

Date: December 19, 2005.

To: President Givens, Vice Presidents Follosco, Roth and Stansbury

From: Dr. Edward Pai, Research Analyst

RE: Office of Institutional Effectiveness Six Month Agenda

I have met with the staff of the Office of Institutional Effectiveness, spoken with a number of constituencies and consulted Senior Staff, and would like to propose the following agenda for the next six months. There are eight main items to this agenda, listed in detail below. With your approval, this agenda will determine priorities of projects and resource allocations. If approved, I will begin defining project timelines and requirements, and developing the necessary resources to implement this agenda. I would like to recommend that you consider approval of this agenda as a whole at your next meeting.

Accreditation

Outcomes: Accreditation!, accreditation standards integration into program review

- Complete accreditation report documentation, finalization and production, evidence collection
- Support site visit requirements
- Integrate standards into program review and unit planning

President's I to the 4th Power Initiative

Outcome: Maximum positive *impact* on student success

- Create more access to usable *information* resources
- Develop the framework for *integrity* by building transparency
- Transparency creates de facto *inclusion* and participation by mutual information

WLAC Website, Phase One

Outcomes: Catalog information, including schedule, online; general and committee intranet infrastructure; centralizing campus resources, portal infrastructure

- Build out content infrastructure: unit description to the mission, outcomes, course (and future section) and faculty/staff level
- Strategize uses, especially intra-campus communication to students, faculty, staff, community and other constituencies
 - Update content
 - Identify content needs
 - Develop support and maintenance infrastructure
- Develop new designs around user needs for phase 2 implementation
- Create strategy for new applications, partner with strategic internal and external initiatives for phase 2 implementation

Student Success Initiative

Outcomes: District support for campus programs, student services infrastructure building, identify internal enrollment growth strategies, integration of SLOs, research agenda

- Identify or develop campus resources
- Identify LifeMap program requirements existing WLAC infrastructure matches
- Create project plan and articulate resource requirements
- Develop and define District support

Data warehouse, aka, “Data Library” or “Data Book”

Outcomes: Centralized public information mechanism, basic content for portal operations

- Create online, part of strategic website initiatives
- Centralize operations, in particular creation, collection, storage and distribution, to identify costs and economies
- Develop distribution functions, especially graphic design and printing/production
- Design infrastructure, including design standards/style sheets, content standards, cost mechanisms

Professional Development, Strategic Personnel

Outcomes: Website, intranet and data warehouse use; increased online interaction (i.e., replace paper); increased efficiency of information flow

- Develop personnel skill sets to build and use the website, communications and productivity applications, and data warehouse effectively
 - Assess personnel computer skill levels
 - Identify and develop high-skill individuals and resources
 - Obtain or update requisite technology
 - Develop training and support infrastructure
 - Identify internal and external support resources

Periodic and Ad Hoc Reporting Capabilities

Outcomes: Strategic reporting, components for decision support systems

- Develop existing capabilities/training
- Identify campus needs
- Institutionalization of operations

Special Projects capability

Outcomes: Personnel with ability to identify, develop, implement and manage cross-organizational projects and build campus infrastructure

- Reorganize and develop existing capabilities
- Identify campus resources, especially cross-organizational opportunities
- Institutionalization of operations