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Cc: [Damon Bell](#); [Cynthia Azari](#); [Luis Sanchez](#)
Subject: IEPI Process Update and Next Steps
Date: Tuesday, November 6, 2018 8:28:00 AM
Attachments: [VCCCD Summary of Initial Visit Final 10-26-2018.pdf](#)
[IE Plan Template 200k October 2018 - VCCCD.docx](#)
[10.05.18 IEPI Areas of Focus Work Teams.pdf](#)
Importance: High

Hello IEPI Area of Focus Work Team Members,

Thank you again for your participation on the Area of Focus work team supporting the development and implementation of an Institutional Innovation and Effectiveness Plan encompassing the three focus areas. Attached is a listing of the work team members for each focus area. The three focus areas are: (A) Organizational Analysis; (B) Economic and Workforce Development; and (C) Performance Metrics and Success. Also attached is the completed Summary of Initial Visit template from the Partnership Resource Team (PRT). Laura Brower will forward to all work team members the Menu of Options from the PRT once it is received.

I have asked the Vice Presidents of Academic Affairs to coordinate the first meeting of their respective focus area teams. The Vice Presidents should be coordinating a phone or face to face organizational meeting prior to the second visit of the PRT occurring on Tuesday, December 4th. The purpose of the organizational meeting is to select two co-chairs and lead general discussions in preparation for discussion with the PRT on the Institutional Innovation and Effectiveness Plan during the second visit. Each work team will complete the preparation of their respective section of the Institutional Innovation and Effectiveness Plan after the second visit. Laura Brower will send out a detailed schedule for the second visit once we have received the Menu of Options template and I have discussed the details of the second visit with the PRT Chair, Dr. Cheryl Marshall. Please remember that you are representing constituent groups of employees and various departments and it is important to reach out to your groups for additional input and to keep them informed of the process.

A copy of the Institutional Innovation and Effectiveness Plan template is attached. Focus Area "A" already has a pre-filled in objective describing working with a consultant to complete an organizational analysis review. This is so the consultant can begin working in November to meet a planned March deadline for the report and recommendations to be provided to the Chancellor's Office. Each team will develop objectives and complete the related columns for each objective. The objectives will be developed from work team review and discussion of ideas presented in the Menu of Options template as well as other ideas that may surface from the work team members for consideration.

Please note the following currently planned timeline that includes deadlines for various steps in the IEPI process:

- a. Between Now and December 4th – Vice Presidents of Academic Affairs schedule and lead Focus Area organizational meeting to select co-Chairs, discuss ideas for discussion with PRT members during the second visit, and pre-schedule subsequent meetings to complete preparation of the Institutional Innovation and Effectiveness Plan.
- b. December 4th – Area of Focus Teams meet with PRT members to review Menu of Options and identify potential objectives to include in the Institutional Innovation and Effectiveness Plan.
- c. December 5th to January 9th – Focus Area Teams complete their respective sections of the Institutional Innovation and Effectiveness Plan including the budget. Please note that the total available budget to support implementation of action steps is \$200,000. There is already a pre-allocation of \$86,500 for Area of Focus “A” for the consultant organizational analysis review project. The co-Chairs of each focus area will need to communicate regarding the budget so that the total amount does not exceed the \$200,000 limit.
- d. January 10th – Draft of Institutional Innovation and Effectiveness Plan due to the Chancellor’s Office.
- e. January 11th – Draft of the plan will be reviewed at Consultation Council for information, comment, and suggested revision (Focus Area co-Chairs attend).
- f. January 14th – Draft of the plan will be reviewed at Chancellor’s Cabinet for information, comment, and suggested revision (Focus Area co-Chairs attend).
- g. January 22nd – Draft of the plan will be shared as an informational item at the January Board of Trustees meeting (Focus Area team members attend).
- h. January 23rd to January 28th – Area of Focus team meet to review input and suggested revisions and make final changes to their respective sections of the plan.
- i. January 29th – Final plan submitted to Chancellor’s Office for final review and approval by Chancellor’s Cabinet followed by submission of the plan for approval and funding (Focus Area co-Chairs attend).
- j. January 30th to a to be Determined Date of Third PRT Visit – Area of Focus team meet as needed to review actions and progress and update Institutional Innovation and Effectiveness Plan as needed.

Thank you again for helping with this project. I look forward the objectives that will be developed and implemented to support innovation at the District level relative to these three focus areas! Please do not hesitate to contact me with any questions.

Greg

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