



Identified gaps	Strategies for closing the gap	Responsible parties	Timeline	Task completed
<p>Identify applicable quantitative and qualitative data; communicate the data broadly; and use the data to make decisions and improve programs (G-5, G-6, G-7, G-9)</p>	<p>(1) Develop operational definitions for specific quantitative and qualitative data elements that will serve as the baseline in instructional and student services program reviews;  (2) Circulate draft for college-wide review;  (3) Finalize for 2008-2009 (S-11, S-14, S-15, S-16, S-22)</p> <p>Prepare and distribute an <i>MJC Institutional Effectiveness Report 2008</i>; standardize quantitative and qualitative data to be included in this annual publication (S-10, S-11, S-13, S-20)</p> <p>Email one fact from the <i>MJC Institutional Effectiveness Report 2008</i> to everyone in the college community weekly for one semester (S-12, S-18, S-20)</p>	<p>Research Office  Planning and Budget Committee</p> <p>President, 3 VPs,  Academic Senate  President and  President-elect,  Research Office</p> <p>Research Office</p>	<p>final: 09/29/2008</p> <p>1<sup>st</sup> report:  08/21/2008</p> <p>template for  2<sup>nd</sup> report:  12/01/2008</p> <p>1<sup>st</sup> email:  08/25/08</p> <p>ongoing  throughout  fall semester</p>	<p>final completed  _____</p> <p>1<sup>st</sup> report  _____</p> <p>template  _____</p> <p>dates of emails  _____</p>
<p>Link planning to institutional mission and goals (G-1, G-2, G-3)</p>	<p>Include matrices in planning documents that clarify the links (1) between district and college plans and (2) among these college plans: Basic Skills, Technology, Enrollment Management, Matriculation (S-2, S-3)</p>	<p>President, 3 VPs,  2 AS Presidents,  Dean of A&amp;R/  Matriculation, Dean  of Instruction,  Basic Skills Director</p>	<p>09/15/2008 and  ongoing</p>	<p>dates matrices  completed  _____</p>

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Link planning to institutional (cont'd)	(1) Collaborate as appropriate to prioritize a realistic number of goals/objectives to ensure college-wide concentration on the same goals/objectives; (2) Circulate a draft college-wide; (3) Distribute final priorities for 2008-2009 (S-1)	President	- draft: 09/01/08 - circulate: 09/15/2008 - final: 09/29/2008	- draft _____ - circulate _____ - final _____
Review institutional effectiveness and planning outcomes in a number of appropriate governance and decision-making bodies (G-9); also ensure that the results are distributed college wide (G-8, G-10)	Create a summary of the <i>MJC Institutional Effectiveness Report 2008</i> to distribute on Institute Day  Use that summary to conduct study sessions on institutional effectiveness in - Administrative Council - Academic Senate - Curriculum Committee - Planning and Budget Committee - Accreditation/Institutional Effectiveness  Annually prepare and distribute a status report on the college's work on the strategic plan goals/objectives and student learning outcomes; ensure that this annual report documents the ways that the college is using planning and resource allocation to improve programs and services (S-4, S-12, S-20)	Research Office  President, 3 VPs, Academic Senate President and President-elect  President, 3 VPs, Research Office, Accreditation/Institutional Effectiveness Committee	08/21/2008  by 12/01/2008  template for status report: 10/2008 distribute report: 04/2009	distributed _____  dates of study sessions _____  template _____  distribution _____

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Review institutional effectiveness ( <i>cont'd</i> )	Conduct a second set of study sessions in the leadership groups identified above when the status report on the college's work on strategic plan goals/objectives and student learning outcomes is completed (S-12)	President, 3 VPs, Academic Senate President and President-elect	by the final committee meetings in spring 2009	dates of study sessions ____
Ensure that governance and decision-making processes support and implement the college's planning processes (G-8, G-9)	Review and streamline the college's committee structure to ensure effective use of human resources and ensure college-wide unity in the focus on planning (S-6, S-7)  Develop a template for reporting the work of standing committees and broadly distribute by posting the minutes of standing committees on the college web site with one week after the meetings (S-19, S-21)	President, Academic Senate, College Council  President's Office, PIO	by 09/29/2008  template by 09/15/2008  implement immediately and ongoing	committee structure revised _____  template circulated  posting of minutes _____
Integrate component plans into a comprehensive plan to achieve broad educational purposes and improve institutional effectiveness (G-1)	Annually evaluate the components of the planning model to refine and improve the processes (S-15)	Responsible parties identified in the <i>Glossary and Procedures for the MJC Planning Model</i> section of <i>Decision-Making at MJC 2008-2010</i>	by 04/2009	dates of evaluation of the components of the MJC planning model _____