



# INITIAL FEEDBACK ON FALL 2021 ANNUAL UNIT PLANNING PROCESS

GROSSMONT COLLEGE

OFFICE OF COLLEGE PLANNING & INSTITUTIONAL  
EFFECTIVENESS

# GAP #1 – LACK OF PROCESS FOR EQUIPMENT/SUPPLIES/PROGRAMMING REQUESTS

What is the problem?

- No clear process for responding to requests for equipment/supplies (budget augmentation requests)

Who has this problem?

- Sample cases: Cardiovascular Tech Program (expressed need for a 3D ultrasound machine in AUP = \$98,896); Culinary Arts increased costs of supplies warrants need for budget augmentation; Behavioral Sci (mental health awareness week)

Why should this problem be solved?

- Units need to be able to know how their budget needs will be addressed. Suggested path to resolution: PIEC sends recommendation to College Council requesting prioritization process be developed

How will I know this problem has been solved?

- College Council responds with recommendation to PIEC on how to proceed; PIEC partners with Budget Committee on developing process; process is approved by College Council and other governance committees; process is documented in handbook (AUP or resource allocation handbook) and made transparent.

# GAP #2 – LACK OF CLEAR DELINEATION BETWEEN STRATEGIC HIRE REQUESTS AND ON-CYCLE HIRE REQUESTS

What is the problem?

- Units unsure of status of strategic hire requests and whether or not to resubmit request via strategic hire process or annual unit planning process.

Who has this problem?

- Sample case: AOJ AUP

Why should this problem be solved?

- Clarification needs to come from district and president's cabinet

How will I know this problem has been solved?

- Clarification needs to be documented in staffing request/resource allocation manual for deans/managers' easy reference.

# GAP #3 – NO CLEAR PROCESS FOR HIRING NEW MANAGERS/DIRECTORS/ADMIN

What is the problem?

- Lack of clear process for hiring management positions

Who has this problem?

- Sample case: PVAC Director

Why should this problem be solved?

- Deans/managers need to have access to clear information in order to plan accordingly

How will I know this problem has been solved?

- Process is documented and transparent (e.g., hiring manual)

# GAP #4 – NO CLEAR PROCESS FOR RESPONDING TO DIVISION-/INSTITUTION-WIDE REQUESTS

What is the problem?

- Multiple instructional units are requesting need for Teaching & Learning Center

Who has this problem?

- Multiple instructional units have expressed need (CVT, COMM, BOT)

Why should this problem be solved?

- This is request that can enhance efforts toward continuous improvement of instruction and student outcomes.

How will I know this problem has been solved?

- The problem is addressed in a concrete planning document.

# GAP #5 – NO CLEAR PROCESS FOR RESPONDING TO INNOVATION REQUESTS

What is the problem?

- AUP form invites innovation, but there is no process for responding to such requests

Who has this problem?

- BOT (hybrid technology needed in labs)

Why should this problem be solved?

- This is request that can enhance efforts toward continuous improvement of instruction and student outcomes.

How will I know this problem has been solved?

- A process is developed and made transparent.

# SUMMARY OF ANALYSIS THUS FAR

- Ongoing need for clarifying and making processes transparent, particularly when it comes to resource allocation
- Draft integrated planning documents

# WORKABLE SOLUTIONS

## Solution #1

⑩ Formal process needed for improving allocation processes (FA 21 governance evaluation)

## Solution #2

⑩ Develop a resource allocation manual

## Solution #3

⑩ Make processes transparent (available online)



# INTEGRATED PLANNING

## ACCJC Standards

Standard IB.9: The institution engages in continuous, broad based, systematic evaluation and planning. The institution integrated 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)

Standard IVD.3: The institution clearly defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets.



## TO BE CONTINUED . . .

- CPIE will provide a full report/analysis at the November PIEC meeting.