**Institutional Effectiveness Report**

Each institutional planning group or function will submit an annual report to the Institutional Effectiveness Committee summarizing their outcomes and performance measures; progress toward achieving established outcomes; areas of focus for the coming year(s); and suggestions for continued improvement of college wide institutional effectiveness systems and structures.

**Reports are due to the Institutional Effectiveness Committee by November 30, 2018**

Please limit the narrative section of your report to five pages

**Governance Council Format**

Submitted by: Marge Hamilton, Jessica Alvarado

Representing: College Council

Date: January 2019

**Section 1: Progress Report**

*Please report on the progress you have made toward established goals, objectives and outcomes specified in your work plan.*

*Your report should:*

* *Be organized around key goals and strategies and provide a brief narrative on progress made over the past year(s)*
* *Keep to high-level points and major milestones*
* *Include or reference additional evidence to support your assessment*
* *Acknowledge and comment on setbacks and/or adjustments that have been made*

**Section 2: Looking Ahead**

*After reviewing and discussing college* [*core theme objectives*](https://www.lanecc.edu/planning/core-themes) *and* [*strategic directions*](https://www.lanecc.edu/planning/strategic-directions)*, identify your areas of focus and goals for the coming academic year(s); these can be continuation of multi-year work and/or new initiatives.*

**Section 3: Ideas for Institutional Effectiveness Systems and Structures**

*Identify any ideas you have for improving institutional planning and improvement systems and structures in support of governance and institutional effectiveness.*

SECTION 1 PROGRESS REPORT

*Please report on the progress you have made toward established goals, objectives and outcomes specified in your work plan.*

COLLEGE COUNCIL WORK PLAN 2016-2017 END OF YEAR REPORT

GOALS:

1. Review and elect member for sub-committees
2. Include APROC as a part of governance or not
3. Monitor work of Budget Development Sub Committee
4. Review, provide feedback on policies from other councils submitted to CC
5. Review requirement of one year membership to become Chair of a governance council in the event no member is eligible or willing to be chair – review March 9th minutes

WORKPLAN – accomplishments and challenges

1. Members were elected for sub-committees including Chair for College Council
2. APROC was not approved to be a part of governance
3. Budget Development Sub Committee timeline did not allow for College Council review prior to presentation to the Board and a consensus budget was not developed.
4. Rules set for electing Governance Chairs if – one year membership or eligible members are not willing – see minutes of April 27th

COLLEGE COUNCIL WORK PLAN 2017-2018 END OF YEAR REPORT

GOALS:

1. Review and Approval of Core Themes
2. Review and Approval of College Council Charter
3. Review of Policies and Procedures Related to Outside Group Use of Bristow Square/Public Spaces
4. Review of Governance System
5. Review of Institutional Effectiveness Process and Outcomes
6. Review of Budget Development Subcommittee
7. Host forums to allow for wide and explicit communication

WORK PLAN

1. Review and Approval of Core Themes
   1. Strategy- Council reviewed Core Themes several times but became “stuck” with regard to consensus on the indicators. There was overall consensus on the Core Themes so the strategy was to only approve the Core Themes so as not to interfere with the work of the Institutional Effectiveness Committee.
   2. Timeline- These were approved in October 2017
   3. Progress- Core Themes were approved.
2. Review and Approval of College Council Sub- Committee Charters
   1. Strategy- Review the charter for each sub-committee to determine if the committees are meeting the goals of the sub-committee
   2. Timeline- 2017-18
   3. Progress- The budget sub-committee conducted significant work on review of their charter and revised their budget development plan and timeline. This revised plan and timeline was approved and submitted to the board for approval. The Governance sub-committee is working on review of the current governance system and is working with a Governance Review Task Force appointed by the President. The charter was not yet reviewed. The charter for the policy sub-committee was not reviewed
   4. Future work- As part of the governance review process, the College Council will review its charter and the charters for all sub-committees during the 2018-19 year.
3. Review of Policies and Procedures Related to Outside Group Use of Bristow Square/Public Spaces.
   1. Strategy- A committee was formed to review all policies and procedures related to outside group’s using Bristow Square/Public Spaces to exercise free speech. The goal was to develop recommendations for policy and procedures to clarify responsibilities and expectations.
   2. Timeline: 2017-18
   3. Progress: The work of the committee to research all policies and procedures was completed. Recommendation for a policy related to free speech and procedures for outside groups requesting to use public spaces was forwarded for review and approval in 2018-19. Tech Council and Communication policies were approved.
   4. Future Work- Review and approve procedures for outside groups using public spaces on campus and approval of a policy on Freedom of Expression.
4. Review of Governance System
   1. Strategy- The sub-committee on governance met and decided that since governance affects so many people on campus, a comprehensive review of governance that solicits feedback from all the college constituents was in order. The President created a task force that included the members of the sub-committee to review the current governance system- including surveys, forums and presentations at inservice.
   2. Timeline: 2017-18
   3. Progress- The President tasked Jennifer Steele, AVP of Planning and Institutional Effectiveness to lead this task force. Significant work was completed and the work will continue into 2018-19. The President has asked for the task force to review their review and present recommendations to College Council by January 2019 so that recommendations can be brought to the board by March 2019.
5. Review of Institutional Effectiveness Process and Outcomes
   1. Strategy- The committee invited Jen Steele to update the Council on the work of the Institutional Effectiveness Committee
   2. Timeline- 2017-18
   3. Progress- The Council reviewed the work and will continue to invite Jen Steel back to report on the work of the Committee
6. Review of Budget Development
   1. Strategy- The Budget Development Committee was charged by the President and the Board to review and revise the process and timelines for budget development to complete the process earlier and more efficiently.
   2. Timeline- Fall 2017
   3. Progress- The Budget Development Sub-committee completed its work, submitted an approved timeline to College Council. College Council approved the new timeline and moved the revised plan to the BOE. The BOE reviewed and approved the revised plan.
7. College Council hosted well attended forums that allowed for widespread input. The best attended were on the following topics: Bristow Square; budget and governance.

SECTION 2:

*After reviewing and discussing college* [*core theme objectives*](https://www.lanecc.edu/planning/core-themes) *and* [*strategic directions*](https://www.lanecc.edu/planning/strategic-directions)*, identify your areas of focus and goals for the coming academic year(s); these can be continuation of multi-year work and/or new initiatives.*

Reflecting on Core Themes:

1. Response Community Engagement

2. Accessible and Equitable Learning Opportunities

3. Quality Educational Environment

4. Individual Student Achievement

Core Theme 1 – Serving the community’s needs

The Budget Development Subcommittee – engages in an assessment of the needs of Lane’s community and our community at large to make budgetary decisions to make investments in programs and services that will align with the needs of students and programmatic decisions that aligns with workforce needs. College Council serves to support the budget process.

Campus wide community – College Council hosts forums and has open meetings to allow for widespread input that help to inform the decisions of the council.

Policy review – College Council reviews policies, provides feedback and approves based to promote the safety and well-being of all community members including supporting sustainability efforts.

Core Theme 2 – promotes fair and just educational experiences

This is an area for improvement in terms of partnering with students, Diversity Council and others to ensure that policies, processes, and decisions support access, equity and inclusion.

Core Theme 3 – Quality Educational Environment

The Budgeting process including resource allocation, APROC and Learning Council support Lane’s learning environment

Core Theme 4 – Individual Student Achievement

College Council needs to continue to be informed regarding individual student achievement. It also needs to evaluate the outcomes of budgetary reductions that impact program and services for students.

STRATEGIC DIRECTIONS

1. A culture of teaching, learning and innovation
2. Access, Equity and Inclusion through social justice
3. Strengthened community
4. Financial and Environmental Stewardship

Strategic direction 1

Most key strategies discussed were not topics in College Council agendas. Perhaps the budget process support allocation of resources. Most of this work is likely accomplished in the IEC, APROC and Professional Development

Strategic direction 2

Ensuring that issues of privilege, oppression, discrimination are recognized… is likely the focus of Diversity Council. The Bristow Square focus in 17/18 has started to address these issues. It makes sense to keep College Council more informed of the work being done across campus that addresses these concerns.

Strategic direction 3 Strengthened community

Fostering college community engagement through open meetings, forums and the use of task forces helps to engage Lane’s community to inform decision making and to respond to community needs.

Strategic direction 4 Financial Stewardship

The work of the Budget Development Subcommittee is integral in involving key campus members to support responsible, informed decision making that is responsive to the needs of students, employees and our larger community.

**Section 3: Ideas for Institutional Effectiveness Systems and Structures**

*Identify any ideas you have for improving institutional planning and improvement systems and structures in support of governance and institutional effectiveness.*

The work of reviewing the Governance System this year and then supporting a transition through the next couple of years should be monitored by the Institutional Effectiveness system to evaluate the decisions made.