President’s Council

Meeting notice: Wednesday, January 15, at 9:00 a.m.
Location: Activity Center Conference Room

Attendees:
Tony Fernandez, President tfernandez@lcsc.edu
Lori Stinson, Interim Provost and Vice President for Academic Affairs lstinson@lcsc.edu
Janis VanHook, President’s Management Assistant jvanhook@lcsc.edu
Mary Flores, Dean for Academic Programs mflores@lcsc.edu
Rob Lohrmeyer, Dean for Professional-Technical Programs rlohrmey@lcsc.edu
Kathy Martin, Dean for Community Programs kmartin@lcsc.edu
Chet Herbst, Vice President for Finance and Administration cgherbst@lcsc.edu
Trudy Alva, Budget Director talva@lcsc.edu
Andrew Hanson, Vice President for Student Affairs ahanson@lcsc.edu
Allen Schmoock, Chief Technology Officer atschmoock@lcsc.edu
Howard, Erdman, Director of Institutional Planning, Research & Assessment hrerdman@lcsc.edu
Greg Meyer, Director of College Communications gameyer@lcsc.edu
Gary Picone, Athletic Director gapicone@lcsc.edu
Traci Birdsell, Professional Staff Organization Chair tbirdsel@lcsc.edu
Mary Hasenoehrl, Director of College Advancement mlhasenoehrl@lcsc.edu

1. Updates

Unit Assessment/ Program Prioritization
The Program Prioritization process continues and has been embedded in our established assessment process. The assessment cycle has been moved up several weeks. Chet reviewed the overall assessment process (see attachment). Lori reviewed the cycle and tentative dates (see handout) and reiterated the responsibilities of each of the groups in the assessment cycle. It is important to remember we are updating an ongoing process – the PP components may or may not be included next year, depending on the wishes of the SBOE. Also, we have learned we may need different data from IPRA and will make adjustments as we learn from this first PP/ updated assessment cycle.

Committee on Employee Compensation (CEC) Update – President Fernandez
The Idaho Legislature Joint Change in Employee Compensation Committee recommended a 1% raise and a 1% bonus for State employees for 2014-15. In addition, the committee recommended that all agencies be treated similarly in appropriating funds to meet these CEC’s – which may translate to mean full funding for any approved CEC for higher education.

Enrollment Update – Andrew Hanson
Enrollment is down about 3% going into the spring. The official count will be in mid-March. The president has directed the VP for Student Affairs to develop a tactical plan for recruiting by general student market.
2. **Announcement**
   Campus meeting on Thursday, January 16, at 4:00 p.m. in the Williams Conference Center.

3. **Next meeting**
   Wednesday, January 29, 2014 at 9:00 a.m. in the Activity Center Conference Room.

4. **Adjournment**
Overview of Revised Assessment Process

Changes include:

- Update of LCSC Institutional Assessment Plan (LCSC IAP-1)
  - Tied to LCSC Policy 1.105 “Program Review and Planning”
  - Tied to new SBOE Strategic Plan (approved December 2013)
  - Tied to new LCSC Strategic Plan (2014-2018)
  - Updated reference to Idaho code on strategic planning, performance measures
  - Updated reference to NWCCU assessment standards
  - Integrates SBOE ZBB and Program Prioritization guidance
  - Updated LCSC assessment committee structure
  - Elimination of “annexes”

- IAP-1 stands as over-arching reference manual, process primer, and philosophy guide
  - Key sections: 1) LCSC assessment approach, 2) description of committees
  - After initial familiarization—faculty/staff focus on UAD templates and handouts

- Revisions to Unit Assessment Documents (UADs)
  - Part A (Program List): no format changes—but some programs consolidated
  - Part C (Assessment Sched.): minor changes, amplifies multi-year review section
  - Part B (Program Objectives, Benchmarks, Assessment Methods)
    - Mirrors SBOE strategic plan format
    - Reflects NWCCU and Idaho Statutory requirements
    - Inventory of assessment methods imported from Part D
- Simple “plug and chug” table
  - Represents minimalist assessment “plan” for each program
    - Part D (Results)—annual program assessment report
      - No major changes to brief overview of program and program elements
      - Emphasis remains on program strengths/opportunities for improvement
      - Eliminates “verification” sections on self-inspection checklists, review of goals/objectives, location of Part B information, assessment methods
      - Biggest change: inclusion of Program Prioritization questionnaire
        1. Essentiality/centrality to LCSC mission
        2. Quality of program outcomes (“Part B” plus results/remarks)
        3. External demand (primary stakeholders, customers)
        4. Internal demand (secondary stakeholders, as applicable)
        5. Resources/efficiency analysis (net revenues/costs)
  - Description of impact from changes made after earlier assessment findings
  - Projected impact on next planning cycle
  - [Note: Divisions already have basic template for the PP questionnaire]

- Other guidance/information “handouts”—mirroring UAP cycle documents
  - President’s assessment guidance
  - “Read Me First” instructions for Program Managers, committee members
  - Assessment timelines and due dates for 2014
  - Guidelines for DAC and FAAC members and observers
  - FAAC rosters and meeting schedule
  - Schedule for FAAC chairs and Observer team chairs to Pres. Cabinet
  - Budget and unit performance data (posted on intranet)

- Assessment Committees Teams (closely parallels planning structure)
  - Assessment Council = President’s Council: reflects upon process, reviews results as process works through multiple levels. Focuses on how assessment tools and findings support the goals and objectives of LCSC’s strategic plan. Most Council members directly participate in one or more levels of the process.
  - Functional Area Assessment Committees (FAACs): analogous to FARGs. Six groups—Academic Programs, P-T programs, Community Programs, Admin Services, Student Affairs, Direct Reporting Units. Sounding board for Division and Department presentations. Discuss/critique/suggest/share assessment methods and approaches as well as review of program results. Cross-court players and Faculty, Classified Staff, and Professional Staff observer teams.
  - Division/Department Assessment Committees (DACs): Assessment forum and sounding board within units with multiple programs. Primarily applicable to instructional units. Some functional areas will proceed directly to FAAC level.
• **Assessment Coordination Committee (ACC):** Not in “pipeline”—VPs will meet, as needed, with FAAC chairs and FAAC observer team chairs to help coordinate activities, answer questions.

• **Sequence of Events (specific details/dates to be provided)**
  - Program Assessment Monitors complete Part D reports and submit to next supervisory level (Division Chairs, Department Directors, or next level supervisor) not later than 14 Feb.
  - Unit-level DACs may meet to discuss and massage Parts D after or prior to submission of reports.
  - Division Chairs review Part D reports and forward to Deans (FAAC chairs)—by late February.
  - FAACs convene in March to review, critique, discuss, and comment on results. Written reports due to President’s Cabinet before end of March.
  - FAAC chairs and Observer team chairs meet with President’s Cabinet during first two weeks in April.
  - [Updates to Assessment Council/President’s Council provided at key junctures.]
  - After analyzing assessment reports and inputs, President’s Cabinet deliberates on prioritization of programs into quintiles to meet SBOE requirement.
  - President decides on quintile assignments and actions to be taken to improve programs based on findings.
  
    ▪ President reports one-time “quintile” assignments and findings to President’s Council and campus in early May.
    ▪ LCSC reports on Program Prioritization results to SBOE in summer (final report at August meeting).
  - August: after SBOE meeting and return of faculty, FAACs reconvene to review results, gear up for planning cycle, and prepare to assume their UAP/FARG roles.

• **Key Assumption:** most future iterations of the cycle will be “quintillization-free”—but the emphasis on program assessment and improvement to achieve strategic plan objectives will continue from year to year.

• **Considerations for President’s Council**
  - Look for snags in the process—help us adapt as we test drive the new system
  - Don’t obsess on quintile aspect—we are not approaching this as a cut drill, but as a way to improve programs and services as we continue our mission
  - Don’t fret about possible SBOE reactions in August—focus on NWCCU in September/October

• **Hard-copy/electronic documents and guidance to follow.**