



**Institutional Effectiveness Partnership Initiative**  
**Partnership Resource Teams**  
**College Innovation and Effectiveness Plan**  
 Date: 2/8/2016



Name of Institution: Skyline College

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
A. Integrated Planning and Resource Allocation Processes	<ol style="list-style-type: none"> <li>1. To enhance the planning and resource allocation processes, adopt a technology-driven system with the ability to document, aggregate, and automate program/college-level plan components. The system should permit analyzing the effectiveness of resource allocation and budget decisions.</li> <li>2. To increase access to evidence/information, adopt a technological solution to systematically catalog new and existing planning documents for accreditation, enrollment management (related to "Enrollment Management" section below), etc.</li> <li>3. Clarify/map out/update the current budget sequence to better align annual plans with resource allocation decisions, as well as the district calendar.</li> </ol>	Aaron D. McVean, Dean, Planning, Research, and Institutional Effectiveness (PRIE) and Accreditation Liaison Officer (ALO)  And  Eloisa Briones, Vice President, Administrative Services	Spring 2017	<ol style="list-style-type: none"> <li>a. Identify software</li> <li>b. Purchase software</li> <li>c. Implement software</li> </ol>	<ol style="list-style-type: none"> <li>a. Software implemented and adopted.</li> <li>b. Planning documents, processes, and procedures, established in the software system.</li> <li>c. Processes and procedures established for the upload of accreditation related evidence.</li> </ol>	<ol style="list-style-type: none"> <li>a. March 1, 2017</li> </ol>

<p>B. Enrollment Management</p>	<ol style="list-style-type: none"> <li>1. Develop a strategic enrollment management plan which can serve as a guiding set of principles in defining the size of the college, access to classes, and future growth. Using this strategy, Skyline College can also incorporate in the framework/model a method for prioritizing course offerings.</li> <li>2. Skyline College, working with the district office, will expand strategic access to the databases such as <i>DegreeWorks</i> to develop reports and analytics for determining the enrollment demand.</li> <li>3. Skyline College will need to adopt a room management system that is fully compatible with <i>Banner</i> in coordination with the district office. The system may also help in managing and scheduling non-academic and/or external community events requiring the use of Skyline's facilities.</li> <li>4. The use of a technology-based document management system would help Skyline College not just with enrollment planning and management, but also in the areas of</li> </ol>	<p>Aaron D. McVean, Dean, Planning, Research, and Institutional Effectiveness (PRIE) and Accreditation Liaison Officer (ALO)</p> <p>And</p> <p>Dr. Sarah Perkins, Vice President of Instruction (VPI)</p>	<p>Spring 2017</p>	<ol style="list-style-type: none"> <li>a. Identify software</li> <li>b. Purchase software</li> <li>c. Implement software</li> <li>d. Develop and finalize Strategic Enrollment Management Plan.</li> </ol>	<ol style="list-style-type: none"> <li>a. Software implemented and adopted.</li> </ol>	<ol style="list-style-type: none"> <li>a. March 1, 2017</li> </ol>
---------------------------------	--	---	--------------------	--	--	--

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
	<p>integrated planning, resource allocation, and accreditation. A document management system would allow the College to archive and maintain a repository of enrollment planning documents readily accessible and available to administrators when needed. There are multiple document management software solutions available for Skyline College to evaluate.</p>					

**Request for IEPI Resources to Support College Innovation and Effectiveness Plan**

<b>Applicable Area(s) of Focus (Copy from table above.)</b>	<b>Applicable Objective(s) (Copy from table above.)</b>	<b>Description of Resource Needed (Refer to Action Steps above as appropriate.)</b>	<b>Cost of Resource</b>
A. Integrated Planning and Resource Allocation Processes	<ol style="list-style-type: none"> <li>1. To enhance the planning and resource allocation processes, adopt a technology-driven system with the ability to document, aggregate, and automate program/college-level plan components.</li> <li>2. To increase access to evidence/information, adopt a technological solution to systematically catalog new and existing planning documents for accreditation, enrollment management (related to "Enrollment Management" section below), etc.</li> </ol>	Skyline College will identify a comprehensive technology solution with the ability to document, aggregate, and automate program/college-level plan components. The solution will be able to systematically catalog new and existing planning documents for accreditation, enrollment management.	\$92,300
B. Enrollment Management	<ol style="list-style-type: none"> <li>1. Develop a strategic enrollment management plan which can serve as a guiding set of principles in defining the size of the college, access to classes, and future growth.</li> <li>2. Skyline College will need to adopt a room management system that is fully compatible with <i>Banner</i> in coordination with the district office.</li> <li>3. The use of a technology-based document management system would help Skyline College not just with enrollment planning and management, but also in the areas of integrated planning, resource allocation, and accreditation.</li> </ol>	<p>Skyline College will develop a strategic enrollment management plan. This may include the use of independent contract services in order to establish the guiding principles that will allow for defining the size of the college, based on several factors, and the resources that will be needed as a result of those decisions.</p> <p>Additionally, technological solutions will be identified to assist in the implementation of the plan, including but not limited to room management software and educational plan analysis software for schedule projection.</p>	\$57,700
<b>Total IEPI Resource Request (not to exceed \$150,000 per college)</b>			\$150,000