PRIORITIES FOR IPE OFFICE
September 2013 – June 2014

A. Establish and Create Presence for IPE Office
1. Establish 2013-14 Priorities for IPE Office
2. Define and Communicate IPE Office Functions
3. Submit Revised 2013-14 Budget for IPE Office
4. Lead Process for New Hire in IPE Office
5. Conduct Comprehensive Review of IPE Office

B. Cultivate Comprehensive Institutional Planning
6. Facilitate College Mission Review
7. Finalize Outcomes and KPIs in Strategic Plan, and Establish Baseline Data
8. Inventory Long Term Plans and Oversee Linking of Plans to Strategic Plan
9. Revise and Communicate Program Planning and Assessment Cycle, Time Line and Procedures
10. Make and Document Progress on ACCJC Recommendations and Planning Agenda Items Led by IPE Office

C. Spearhead Culture of Institutional Effectiveness
11. Develop, Communicate and Implement Continuous Improvement Plan for College
12. Conduct and/or Coordinate Evaluation Processes for Continuous Improvement
13. Assist in Developing Strategic Business Intelligence Reporting for the College
14. Coordinate Research and Prepare Reports for External Agencies and Organizations
15. Consult with Employees on and Assist with Internal Research Projects and Data Requests