Proposal for Continuous Improvement Committee (CIC) of The College Planning Council (CPC)

**Purpose:** To provide ongoing, participatory-based discussions and input in a focused setting on continuous improvement (CI) and its relationship to integrated planning and institutional effectiveness.

**Rationale:** The Dean of Institutional Planning and Effectiveness (IPE) has a lead role in driving many important institutional projects (strategic planning, long term planning, program review and integrated planning) yet, due to the coordinating responsibilities of the office, does not have a forum within the participatory governance structure for stimulating and maintaining regular interaction as it relates to the comprehensive aspects of these institutional projects. CI represents a critical set of institutional processes that encompasses these projects (and more) but, at best, CI only receives piecemeal consideration within the current governance structure. Given that CI is integral to institutional functioning and ultimately the organization’s long term health and effectiveness, it makes sense to ensure that discussion of CI be accomplished under the umbrella of the CPC via a council subcommittee structure.
HARTNELL COMMUNITY COLLEGE DISTRICT

CONTINUOUS IMPROVEMENT COMMITTEE
HANDBOOK

VISION STATEMENT

Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.

MISSION STATEMENT

Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement, and success.

VALUE STATEMENTS

- **Students First**
  We believe the first question that should be asked when making decisions is “What impact will the decision have on student access, learning, development, achievement, and success?”

- **Academic and Service Excellence**
  We commit to excellence in teaching and student services that develop the intellectual, personal, and social competence of every student.

- **Diversity and Equity**
  We embrace and celebrate differences and uniqueness among all students and employees. We welcome students and employees of all backgrounds.

- **Ethics and Integrity**
  We commit to respect, civility, honesty, responsibility, and transparency in all actions and communications.

- **Partnerships**
  We develop relationships within the college and community, locally and globally, that allow us to grow our knowledge, expand our reach, and strengthen our impact on those we serve.

- **Leadership and Empowerment**
  We commit to growing leaders through opportunity, engagement, and achievement.

- **Innovation**
  Through collaboration, we seek and create new tools, techniques, programs, and processes that contribute to continuous quality improvement.

- **Stewardship of Resources**
  We commit to effective utilization of human, physical, financial, and technological resources.
STRATEGIC PRIORITIES (will eventually become college goals)

Strategic Priority 1 - Student Success
Strategic Priority 2 - Student Access
Strategic Priority 3 - Employee Diversity and Development
Strategic Priority 4 - Effective Utilization of Resources
Strategic Priority 5 - Innovation and Relevance for Educational Programs and Services
Strategic Priority 6 - Partnerships with Industry, Business, Agencies, and Education

MEMBERSHIP (and terms of service)

◊ Dean, Institutional Planning and Effectiveness (co-chair, permanent)
◊ 2 Faculty (2 year terms, 1 each from the Academic Affairs & Student Affairs Divisions, to be selected by Academic Senate; 1 serving as co-chair)
◊ 2 Classified Staff (2 year terms, 1 to be selected by CSEA, and 1 to be selected by L-39)
◊ 1 Classified Manager, Supervisor or Confidential (2 year term, to be selected by superintendent/president)
◊ 1 Student (1 year term, to be selected by ASHC)

FREQUENCY OF MEETINGS

Monthly during the academic year.

PURPOSE

To function as the subcommittee of the College Planning Council, focusing on the continuous improvement of integrated planning and institutional effectiveness.

RECEIVES INFORMATION FROM

The Office of Institutional Planning and Effectiveness, the Academic Senate, the College Planning Council, and other councils appropriate to the work of the Committee.

MAKES RECOMMENDATIONS TO

The College Planning Council and the Academic Senate, with the Academic Senate also making recommendations to the College Planning Council.

COMMITTEE RESPONSIBILITIES

1. CONTINUOUS IMPROVEMENT OF INTEGRATED PLANNING

◊ Review alignment, and recommend ways to maximize alignment, between and among the college’s strategic and long term plans.
◊ Review strategic integration of, and recommend ways to better integrate, annual planning and budgeting.

2. CONTINUOUS IMPROVEMENT OF INSTITUTIONAL EFFECTIVENESS
◊ Review progress on and outcomes of institutional continuous improvement processes.
◊ Recommend creative ideas, innovative practices, and data driven approaches directed toward sustainable continuous quality improvement at the college.

3. EVALUATION OF COMMITTEE EFFECTIVENESS
◊ Conduct annual evaluation of the effectiveness of the Committee in the spring semester each year.