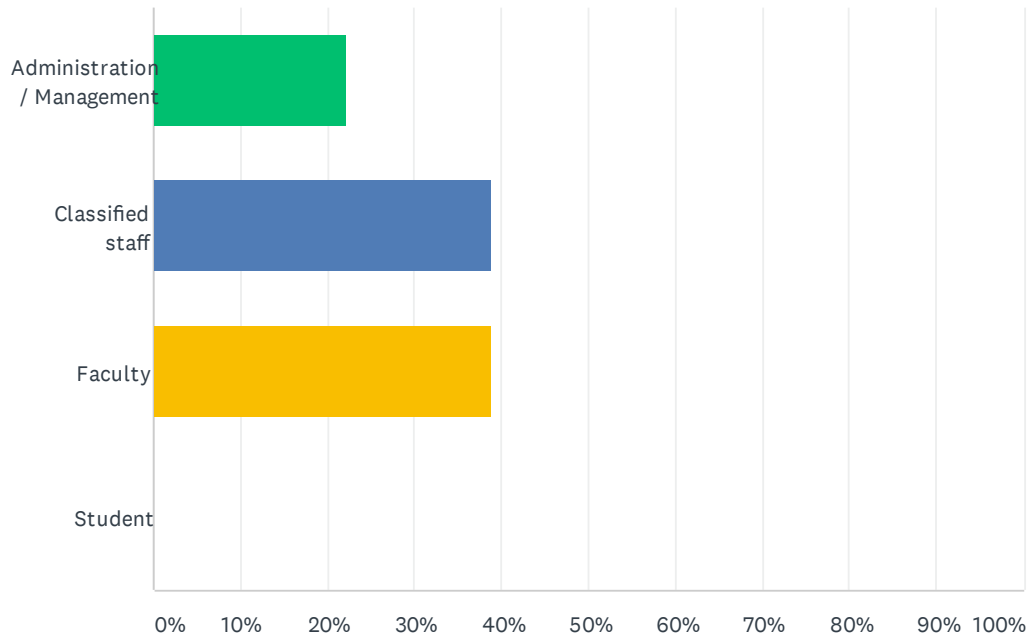
More transparency about the decisions being made and why they are being made after they are made not wait till they are implemented.

More meeting to keep us all informed and input collected.

Clear guidelines and proper training on how protocols are followed should be a part of convo.
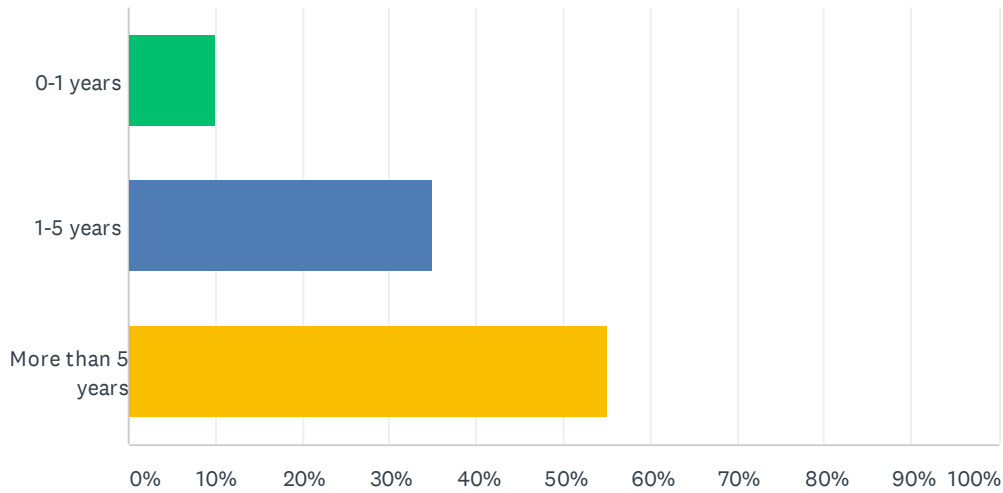
Q4 Which constituent group are you in?

Answered: 18   Skipped: 2

ANSWER CHOICES	RESPONSES	
Administration / Management	22.22%	4
Classified staff	38.89%	7
Faculty	38.89%	7
Student	0.00%	0
TOTAL		18

Q5 If you work for LCC, how long have you been working for the college?

Answered: 20   Skipped: 0

ANSWER CHOICES	RESPONSES	
0-1 years	10.00%	2
1-5 years	35.00%	7
More than 5 years	55.00%	11
TOTAL		20

Lassen College Planning, Budgeting and Governance Process Review
Planning Committee Survey

Committee Name: Consultation Council

Date: 5/24/21

Members Present:

Members Absent:

<u>Planning Section</u>
When answering these questions consider the "planning process" the process used to create the Comprehensive Institutional Master Plan; including but not limited to the work of planning committees (Academic Planning, Student Services Planning, Institutional Effectiveness Planning, Institutional Technology Planning, Facility Planning, Human Resource Planning etc.) as well as the recommendations from IPR and NIPRs and analysis of student learning and administrative unit outcome results.

1. What works in the planning process at Lassen College?

Intentional inclusion of staff participation within each of the planning committees. Each constituent group is afforded the opportunity to express their voice. Consultation Council has good representation that attend and participate regularly.

2. What doesn't work in the planning process at Lassen College?

We are getting better, but often times, we are not following our own processes and dates and deadlines. Need to address longer term planning, maybe 10 to 15 years. We are in dire need of more student involvement. It would be nice to include the student voice back on our committees. We are still lacking enough data in decision making. The process is a bit confusing and is part of why we do not follow it exactly. It needs to be simpler and easier to follow. Our process is quite different than other colleges, and we use different terminology. It might help to be more closely aligned with that of other colleges so that accrediting teams of our peers can more easily understand and evaluated our process.

3. What changes would you make in the process to improve efficiency and effectiveness?

Rename our committee plans to be Annual Plans. We should make a long-range plan that focuses on educational themes and characteristics, with chapters on facilities and IT that support these themes and characteristics, and supporting text from other areas of the college that currently submit master plans. Participation in the IEPI process to make changes to improve our planning process.

4. What additional resources (human, research data, additional information, etc.) does your committee need to perform your assigned tasks?

Training on processes and the overall plan (whether it's the EMP, NIPRs, IPRs). Training on the budget prioritization process. Data resources are also necessary. We all need to buy into one process. If we say we are going to be data driven let's lean on that, or if we set criteria...regardless we need to hold ourselves accountable to the criteria established.

5. Do you feel your contribution to the planning process is necessary?

Yes, but we need to show that we value it by following timelines, too.

6. Do you feel your contribution to the planning process is valued?

Yes but we struggled with timelines and getting things done out of order. The calendar that was created this year was really helpful and should be a standing item.

Governance Section

1. Did your committee perform during the preceding year as identified in the committee's charge?

Yes, but not according to recommended timelines. A calendar like the one created this year should be a standing line item. And we did things out of order from other committees.

2. Identify results (products) of committee activities?

We prioritized resource requests from the other committees. Members and campus community feeling they are more valued and involved with the increase in transparency. Worked with Senate to update the Budget Development Handbook, Shared Governance Handbook, and Strategic Plan

3. Provide suggestions to change or modify the committee charge.

Annual plans not Master Plans. We may need to update timelines also.

4. Was the committee membership appropriate to implement its charge? If not what changes are needed?

What if it says something like 'a representative of the student body' or something like that, something less specific than just ASB

5. Provide an analysis of the participation of the membership. Identify any individual or constituent group representation not in attendance more than fifty percent of the meetings.

Students

6. How could communication between committees and others be improved with regards to governance?

No issues to report

Lassen College Planning, Budgeting and Governance Process Review
Constituent Group Survey
Committee Name: LCC Managers

Date: 5/18/2021

Members Present: Virtual email list
Members Absent:

<u>Planning Section</u>

1. What works in the planning process at Lassen College?

- *I think we have an appropriate planning process in place - when we follow it. Input from all parts of campus works.*
- *We are able to gain feedback/input in the planning process from a variety of people and groups.*

2. What doesn't work in the planning process at Lassen College?
   - *For years we've had a revolving door in the Office of Instruction - the one place that should be the leader in the planning process - and as a result, our processes weren't followed or enforced. IPRs were allowed to be overdue by years, which undermined the process and faith people had in the process. By hiring from within to the new OOI and Admin positions, we now have people in place that understand the process and the importance of making it work properly. Past due IPRs have been caught up. We're our own worst enemy when it comes the follow-though. We're very good at making plans, not always so good at follow-through. I think Accreditation has forced us to refocus our efforts, to get back to basics, follow our written policies and get things done in a timely manner.*
   - *Look at the requirements for IPR/NIPR and find out what the obstacles are from the perspective of the ones completing them. If there are barriers, eliminate them so the process is not so cumbersome*
   - *Administration/Management/Campus Leaders need to know the planning and budgeting process inside and out and be able to lead the campus through the planning process.*
   - *Need to see if there is a way that the IPR/NIPR process can be simplified and/or streamlined.*

3. What changes would you make in the process to improve efficiency and effectiveness?

- Streamlining the IPR process. The current requirements are cumbersome and confusing
- *1 As one who has just completed an NIPR, the wording feels like questions become redundant, I found I was restating what had already been written from previous areas. Justifications or evaluations tend to fit the entire picture without justifying and reevaluating each area of need. It could be simpler to evaluate the area as a whole and then request the specific improvements for the charts.*
- *Rename individual "Master Plans" to "Annual Plans" since that is what they are.*
- *Assess the need to have a separate budget committee and do we need to have the Institutional Effectiveness Planning Committee.*

4. What additional resources (human, research data, additional information, etc) do you feel the planning committees need to perform their assigned tasks?

- *1 Research data!!! It's the domino effect. We want to make data-driven decisions but having access to the data has been a nightmare for the last few years. I know there are plans to have a dashboard so faculty can get information they need for IPRs, etc. We have to get from the "plans" to actually get it up and running and get people trained on how to use it effectively.*
- *2 Timely data so evidence-based decisions can be made. As well as bringing students into this process and getting their input, feedback and ideas.*

Governance Section

1. What is working well in the Shared Governance and Collegial Consultation process?

- *I think our governance works well as it is. Everyone has an opportunity to have their voice heard. Everyone has the opportunity to be involved and to attend meetings to see what's going on.*
- *We are able to have good conversations about topics without being adversarial.*

2. Do you have any suggestions or comments to improve the function of the Share Governance and Collegial Consultation Process?
   - *It seems that we used to have tons of committees and "meetings to have meetings". With Covid and moving meetings to Zoom, we've been forced to make our meetings more efficient. Hope we can keep it up.*

- *2 I would like to see the dynamics of the committee change memberships on a rotating basis at least every 3 years. You look at the makeup of consultation council and it tends to be the same people year after year making the decisions for the entire campus.*

3. Do you have any suggestions for modifying, adding, or deleting any components of the governance and/or organizational structures of the institution?

- Can't think of any.
- *Working with the IEMP to both improve and learn the process so that it can be easily followed without falling back into old habits. The system must be institutionalized and easy to follow to be sustainable.*
- *Possibility of having a budget committee*
- *Assessing the need for the IEPC.*

Lassen College Planning, Budgeting and Governance Process Review
Constituent Group Survey
Committee Name: Cabinet

Date: 7 July 2021

Members Present: Trevor Albertson, David Corley, Brady Reed, Randy Joslin, Meggin Lewman
Members Absent:

Planning Section

1. What works in the planning process at Lassen College?
The various constituencies in the planning process have a clear channel for making their voice heard and expressing their interests. The process does not "railroad" decisions forward. It is legitimate and reliable.

2. What doesn't work in the planning process at Lassen College?
There is a clear need for a non-union voice for the classified staff on campus. Having such would enable a clear and honest point of expression for the campus's classified staff. Increased training on the process of planning. Also consideration of S.O.P. for succession events.

3. What changes would you make in the process to improve efficiency and effectiveness?
Reduce the number of planning subcommittees. Their work can become extraneous. Consider simplifying and streamlining the NIPR process. Implement outreach efforts to increase engagement in governance process across the campus.

4. What additional resources (human, research data, additional information, etc) do you feel the planning committees need to perform their assigned tasks?
We do not see a need for additional resources, *per se*, rather, growth and diversification of voices heard in Consultation Council and in the accreditation process may drive such needs that would result in an increase in human and fiscal resources required. Annual training to ensure focus and purpose of charge is carried out each year.

Governance Section
1. What is working well in the Shared Governance and Collegial Consultation process?

There is a legitimate discourse among engaged parties that allows issues to be examined and recommendations made. People are more willing to engage in dialogue on issues without consideration for backlash. Members have been willing to have discussions and the President has made himself available to those discussions.

2. Do you have any suggestions or comments to improve the function of the Share Governance and Collegial Consultation Process?

Consideration to maintain a "Zoom" or other remote participation option for Consultation Council.

3. Do you have any suggestions for modifying, adding, or deleting any components of the governance and/or organizational structures of the institution?

Continue conversation regarding the development of a Budget sub-committee that will report to Consultation Council.

Lassen College Planning, Budgeting and Governance Process Review
Planning Committee Survey

Committee Name: Academic Senate

Date: 5/26/21

Members Present: Adam Runyan, Andy Rupley, Celeste Wiser, Yuting Lin, Tom Downing

Members Absent: None

Planning Section
When answering these questions consider the "planning process" the process used to create the Comprehensive Institutional Master Plan; including but not limited to the work of planning committees (Academic Planning, Student Services Planning, Institutional Effectiveness Planning, Institutional Technology Planning, Facility Planning, Human Resource Planning etc.) as well as the recommendations from IPR and NIPRs and analysis of student learning and administrative unit outcome results.

1. What works in the planning process at Lassen College?
- We have a process
- All constituencies have feedback into the process and an interest in following the process
- The process is in depth through all "master plans' as well as through the NIPR/IPR process

2. What doesn't work in the planning process at Lassen College?
- Timelines have not been followed. That being said, there is now an increased amount of accountability to meet this problem.
- There is a lack of follow through. The process in place is not followed. Prioritization is done but not followed.

3. What changes would you make in the process to improve efficiency and effectiveness?
- Establish greater accountability, adhere to established timelines, and honor recommendations from campus committees.
- The constituencies need more authority in the decision making process and should not lie with only the president. There should be policies/procedures put in place to give more final authority to constituency groups.

4. What additional resources (human, research data, additional information, etc.) does your committee need to perform your assigned tasks?
- A full time researcher is needed
- Onboarding of new employees is needed, which may include HR generally but also should include the position manager and departmental representatives or peer mentors.

5. Do you feel your contribution to the planning process is necessary?
- Collaboration is increasing between faculty and administration – the all-faculty meetings are helpful and faculty are increasingly feeling supported by the Deans of Instruction
- Faculty are represented at Consultation Council and have an opportunity to express the faculty voice

6. Do you feel your contribution to the planning process is valued?
- Yes
- Administration is encouraged to attend regularly and discuss areas of mutual interest.

Governance Section

1. Did your committee perform during the preceding year as identified in the committee's charge?
- Yes

2. Identify results (products) of committee activities?
- Update SLO Handbook, Shared Governance Handbook, Planning Budget Development Handbook, MQ Handbook, IPR Handbook, IPR Rubric, Update Multiple and Overlapping Enrollments document, Update Faculty Code of Ethics, IPR Timeline Addendum, Create Transfer Policy, Update AP4235 CPL, Approval of curriculum throughout multiple disciplines, Approval of 11 out of 13 IPR's that were either out of sequence or due, Update AP 4002 Textbook and OER, Approve Guided Pathways Scale of Adoption, Create AP/BP Policy Review Schedule, Update Institutional Set Standards, Update AP4102 CTE Programs, Create Camera On Policy Recommendation, Approve PSLO/ISLO Pilot Project, Review Accreditation Draft Report, Attend IEPI/PRT meetings, Recommend adoption of DEI Resolution to Board, Help faculty with professional development such as Curriculum Institute, Plenary, Leadership Institute, and other webinars/trainings that are pertinent.

3. Provide suggestions to change or modify the committee charge.
- Encourage and have a standing agenda item for CSEA to give updates or feedback just like other constituencies.

4. Was the committee membership appropriate to implement its charge? If not what changes are needed?
- Yes

5. Provide an analysis of the participation of the membership. Identify any individual or constituent group representation not in attendance more than fifty percent of the meetings.
- Overall, participation has been superior
- Lack of student participation

6. How could communication between committees and others be improved with regards to governance?
- Limiting politics so that we can focus on students and student success

Lassen College Planning, Budgeting and Governance Process Review
Planning Committee Survey

Committee Name: Educational Master Planning Committee

Date: May 21, 2021

Members Present: Randy Joslen, Carie Camacho, Seaira Harrington, Roxanna Haynes, Meggin Lewman, Toni Sommer, Robert Schofield, Michael Blaschak, Andy Rupley, Alison Somerville, Chad Lewis, Terry Bartley, Adam Runyan, Lisa Gardiner, Codi Mortell and Brady Reed

Members Absent: David Corley, Michell Williams

Planning Section
When answering these questions consider the "planning process" the process used to create the Comprehensive Institutional Master Plan; including but not limited to the work of planning committees (Academic Planning, Student Services Planning, Institutional Effectiveness Planning, Institutional Technology Planning, Facility Planning, Human Resource Planning etc.) as well as the recommendations from IPR and NIPRs and analysis of student learning and administrative unit outcome results.

1. What works in the planning process at Lassen College?
   We are inclusive as we try to get as many perspectives as possible.

2. What doesn't work in the planning process at Lassen College?
   - We do not currently address long-term planning. Our most recent accreditation visit report identifies this as a requirement we need to address and resolve. The group currently working on the IEPI grant is addressing this issue and will recommend solutions that address and resolve the issue.
   - A goal for the year should be established and all plans need to work towards the goal. This goal and our planning process need to be communicated campus wide – Convocation was deemed a perfect venue.
   - We do not always follow our timelines. The timelines need to be assessed and modified when necessary.
   - Master plans do not work together.
   - We need to develop a process to address items that need to be added to our plans (overlooked, out of sequence, etc)

3. What changes would you make in the process to improve efficiency and effectiveness?
Develop a long-range plan that focuses on educational themes and characteristics, with chapters on facilities and IT that support these themes and characteristics, and supporting text from other areas of the college that currently submit master plans.

4. What additional resources (human, research data, additional information, etc.) does your committee need to perform your assigned tasks?
   - SLO Coordinator
   - Software with associated training
   - Staffing in the Institutional Research Office

5. Do you feel your contribution to the planning process is necessary?
Yes but we would like to see us close the loop on plans and action plans as well as continued improvements of the plans.

6. Do you feel your contribution to the planning process is valued?
Yes

Governance Section

1. Did your committee perform during the preceding year as identified in the committee's charge?
Yes – our committee strongly believes we need to identify and establish a new charge to align with the new planning and budgeting process being developed through our IEPI grant.

2. Identify results (products) of committee activities?
Through our IEPI grant we identified our strengths and weaknesses as a committee

3. Provide suggestions to change or modify the committee charge.
We realize our charge is not working for our committee and campus, as well as within ACCJC standards. We are actively reviewing and working to revise our charge to reflect and support a more comprehensive EMP.

4. Was the committee membership appropriate to implement its charge? If not what changes are needed?
Yes

5. Provide an analysis of the participation of the membership. Identify any individual or constituent group representation not in attendance more than fifty percent of the meetings.
Student participation was poor but we contribute that to COVID.

6. How could communication between committees and others be improved with regards to governance?
   Communication needs to improve on campus by various modes of delivery.

Lassen College Planning, Budgeting and Governance Process Review
Planning Committee Survey

Committee Name: Facilities Planning Committee

Date: 05/21/21

Members Present: James Kleckner, Randy Joslin

Members Absent:

<u>Planning Section</u>
When answering these questions consider the "planning process" the process used to create the Comprehensive Institutional Master Plan; including but not limited to the work of planning committees (Academic Planning, Student Services Planning, Institutional Effectiveness Planning, Institutional Technology Planning, Facility Planning, Human Resource Planning etc.) as well as the recommendations from IPR and NIPRs and analysis of student learning and administrative unit outcome results.

1. What works in the planning process at Lassen College?
   - The planning process allows for new growth and evolution which is always present and works well overall.
   - We have a plan for pretty much everything.

2. What doesn't work in the planning process at Lassen College?
   - I think there are too many committees for the size of our college. I always thought we need to streamline the process and we would have more involvement from each member. Communication is always a problem at LCC.
   - Need to see if there is a way that the IPR/NIPR process can be simplified and/or streamlined.

3. What changes would you make in the process to improve efficiency and effectiveness?
   - Having a yearlong plan set up, very much like a class at LCC, with outlines and due dates at the beginning of the year would make everything run smoother.
   - Develop a long-range plan that focuses on Educational theme and characteristics, with chapters on facilities and IT that support these themes and characteristics, and supporting text from other areas of the college that currently submit master plans.

4. What additional resources (human, research data, additional information, etc.) does your committee need to perform your assigned tasks?
- I think having an outline/agenda for the year and set goals would benefit the overall committee.
- A way to collect NIPR data so we do not inundate students with multiple surveys. A system to house the data and accessible to faculty/staff.

5. Do you feel your contribution to the planning process is necessary?
- I would hope so.
- I feel like it is important to provide feedback regarding the planning process. We can only improve if we can take an honest look at our process and find solutions for the gaps.

6. Do you feel your contribution to the planning process is valued?
- Yes.
- I feel my contributions are heard most of the time. Sometimes I feel like I am heard but execution of the next steps is a struggle.

Governance Section

1. Did your committee perform during the preceding year as identified in the committee's charge?
- I have only been in the committee since the Fall, so not sure.
- Yes. We managed to complete the FMP. Hopefully next year we will be part of an improved campus-wide process.

2. Identify results (products) of committee activities?
- Overall planning of FMP and EMP with IPR's. Lots of updates and progress.
- Completed the FMP.

3. Provide suggestions to change or modify the committee charge.
- Continue to re-evaluate and improve FMP and hopefully follow through on progress rather than just a wish list of things to do.
- Revise requests to be realistic and achievable instead of just everyone's wish list with no data to back up their request.

4. Was the committee membership appropriate to implement its charge? If not what changes are needed?
- Yes.
- Yes.

5. Provide an analysis of the participation of the membership. Identify any individual or constituent group representation not in attendance more than fifty percent of the meetings.
- Not sure.
- There was good participation from most all constituent groups. The only exception would be with students. We were not able to have any students participate in this process.
-

6. How could communication between committees and others be improved with regards to governance?
- A meeting of committees on Fridays when most people can meet could help improve communication and incentivize results. Think of it as a grand faculty, staff, and administration monthly meeting for committee work. Maybe once a month it should be done. Having yearlong outlines of goals and action plans would also help.
- Training for all about committee charge and planning/ budget process is needed, the collaboration of master planning chairs needs to happen on a regular basis.

Lassen College Planning, Budgeting and Governance Process Review
Planning Committee Survey

Committee Name: Institutional Effectiveness Planning Committee

Date: 5/18/2021

Members Present: D.Corley, A.Somerville, R.Joslin, C.Mortell

Members Absent:

<u>Planning Section</u>
When answering these questions consider the "planning process" the process used to create the Comprehensive Institutional Master Plan; including but not limited to the work of planning committees (Academic Planning, Student Services Planning, Institutional Effectiveness Planning, Institutional Technology Planning, Facility Planning, Human Resource Planning etc.) as well as the recommendations from IPR and NIPRs and analysis of student learning and administrative unit outcome results.

1. What works in the planning process at Lassen College?

- *We are able to gain feedback/input in the planning process from a variety of people and groups.*
- Everyone has the ability to provide input.
- We have a plan for pretty much everything.
- all constituent groups are represented besides students.   I still think our planning process and planning calendar is great, and i wouldn't get rid of any master plan just yet. If all master plans can rally behind a new EMP and long range plan i believe this will make IPRs and NIPRs even better as they are the foundation of our planning process.
-

2. What doesn't work in the planning process at Lassen College?

- *Administration/Management/Campus Leaders need to know the planning and budgeting process inside and out and be able to lead the campus through the planning process.*

- *Need to see if there is a way that the IPR/NIPR process can be simplified and/or streamlined.*
- We do not have students as active in our planning process. They used to attend committees including CC. It was always insightful to her their comments.
- We are not great at following our process. It think the critical pieces we are missing are a dedicated researcher and a champion to bring attention to tasks needing to get accomplished for that month at each level.
- We need to streamline IPR and NIPR templates.
- We do not currently address long-term planning. Our most recent accreditation visit report identifies this as a requirement that we address this and resolve it. The group that is currently working on the IEPI grant is addressing this issue and will recommend solutions that address and resolve the issue.
- more student involvement. adhere to the planning calendar, so we don't make rush decisions towards the end of the spring semester. NIPRs should to be data driven and surveys sent to campus for input. We also need a dedicated Researcher. A revamped EMP and long range planning document that all master plans look at and rally behind.
-

3. What changes would you make in the process to improve efficiency and effectiveness?

- *Rename individual "Master Plans" to "Annual Plans" since that is what they are.*
- *Assess the need to have a separate budget committee and do we need to have the Institutional Effectiveness Planning Committee.*
- A dedicated researcher, additional support in IT, and to keep the timelines at the forefront of our minds at every meeting. Maybe starting in cabinet and trickling down to the other committees. Training of everyone (maybe at Convocation)
- Do we need to create a process or mention the process of no longer funding a position in the handbook?
- Develop a long-range plan that focuses on Educational theme and characteristics, with chapters on facilities and IT that support these themes and characteristics, and supporting text from other areas of the college that currently submit master plans.
- #1: A researcher.   #2: Improved EMP or Strategic Plan whatever we're going to call it. #3: for the next planning cycle the ALO and/or C.C. chair(s) help keep us on track w/ the planning/budget calendar (i.e. more leadership)
-

4. What additional resources (human, research data, additional information, etc.) does your committee need to perform your assigned tasks?

- A way to collect NIPR data so we do not inundate students with multiple surveys. A system to house the data and accessible to faculty/staff.
- A dedicated researcher will be necessary if we wish to make data driven decisions moving forward.
- None. We just need a more refined planning process that meets ACCJC standards.
- a researcher to help us make data driven decisions, and software for SLOs, PSLO mapping.

5. Do you feel your contribution to the planning process is necessary?

- Yes.
- I feel like it is important to provide feedback regarding the planning process. We can only improve if we can take an honest look at our process and find solutions for the gaps.

6. Do you feel your contribution to the planning process is valued?

- Yes.
- I feel my contributions are heard most of the time. Sometimes I feel like I am heard but execution of the next steps is a struggle.

Governance Section

1. Did your committee perform during the preceding year as identified in the committee's charge?

- Yes

2. Identify results (products) of committee activities?

- Completion of the Institutional Effectiveness Master Plan
- IEMP, NIPR updates, mapping templates/handbook, SLO pilot program
-

3. Provide suggestions to change or modify the committee charge.

- If adjustments are made to inactivate current planning committees we need to include charge to the appropriate committees (i.e. if we inactivate the IEMP

committee the charge that group used to focus on- accreditation, need to be added to other charges).

- This master plan was created when the previous Sue Mouck recognized there was a gap in our planning process (i.e. marketing, fiscal planning, program review, research, grant development, student learning assessment and administrative unit assessments do not fit into any other master plan. I believe the charge is sound.

-

4. Was the committee membership appropriate to implement its charge? If not what changes are needed?

- Yes
- Yes, but the CBO or Comptroller should attend more frequently, and it's been great seeing the Senate President at these meetings again.

5. Provide an analysis of the participation of the membership. Identify any individual or constituent group representation not in attendance more than fifty percent of the meetings.

- There was good participation from most all constituent groups. The only exception would be with students. We were not able to have any students participate in this process.
- Regular attendance was common on most committees I attended
- CBO

6. How could communication between committees and others be improved with regards to governance?

- Training for all about committee charge and planning/ budget process is needed, the collaboration of master planning chairs needs to happen on a regular basis.
- Probably through improved sharing of meeting minutes.
- Again, we need leadership in this area...either the ALO or C.C. chair(s). It's been great seeing the the Budget and Planning Calendar on the agenda for C.C.

Lassen College Planning, Budgeting and Governance Process Review
Planning Committee Survey

Committee Name: Institutional Technology Planning Committee

Date: 5/18/2021

Members Present: D.Corley, R.Joslin,

Members Absent:

Planning Section

When answering these questions consider the "planning process" the process used to create the Comprehensive Institutional Master Plan; including but not limited to the work of planning committees (Academic Planning, Student Services Planning, Institutional Effectiveness Planning, Institutional Technology Planning, Facility Planning, Human Resource Planning etc.) as well as the recommendations from IPR and NIPRs and analysis of student learning and administrative unit outcome results.

1. What works in the planning process at Lassen College?

   - *We are able to gain feedback/input in the planning process from a variety of people and groups.*
   - We have a plan for pretty much everything.
   -

2. What doesn't work in the planning process at Lassen College?

   - *Administration/Management/Campus Leaders need to know the planning and budgeting process inside and out and be able to lead the campus through the planning process.*
   - *Need to see if there is a way that the IPR/NIPR process can be simplified and/or streamlined.*
   - We do not currently address long-term planning. Our most recent accreditation visit report identifies this as a requirement that we address this

and resolve it. The group that is currently working on the IEPI grant is addressing this issue and will recommend solutions that address and resolve the issue.

-

3. What changes would you make in the process to improve efficiency and effectiveness?

- *Rename individual "Master Plans" to "Annual Plans" since that is what they are.*
- *Assess the need to have a separate budget committee and do we need to have the Institutional Effectiveness Planning Committee.*
- Develop a long-range plan that focuses on Educational theme and characteristics, with chapters on facilities and IT that support these themes and characteristics, and supporting text from other areas of the college that currently submit master plans.
-

4. What additional resources (human, research data, additional information, etc.) does your committee need to perform your assigned tasks?

- None. We just need a more refined planning process that meets ACCJC standards.
-

5. Do you feel your contribution to the planning process is necessary?

- Yes.

6. Do you feel your contribution to the planning process is valued?

- Yes.

Governance Section

1. Did your committee perform during the preceding year as identified in the committee's charge?

- Yes

2. Identify results (products) of committee activities?

Completion of the Institutional Technology Master Plan

3. Provide suggestions to change or modify the committee charge.

4. Was the committee membership appropriate to implement its charge? If not what changes are needed?

- Yes
- Yes, although we still need student representation.
-

5. Provide an analysis of the participation of the membership. Identify any individual or constituent group representation not in attendance more than fifty percent of the meetings.

- There was good participation from most all constituent groups. The only exception would be with students. We were not able to have any students participate in this process.

6. How could communication between committees and others be improved with regards to governance?

- Probably through improved sharing of meeting minutes.
-