

June 15, 2007

MEMORANDUM

To: President

Thru: Vice President for Administration _____

Subject: Organization Chart Evaluation – Final

Attached is the final copy of the Organizational Chart Evaluation conducted by the offices of Institutional Research and Planning and Human Resources. The draft of the evaluation report was presented to and reviewed by the Planning Council, Institutional Assessment Working Group, Communications Plan Working Group and the Budget 2009 Planning Meeting that was attended by Vice Presidents, Campus Directors, Office Heads, Division Heads, and other key leaders of the college. Additional comments were received via email.

The evaluation was conducted in response to the WASC recommendations:

- Recommendation 2: Improve Communication - The college must develop, document, and implement an organization of administrative responsibilities across the six sites that ensures continuity in student support and instruction and gives a clear, consistent line of administrative authority such as,
 - For all instructional programs cross all sites to the Vice President for Instructional Affairs
 - For all student service programs across the sites to the Vice President for Support and Student Affairs
 - For all learning resources programs across the sites to the Director of Learning Resources Center.
- Recommendation 3: Improve Communication - Once the collaborative processes (Recommendation 1) and the organization of administrative responsibilities (Recommendation 2) are developed, documented, and implemented, they must be periodically and systematically evaluated to facilitate a cycle of continued improvement.

The evaluation report includes a series of findings and recommendations for improvement. The revised organizational structure has resulted in clarification of administrative responsibility. However, there are recommendations regarding improvement in the areas of dual responsibility, communications and decision making.

Many of the recommendations are already being acted upon in the college's communications and institutional assessment working groups. Structured training is recommended to support the organizational structure. A suggestion has also been made to revise job descriptions as needed to support the findings and recommendations of the report. A foundation for many of the recommendations is to use concepts and tools related to matrix organizations.

If you have questions, or need additional information, please let us know.

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Planning

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