

Welcome!

Annual Unit Planning 2022-23

Jen Laflam (she, her), Interim Dean of Institutional Effectiveness & Innovation

Mary Goodall (she, her), Governance Liaison

Chris Olson, Research Analyst



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Land Acknowledgement

We acknowledge the land which we occupy at American River College as the traditional home of the Nisenan, Maidu, and Miwok tribal nations. These sovereign people have been the caretakers of this land since time immemorial. Despite centuries of genocide and occupation the Nisenan, Maidu, and Miwok continue as vibrant and resilient tribes and bands, both Federally recognized and unrecognized. We take this opportunity to acknowledge the generations that have gone before as well as the present-day Nisenan, Maidu, and Miwok people.



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Objectives

Why we do Annual Unit Planning

Connection between AUP and Program Review

Equity mindset and the Equity Lens in Annual Unit Planning

Data informed inquiry, including overview of data sources

Portal information

Timeline

Support resources



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Why we do Annual Unit Planning

Ensure programs, offices, and departments are working toward Strategic Goals

Close our College's equity gaps

Engage in data-based inquiry to inform goals and actions

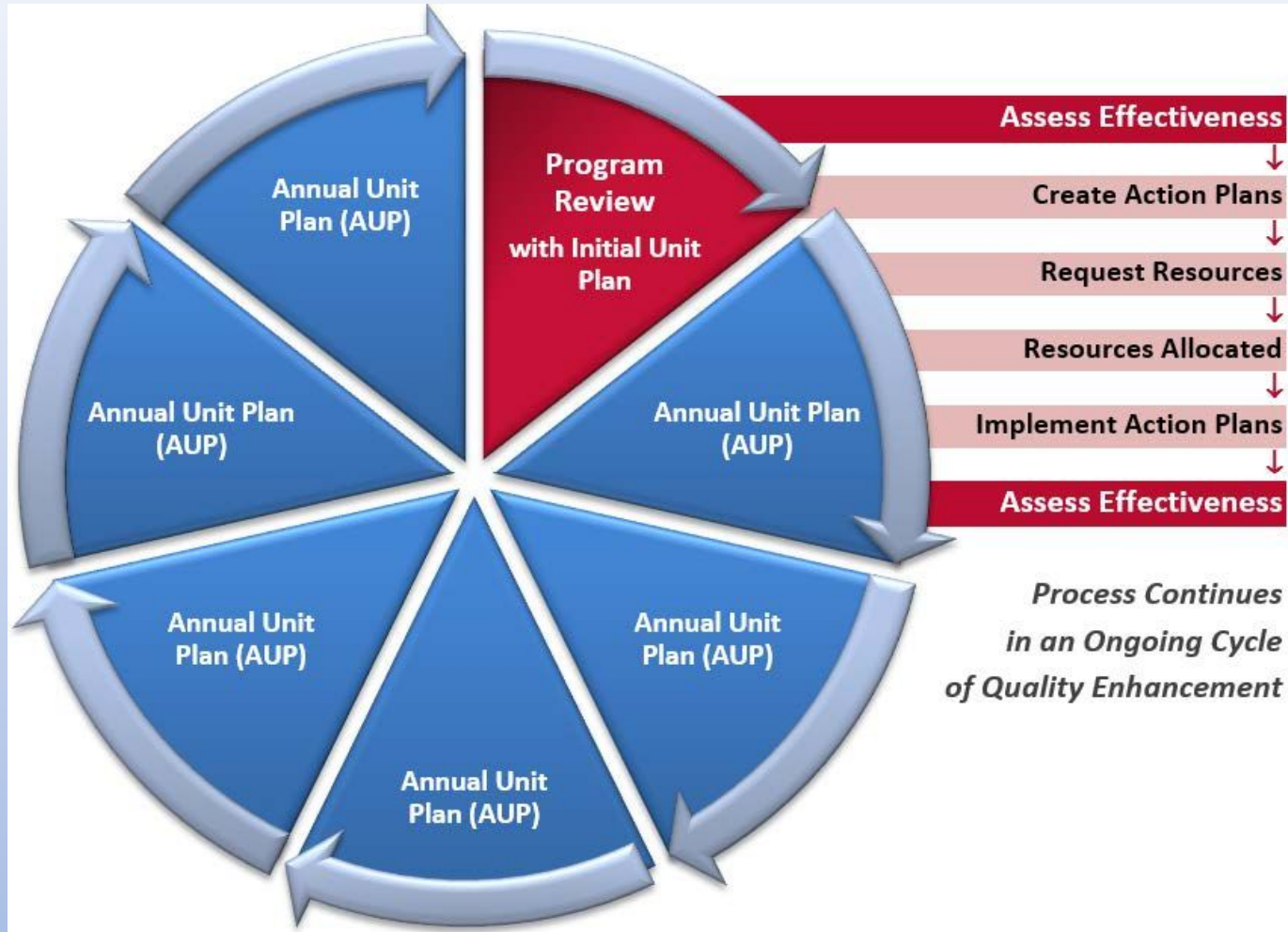
Communicate resource needs and link resources to goals

Meet accreditation requirements (set goals and hold ourselves accountable to them)

Institutional accountability



Program Review & Unit Planning Cycle

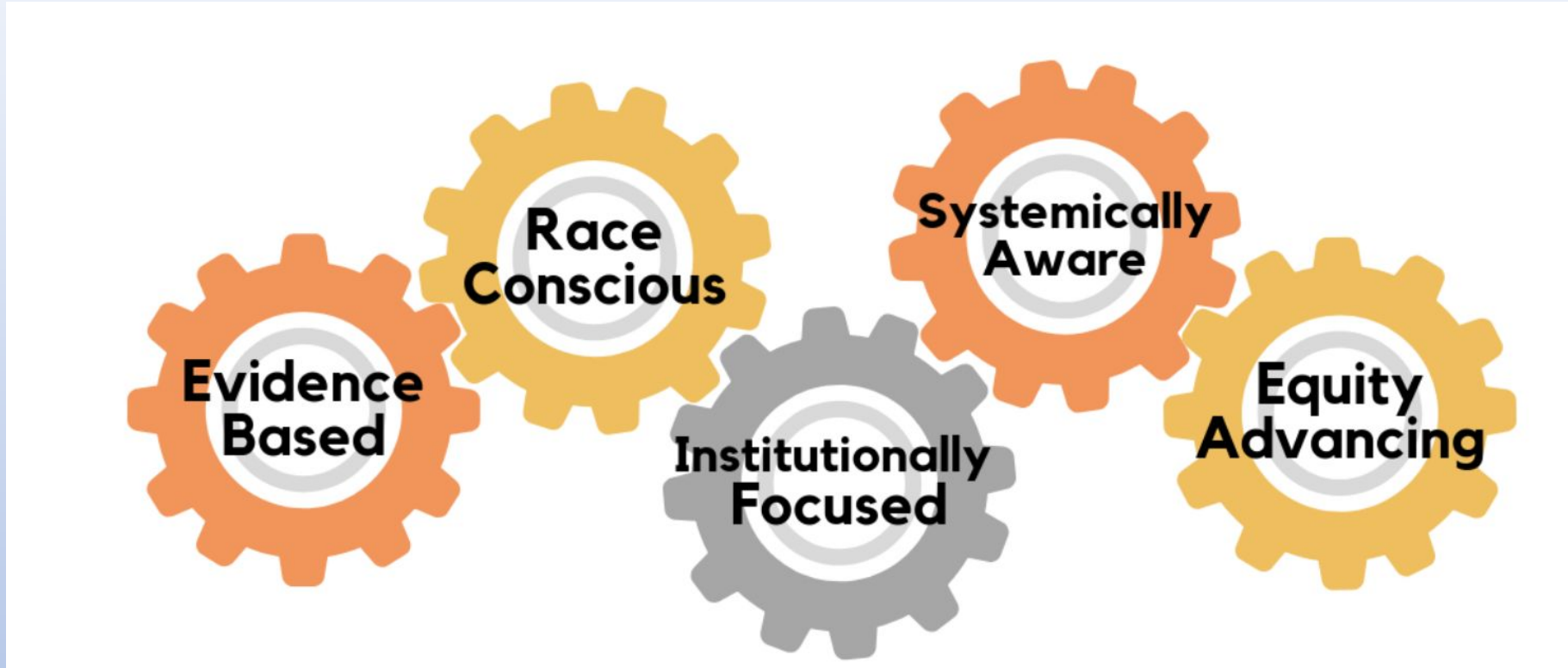


Who Participates in Annual Unit Planning?

	Role in Annual Unit Planning	Typical Leads	Example
Executive-Level Unit	Identifies action steps and related resource needs to implement strategies or objectives that cross multiple divisions or areas; may include requests for cross-functional initiatives that involve multiple areas	President Vice President Associate Vice President	Instruction
Division/Area-Level Unit	Identifies action steps and related resource needs to implement objectives that cross multiple programlevel planning units, but do not extend beyond the division or area	Dean Director	Humanities
Program-Level Unit	Identifies action steps and related resource needs to implement objectives for a program-level planning unit	Department Chair Director Manager Supervisor or designated lead	Foreign Languages



Equity Mindedness



Center for Race and Ethnicity, USC



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Equity Framework

Awareness
Knowledge
Skills
Action

dr. becky martinez and Dr. Jamie Washington, Social Justice Training Institute



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Using an Equity Lens in Annual Unit Planning

- Identify the groups that are historically disproportionately impacted at our College and use data about these groups at ARC to understand how they are impacted.
- Understand how students in these groups affected by your unit.
- Since equity requires that resources be spent to meet the needs of groups that have been historically under-resourced, consider how your unit specifically allocates resources focused on eliminating the equity gap and serving disproportionately impacted communities.
- Evaluate your Plan for explicit racial consciousness from an equity perspective.

Adapted from ARC Institutional Equity Plan



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Using an Equity Lens in Annual Unit Planning

- Evaluate your Plan for approaches made from a deficit frame in order to shift that deficit model to an asset-minded (strength-based) frame.
- Does your Plan include content and perspective that addresses and is sourced from disproportionately impacted and marginalized communities?
- Does your plan intentionally involve stakeholders who are also members of the communities affected?
- What support/resources do you need to be able to reach equitable outcomes?

Adapted from ARC Institutional Equity Plan



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Overview of Data in the Portal (Standard Data Sets)

Satisfaction with Support Services Survey (e.g. Student Service Programs)

Department Set Standards (for units that offer courses)

SLO Data Set (e.g. Instructional Areas)

SSO Data Set (e.g. Student Service Programs)



Suggested/Useful Data Sources

[ARC Data on Demand](#) (Precision Campus)

[CTE Community College Pipeline](#)

Other sources?



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General Approach to Data Collection

The unit can ask itself the following types of questions:

- What services or products do we provide to students and/or employees at ARC, (or beyond ARC, if applicable)?
- Do these services fall into categories? Can we count these services provided?
- Might there be a way that our unit or ARC's Research office could separate these counts into the type of students or employees served (e.g., by gender, race/ethnicity, other student characteristics, employee group, etc.,) to evaluate whether all groups are being equitably served?
- Is there a way to measure our communication frequency and response time with members of ARC's historically disproportionately impacted student groups or programs and offices that specifically support these students?



General Approach to Data Collection

The unit can ask itself the following types of questions:

- What is the satisfaction rate of ARC's historically disproportionately impacted student groups with our unit, or relating to programs and offices that specifically support these students?
- Are there any trends that would indicate areas of strength or opportunities for improvement?
- Have we collected any other types of quantitative or qualitative data (e.g., via surveys, focus groups, advisory groups)? Have we intentionally involved members of historically disproportionately impacted communities in data collection in culturally responsive ways?
- What actions or resources would be needed for improvement to occur, including equitably serving disproportionately impacted communities?




Steps for Annual Unit Planning

1. Review and Update the status of actions from your unit's previous Annual Unit Plan.
2. Review your unit's standard data set and additional data with your department.
3. Support ARC's strategic planning goals and address data issues by adding new planning objectives and action steps.
4. Review your unit's Planning Objective Summary with your department.
5. For any of your unit's Planning Objectives that require resources, identify needed resources.
6. Submit Annual Unit Plan **by November 30.**





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Enter your Los Rios ID (W1234567)
Password (universal log in)



2022-2023 Annual Unit Planning Timeline

DATE	ROLE*	ACTION
September	Authors	<ul style="list-style-type: none">• Training for Faculty based units (09/27/22 and 09/28/22)• Review and email data to all unit members
October	Authors	<ul style="list-style-type: none">• Training for Administrative and Student Services based units (10/19/22)• Meet with unit members as a group to review previous Annual Unit Plans• Discuss new unit data• Develop the unit plan
November	Authors	<ul style="list-style-type: none">• Submit plan (11/30/22)
December	Reviewers	<ul style="list-style-type: none">• Approve plan (12/16/22)
	Senior Administrators	<ul style="list-style-type: none">• Approve plan (12/23/22)



Support Resources

Support with the Process

- Jen Laflam, Interim Dean of Institutional Effectiveness & Innovation, laflamj@arc.losrios.edu

Technical and Portal Support, Questions about the Process

- Mary Goodall, Governance Liaison, goodalm@arc.losrios.edu

Research Support

- Chris Olson, Research Analyst, olsonc@arc.losrios.edu
- Yuj Shimizu, Faculty Researcher, shimizy@arc.losrios.edu
- Submit a [research request](#).



Open Labs

Wednesday, November 9 3:00-4:00 PM

Wednesday, November 16 9:00-10:00 AM

Look for a Calendar invitation soon.



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Thank you!

Questions?

We welcome your feedback.



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