Subcommittee 1

Recommendations for Improving District Annual Planning and Budgeting Processes

Recommendation 1-

The committee recommends that the District and colleges amend their institutional planning cycles to allow for the District ==Administrative== Unit Reviews (DAUR) to respond to and incorporate support of the colleges in their efforts to improve student learning and achievement. The committee recommends the follow timeline:

- Colleges will incorporate into summative planning processes a specific reflection on strategies and activities to improve student outcomes that will impact District services
- ==Colleges will incorporate into their program review processes requests for new or augmented District Office-provided services. Colleges should prioritize the new/augmented DO-provided service requests before forwarding them on to the DO.== *[different way to phrase first bullet]*
- Colleges will complete the level of planning to be communicated and incorporated into the district planning efforts by December 1st
- District units will complete the development of Annual Unit Reviews by January 15th
- ==District Budget Committee analyzes DAUR and each unit provides a brief presentation to the District Budget Committee of their DAUR and proposed budget to assist the committee's awareness and understanding of the annual priorities of the unit and basis for resource requests by mid-March.==
- ==District Budget Committee analyzes DAUR by mid-March and presents recommendation to District Consultation Council by mid-April.==
- ==District Consultation Council approves final DO unit budget requests in time for May tentative budget.==

Recommendation 2-

==Accreditation standards IV.D.2, IV.D.5, and IV.D.7 state== that the work of the District is ==to support the colleges in achieving their mission and their efforts== to improve student learning and achievement, it is important that the District planning and budgeting processes be responsive to and explicitly aligned with the work of the colleges.

The committee recommends that the District Annual Unit Review template be revised to include a clearer focus on support of student learning and explicitly incorporate college planning into the District planning and budgeting processes.

The committee has identified some possible examples to serve as a basis for responding to this recommendation:

SBCCD-

San Bernardino Community College District has been going through a very similar process. They identified the following goals for the District Planning and Budgeting Process:

Improvement Goals for District Program Review 2018-2022

Based on feedback from the DSPPR Committee, ACCJC Ad-hoc Task Force, Partnership Resource Teams (PRT) visit, and goals in the District Institutional Effectiveness Partnership Initiative (IEPI), the DPR processes is being reviewed and updated to include the following areas of emphasis:

1. Refocus of District Program Review to be student and college centered
2. Strengthen ties between Campus's Program Review and District Program Review
3. Align District Resource Requests with Campus Strategic Goals and Initiatives
4. Increase the amount of qualitative and quantitative data and comparison cohorts available with an emphasis on productivity and staffing.
5. Develop and Assess Student Area Outcomes
6. Alignment with Campus and District Processes
7. Integrated Ranking of Departmental Resource Requests
8. Improve Reporting and Communication

District Program Review Template developed to address the District response to these program review goals (Program Review Appendix 2- Page 11):

http://www.sbccd.org/~/media/Files/SBCCD/District/Research/Program%20Review/District_Program_Review_2018-2022.pdf

The template includes several points at which integration or consideration of college planning is prompted in planning and in resource requests.

Modified KCCD DAUR that includes features of attached template

Attached KCCD DAUR template

Recommendation 3-

The committee recommends that the service units at the District Office implement a tool and process for gathering feedback on services and satisfaction from the district college in informing the administrative outcome assessment and program improvement on an annual basis every fall semester.

> Kern Community College District is committed to continuous quality improvement. Posted here are the Kern Community College District Annual District Unit Reviews. Administrative Unit Reviews are annual documents created and used by District departments to develop and maintain quality services to support student learning and success. The Kern Community College District is committed to accessing its progress and achieving its strategic goals in an ongoing and systematic cycle of evaluation.

Most of the Administrative Outcomes included in the District Unit Reviews include some outcomes associated with providing quality and efficient services to the colleges within the district. However, none of the units have a process for soliciting feedback to assess the achievement of these learning outcomes. To strengthen and improve the assessment of service outcomes, the committee recommends that every unit responsible for providing services to the college engage in a process for soliciting feedback from appropriate constituent groups at the three colleges in the District.

The committee has identified some examples of service satisfaction surveys that district offices have administered to their district colleges to gather satisfaction data and feedback for each district unit:

Peralta Community College District:

http://web.peralta.edu/programreview/files/2016/03/2015-16-Financial-Aid-Program-Review-including-attachments-Ed-Services.pdf

San Diego Community College District:

https://www.sdccd.edu/docs/Research/Rsrch%20Reports/Surveys/District%20Office%20Employee%20Feedback/Districtwide%20All%20Divisions%20Report_052616.pdf

These reports are what is available on their websites as a report out, so also include responses. However, the survey questions and/or the instrument itself are also included.

Recommendation 4-

The committee recommends the development of a resource request rubric or prioritization to be developed for the District units to use in developing and justifying resource requests and for the Districtwide Budget Committee to use for context in reviewing District unit budgets. The rubric should include a focus on alignment between the District resource request and college planning.

Porterville College Rubric:

https://kccd.sharepoint.com/:w:/r/sites/groups/dwbc/_layouts/15/Doc.aspx?sourcedoc=%7BFA526594-3999-4263-A3AF-96D71F11CA07%7D&file=Budget%20PC%20Rubric%2017_18%20-%20Copy.docx&action=default&mobileredirect=true

Cerro Coso Community College Rubric-

https://kccd.sharepoint.com/:w:/r/sites/groups/CCBudgetDevelopment/_layouts/15/Doc.aspx?sourcedoc=%7B1439B648-86FD-46CF-A476-BB10B4B7E354%7D&file=Resource%20Request%20Rubric%20Rev%202018-03.docx&action=default&mobileredirect=true

SBCCD Prioritization Objectives:

The following criteria is used to guide the recommendations of district priorities for resource allocation:
☐ Impact on students;
☐ Mandated activities related to facilities and safety;
☐ Accreditation requirements;
☐ Innovation;
☐ Impact on quality and comprehensiveness of program;
☐ The vision, mission, and values of the district;
☐ The District Strategic Plan;

Service levels to colleges;

 Effective infrastructure.

Their process includes a review of district resource requests in the context of these prioritization objectives. It includes a specific committee for this prior to a review by the Districtwide Budget Committee. Otherwise, I think the cycle would look very similar to what is being proposed at KCCD (Document Attached).

Recommendation 5-

Each unit will provide a brief presentation to the District Budget Committee of the Annual Unit Review and proposed budget to assist the committee's awareness and understanding of the annual priorities of the unit and basis for resource requests. This unit executive summary will assist in the review process.