

GOVERNANCE STRUCTURE GROUP REQUEST



Date: 3/15/2024

Proposed Name of Requested Group:	Institutional Effectiveness, Planning and Fiscal Stewardship Council (IEPFSC)
Request submitted by:	IEPFSC Chair, Todd McDonald, VPFAS and IEPFSC Co-chair
Group Type: Council	Action Requested: Change If Change, identify type of change: Change the Purpose and Responsibilities and Membership

Reporting Relationship: Reports to College Council

Purpose

The Institutional Effectiveness, Planning, and Fiscal Stewardship Council works to support a culture of continuous quality improvement at Palomar College to ensure that all students receive the opportunities and support they need to leverage their specific circumstances into a strong foundation for life-long, resilient learning, career success, and global citizenship. The Council takes a comprehensive view of the College with attention to interconnections across divisions for institutional planning, and the opportunities therein. In fulfilling its responsibilities, IEPFSC uses a broadly informed decision-making process, drawing from qualitative and quantitative data to arrive at recommendations to the College Council. It monitors and facilitates communication about the fiscal health of the College. It also reviews progress on college goals and priorities; evaluates and provides support for the integration of planning, assessment, and resource allocation at all levels of the institution; and shepherds the accreditation work of the College. It champions the use of data and assessment to inform strategies focused on equity and student success in alignment with the College’s Vision, Mission, and Values, and strategic goals.

Responsibilities

- **Integrated Planning and Evaluation**
 - Conduct annual review of institutional, divisional, and department planning results to assess progress towards institutional goals and make recommendations regarding either the creation of new, or the revision of existing, college goals.
 - Evaluate institution-set standards, equity, and student achievement goals, including both internal- and CCCCO-produced key performance indicator metrics and other student success outcome measures.
 - Coordinate with other councils to develop evaluation plans for major initiatives and projects.
 - Review the effectiveness of current integrated planning, evaluation, and resource allocation processes and cycles, and provide feedback as needed.
 - Develop recommendations and provide technical support for the College’s program review and planning processes, including evaluation of program review and planning templates to ensure alignment with the College’s mission, accreditation standards, and district planning and resource allocation.
 - Support ongoing connections between unit planning through program review and institutional planning processes.

- **Fiscal Stewardship and Communication**
 - Monitor the College’s fiscal health through the Fiscal Services metrics data dashboard and other official published sources.
 - Develop, interpret, and articulate assumptions, priorities, guidelines, and procedures related to budget processes and resource allocation, integrating recommendations from college-wide plans.
 - Provide ongoing education and communication for the college community regarding fiscal matters.

- **Data-Informed Decision Making**
 - Analyze data and support for the development of college plans and planning activities.
 - Use aggregated and disaggregated data and research to support the continuous improvement of programs and services of the College.

- **Accreditation**
 - Monitor the District’s accreditation work to ensure all requirements are met.
 - Continually compile evidence related to accreditation Standard I.A., I.B., and I.C., as well as other relevant accreditation requirements and monitor the College’s ongoing compliance with these requirements.

Products: College Annual Report on Integrated Planning and Resource Allocation
 Institution-Set Standards and required Student Achievement Goals/Metrics
 Accreditation Reports

Meeting Schedule: 1st and 3rd Fridays from 1:00-3:00 pm

Chair(s): Chair Vice-President of Finance and Administrative Services, Co-Chair

Membership

- Assistant Superintendent/Vice President for Finance and Administrative Services | Co-chair; (Co-chair elected from the body)
- Assistant Superintendent/Vice President for Instruction or designee
- Assistant Superintendent/Vice President for Student Services or designee
- One (1) Senior Director of Institutional Research and Planning who is also the Accreditation Liaison Officer
- One (1) Instructional Dean
- One (1) Student Services Dean or Director
- Four (4) Faculty representatives, appointed by Faculty Senate and PFF through collaboration
- Four (4) Classified staff representatives, appointed by CCE
- Two (2) CAST representatives, appointed by CAST
- Two (2) Student representatives appointed by ASG

Refer to individual constituent group for information on member appointments.

Advisory Members (non-voting)

- Senior Director of Fiscal Services, Advisory Member
- One (1) Part-time faculty member, appointed by Faculty Senate and/or PFF through collaboration