



California
Community
Colleges



INSTITUTIONAL EFFECTIVENESS
PARTNERSHIP INITIATIVE

**Institutional Effectiveness Partnership Initiative
Partnership Resource Teams
Institutional Innovation and Effectiveness Plan
Date: May 22, 2019**

Name of Institution: Irvine Valley College

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
A. Student Services Team-Building: Communication	1. Educate faculty and staff on how communications and decision making of State and Federal policies may affect various departments.	a. A&R Management b. HWC Management c. PEC	a. Fall 2019 and Spring 2020 b. Fall 2019 and Spring 2020 c. Ongoing	a. Conduct FERPA training to inform college employees of our legal responsibilities regarding student records and information b. Conduct HIPAA training to inform college employees on proper reporting procedures regarding students' health records. c. Assess ongoing needs for training across campus.	a. FERPA training completed; participants surveyed on learning outcomes. b. HIPAA training completed; participants surveyed on learning outcomes. c. Gather feedback from constituency groups.	
	2. Expand employee and student awareness and recognition of the college, its programs, activities, people, offerings and events through increased campus-wide employee communication (inclusive of ATEP) through a variety of modes.	Marketing & Creative Services	a. Fall 2019 b. Fall 2019 c. Fall 2019 d. Fall 2019 e. Fall 2019 f. Spring 2020	a. Create and implement a communications plan that includes a strategy to increase communication related to student equity programs, services and events. b. Further develop existing communication tools that celebrate faculty/staff and student achievements and showcase the very best that IVC has to offer across multiple communication channels, including email. c. Communicate processes for faculty/staff and students to submit events for publicity as well as story ideas. d. Develop and implement guidelines for electronic newsletters sent to the college community, including both students and faculty/staff.	a. Communication plan implemented. b. Communication tools deployed. c. Communication methodology implemented. d. Guidelines implemented. e. Platform implemented. f. Audit process implemented; audit group established.	

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				<ul style="list-style-type: none"> e. Develop and implement a platform for video updates as an alternative dissemination method for multiple audiences. f. Implement a plan to make campus-wide communications more accessible and user-friendly. <ul style="list-style-type: none"> • Develop and implement an information/resource audit process to review all the material presently on Inside IVC • Work with IT, MCS, Academic Affairs and Classified Senate to establish a small work group to begin this audit 		
	<p>3. Extend professional development opportunities to more faculty and staff.</p>	<ul style="list-style-type: none"> a. PEC b. VPs/Managers c. PD Committee d. VPI 	<ul style="list-style-type: none"> a. Fall 2019 b. November 2019 c. Spring 2020 d. December 2019 	<ul style="list-style-type: none"> a. Establish a tri-chair shared governance committee for professional development. b. Duplicate Student Services training model across campus. c. Create a landing page for all PD that routes PD requests/inquiries based on employee classification to constituent group committees. d. Evaluate compensating adjunct faculty to encourage attendance at PD events, and take action in accord with the findings. 	<ul style="list-style-type: none"> a. Committee established. b. Model expanded as specified. c. Landing page created. d. Evaluation completed and action taken as appropriate. 	
	<p>4. College President and Vice Presidents foster communication through active participation in college constituency groups and student events.</p>	<p>President, Vice Presidents</p>	<ul style="list-style-type: none"> a. 2019-20 Academic Year b. August 2019 and ongoing 	<ul style="list-style-type: none"> a. President/VPs attend Academic Senate and Classified Senate meetings on a regular basis and/or as requested. b. College administration will increase presence and accessibility on campus. 	<ul style="list-style-type: none"> a. Evaluate feedback from meetings. b. Assess interactions and campus climate survey. 	
	<p>5. Increase awareness around civility in the workplace, including verbal dialogue, written communications, and</p>	<ul style="list-style-type: none"> a. IVC/President b. SOCCCD HR c. AS President 	<ul style="list-style-type: none"> a. March 2020 b. January 2020 c. April 2020 	<ul style="list-style-type: none"> a. Discuss and demonstrate the importance of effective communications in emails. b. Conduct the SOCCCD Human Resource presentation on Civility. 	<ul style="list-style-type: none"> a. Presentation learning outcomes evaluation. b. Employee survey on awareness of civility, 	

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	daily interactions with colleagues and students.			c. Invite ASCCC and CCLC representatives to host Collegiality in Action summit to discuss assistance opportunities to improve civility.	and civility itself, in the workplace. c. Feedback and follow through from ASCCC and CCLC interactions.	
	6. Expand employee and student awareness and recognition of the college, its programs, offerings, and events in an effort to promote student access and success.	Marketing Office	a. Spring 2020 b. Spring 2020 c. Beginning Spring 2020	a. Through "active calendar" software, raise awareness of the events and information to current students through new student orientations, i.e., Laser Day, etc. Keep website up to date. Use pictures of IVC students throughout the site. b. Further develop materials that communicate IVC's work in diversity, cultural competence and inclusion. These could include newsletters, videos, social media, media releases, etc., about Pride Scholars, Dream Scholars, Elevate, new equity programs and all the supportive programs we have at IVC. c. Promote and celebrate student success stories through news releases to area newspapers, radio, and television stations, including IVCTV33.	a. Implement software usage tracking. b. A variety of communication modes implemented to address multiple media preferences. c. Monitor traffic/clicks to assess usage.	
B. Student Services Team-Building: Cultural Competency	7. Improve organizational culture to be more inclusive of a diverse population.	Office of VPSS	a. August 2019 b. August 2019 c. Late Fall 2019 d. Spring 2020	a. In Flex Week Fall 2019 Opening Session, make data presentation contrasting employee demographics with student demographics. b. In Flex Week Fall 2019 Opening Session, incorporate theme of Diversity & Inclusion. c. Host cultural competency summit for faculty, staff, administrators, students, and the community. d. Provide training modules on Race and Diversity and other training opportunities for faculty, staff, and administrators to remove/lessen implicit biases towards others.	a-b. Flex sessions held as indicated. c. Summit completed and participant evaluations completed. d. Training program implemented. e. Diversity Social Justice presentation made.	


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				e. Provide Diversity Social Justice presentation to students at Laser Welcome Week.		
C. In-depth diversity training will bridge communication gaps and promote tolerance and acceptance in daily interactions.	8. Offer advanced training to staff, faculty, and administrators on interactions with disruptive and/or violent students.	a. Office of VPSS b. BIT	a. 2019-20 Flex Weeks b. January 2020	a. Make annual presentation on recently updated manual, "Responding to Distressed, Disruptive or Threatening Students Faculty Guide," at Flex week. b. Host college-wide workshop with NaBITA consultants, Spring 2020.	a. Presentation completed. b. Workshop held.	
	9. Enhance on-going communications regarding safety strategies based on employee concerns, community data, and Clery crime statistics.	a. IVC Police b. BIT c. IVC Police/BIT d. IVC Police/BIT; IVC Webmaster e. IVC IT Dept.	a. Annually b. December 2019 c. July 2019 d. October 2019 e. March 2019	a. Regularly evaluate "Clery Compliance." b. Enhance annual Title IX training in an online module with tracking/recording capabilities. c. Implement the newly created Board Policy BP 3515 – Reporting of Crimes and Notification Protocols. d. Assess IVC web pages to ensure safety protocols and procedures are easily found. e. Explore alternative document storage/sharing software options (e.g., cloud based) in lieu of current SharePoint, and take action in accord with the findings.	a. Evaluation completed at least annually. b. Online module implemented; number of users of online module. c. BP 3515 implemented. d. Webpages revised as needed to ease access to safety protocols and procedures. e. Evaluation completed and action taken as appropriate.	

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
A. Student Services Team-Building: Communication	3. Extend professional development opportunities to more faculty and staff.	Consultant – Establish employee professional development framework for on-going needs.	\$27,000
	5. Increase awareness around civility in the workplace, including verbal dialogue, written communications, and daily interactions with colleagues and students.	ASCCC and CCLC will present Collegiality in Action Summit at IVC to discuss assistance opportunities to improve civility.	\$5,000

Applicable Area(s) of Focus (Copy from table above.)	Applicable Objective(s) (Copy from table above.)	Description of Resource Needed (Refer to Action Steps above as appropriate.)	Cost of Resource
	6. Expand student awareness and recognition of the college, its programs, offerings, and events in an effort to promote student access and success.	Active Calendar Software set-up and implementation. Video Platform (unlimited site license)	\$41,000 \$15,000
B. Student Services Team-Building: Cultural Competency	7. Improve organizational culture to be more inclusive of a diverse population.	Consultant – Facilitation of Cultural Competency Summit	\$40,000
		Consultant – Training modules on Race and Diversity	\$52,000
C. In-depth diversity training will bridge communication gaps and promote tolerance and acceptance in daily interactions.	8. Offer advanced training to staff, faculty, and administrators on interactions with disruptive and/or violent students.	Host college-wide workshop with NaBITA consultants, Spring 2020	\$20,000
Total IEPI Resource Request (not to exceed \$200,000 per college)			\$200,000

Approval	
Chief Executive Officer	
Name: <u>GLENN R ROQUEMORE</u>	
Signature or E-signature: 	Date: <u>7/8/19</u>

Collegial Consultation with the Academic Senate	
Academic Senate President	
<i>(As applicable; duplicate if needed for district-level I&EP)</i>	
Name: <u>JUNE MCLAUGHLIN</u>	
Signature or E-signature: 	Date: <u>7/8/19</u>