

Process of the EMP 2006-2016 Closing the Loop Progress Report

The process includes the following:

- (1) Format of the report
- (2) Evidence
- (3) Analysis and Evaluation from the college
- (4) Analysis and Evaluation Summary
- (5) Timeline and Steps

1. Format

- a. Goals
- b. Objectives
- c. Strategies
- d. Evidences of accomplishing the goal, objective, and/or strategy
- e. Analysis/Evaluation from the college on
 - i. Strengths
 - ii. Challenges
 - iii. Significant gaps
- f. Narrative: Summary of the analysis/evaluation
- g. See <http://www.losmedanos.edu/planning/goals.asp>

Submit it to the Planning Committee on December 7, 2017 for approval.

2. Evidence

- a. Program review reports 2014-15, 2015-16, 2016-17
- b. College plans reports
- c. Strategic Plan process and retreats from 2014
- d. Accreditation evidence from 2014
- e. Grants reports including federal, state, local, etc.
- f. Other efforts that are not captured by the list (a-e) above

3. Analysis and Evaluation (from college)

- a. Based on the evidence, highlight one or two strengths you observe?
- b. Based on the evidence, highlight one or two challenges you observe?
- c. Based on the strengths and challenges, identify significant gaps that are important? What strategy would you recommend to address these gaps (may include allocation/reallocation of resources, etc.)?

4. Summary of Analysis and Evaluation

Based on the feedback from the college (#3), the EMP Closure Sub-Committee (developed by Planning Committee) produce *the Summary and Evaluation of the EMP 2006-2016 Progress Report* and submit it to SGC.

Note: (a) Acknowledge that some people will be asked multiple times, especially they are on multiple committees. (b) Encourage them to provide feedback using committee's lenses.

5. Timeline and Step

Nov 13, 2017	EMP Closure Sub-Committee formed from the Planning Committee
Nov 21, 2017	Sub-Committee gathers evidence and created processes
Nov 28, 2017	Seek cabinet's feedback
Dec 1, 2017	Sub-Committee finalizes draft template and processes
Dec 7, 2017	Sub-Committee submits the template and processes to the Planning Committee for feedback and approval
January 17, 2018	Gather additional evidence during the "EMP 2006-2016 Evidence Gathering Forum" using President Council's meeting time and space (invite Academic Senate officers and Classified Senate officers, and more?): <ul style="list-style-type: none"> a. Work in a group b. Gather additional evidence from participants c. Ask each group to highlight one or two strengths based on the evidence d. Ask each group to highlight one or two challenges based on the evidence e. Ask each group to identify one significant gaps and strategy recommend to address this gap.
January 18, 2018	President to email communication to campus to provide feedback on the EMP progress vis the website. http://www.losmedanos.edu/planning/goals.asp
January 19, 2018	President announces at the College Opening Day to encourage the campus to provide feedback on the EMP Closing the Loop progress report.
February 5, 2018	College Assembly: <ul style="list-style-type: none"> a. Work in a group b. Gather additional evidence from participants c. Ask each group to highlight one or two strengths based on the evidence

	<ul style="list-style-type: none"> d. Ask each group to highlight one or two challenges based on the evidence e. Ask each group to identify one significant gap if there is any and strategy recommend to address this gap.
January and February, 2018	<ul style="list-style-type: none"> a. The new information from the forum will be added into the document. b. The website http://www.losmedanos.edu/planning/goals.asp will be widely shared. c. All committees will be asked to share this website with their members and provide feedback using the process a through e.
March 1, 2018	The last day of providing feedback.
March 15, 2018	<ul style="list-style-type: none"> a. Sub-Committee provides <i>The Summary and Evaluation of the EMP 2006-2016 Progress Report</i>. b. Disseminate the draft report to all Committees and the campus to seek feedback.
April 5, 2018	Approval from Planning Committee on <i>the Summary and Evaluation of the EMP 2006-2016 Progress Report</i>
April 25, 2018	Approval from SGC on <i>the Summary and Evaluation of the EMP 2006-2016 Progress Report</i>

Purpose

Assess accomplishment of the College's mission through program review and evaluation of goals and objectives, student learning outcomes, and student achievement, as well as any gaps are identified by developing Institutional-level or Inter-departmental activities.

ACCJC Standards (to which this process contributes)

- IB5. The institution assesses accomplishment of its mission through program review and evaluation of goals and objectives, student learning outcomes, and student achievement. Quantitative and qualitative data are disaggregated for analysis by program type and mode of delivery.
- IB6. The institution disaggregates and analyzes learning outcomes and achievement for subpopulations of students. When the institution identifies performance gaps, it implements strategies, which may include allocation or reallocation of human, fiscal and other resources, to mitigate those gaps and evaluates the efficacy of those strategies.
- IB7. The institution regularly evaluates its policies and practices across all areas of the institution, including instructional programs, student and learning support services, resource management, and governance processes to assure their effectiveness in supporting academic quality and accomplishment of mission.
- IB8. The institution broadly communicates the results of all of its assessment and evaluation activities so that the institution has a shared understanding of its strengths and weaknesses and sets appropriate priorities.
- IB9. The institution engages in continuous, broad based, systematic evaluation and planning. The institution integrates program review, planning, and resource allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning addresses short- and long-range needs for educational programs and services and for human, physical, technology, and financial resources. (ER 19)