



Frequently Asked Questions: IEPI Technical Assistance and PRTs

How can I express interest in receiving Technical Assistance?

An institutional CEO can send a short Letter of Interest (LOI) for a Partnership Resource Team to provide technical assistance. The LOI specifies the areas of focus on which the institution wants the PRT to concentrate and should adhere to the format given on the IEPI website: <http://iepi.cccco.edu/administrators/prtinterest>. If you are interested in receiving technical assistance through a PRT, let your CEO know and indicate the area(s) in which you believe your institution would benefit from such assistance.

What is the process for selecting and scheduling Partnership Resource Team visits?

We expect to be able to make Partnership Resource Teams available to all California Community Colleges at some point during the first five years of IEPI, should they express interest in receiving them. We schedule the visits based on institutional need and readiness, and on the calendars of institutional personnel and PRT members. The evaluation of need and readiness draws on information provided by the institutions on their areas of focus, institutional effectiveness indicators, the timing of upcoming accreditation visits, and other factors. A member of the IEPI Executive Committee also might call the institutional CEO for additional clarification to ensure that we're not missing any important issues.

After this initial review, institutions scheduled for visits will be asked to provide a one- or two-page treatment of their areas of focus that is somewhat more detailed than the LOI, to help determine scheduling and prepare for the initial visit. If any of the areas of focus include issues that fall within the purview of the 10+1 Faculty Academic and Professional Matters, the CEO will work with the local academic senate to produce the treatment, and the senate president will signify acceptance of the treatment before submission to the IEPI Executive Committee. The IEPI Executive Committee develops a recommendation for the roster of each PRT to be approved by the CCCCO and the client CEO.

What role does the college receiving the visit have in selecting team members?

The Project Director puts together PRTs by matching the expertise of volunteers in the pool to the areas of focus of the institutions. PRT composition is driven by the needs of each institution and not by representation of associations/organizations/CCCCO. The client CEO reviews the initial PRT composition to ensure that there are no unintended conflicts with



PRT assignments. The CEO should check with faculty and administrative leaders to help ensure that conflicts of interest are avoided. The IEPI Executive Committee and the CCCC also approve the final composition of each PRT.

How do we get our seed money, and what can we use it for?

Your Innovation and Effectiveness Plan, which you will develop with the assistance of your PRT, should include a list of any additional resources (with dollar amounts) you need to begin implementing the plan. That list will support your brief application for seed money, which you can use to expedite progress on any objective included in your Plan. IEPI staff will process the request as quickly as possible to expedite your receipt of the funds.

How will IEPI work with other organizations—like ASCCC, RP Group, and CCLC, all of which have mechanisms in place to provide colleges with technical assistance—to ensure consistency of information and responses to issues?

IEPI works to complement the technical assistance already available from statewide organizations. IEPI brings additional resources to fund technical assistance visits as well as seed grants to fund improvement efforts.

How is the Partnership Resource Team assistance different from what is provided by consultants?

First and foremost, the Initiative is funded to bring resources to local institutions. Those identified as needing assistance will not have to pay for the technical assistance provided by IEPI. In addition to cost differences, IEPI draws heavily on community college personnel with the required expertise and familiarity with the system to assist institutions. Using this broad array of knowledge and skills, IEPI will provide technical assistance on a variety of issues, since Institutional Effectiveness is broad and covers just about any topic one could imagine.

What can institutions expect from the Partnership Resource Teams providing technical assistance?

Institutions can expect PRTs to work to understand the issues, help the institution develop solutions, and then assist the institution with implementing solutions with a focus on continuous improvement. The PRTs will not simply meet with each institution once, deliver a report on what it should do, and walk away. Rather, the teams will be responsible for



working with the institutions and providing support to them as they develop their capacity and improve.

What other IEPI support will be available to colleges/districts/centers who utilize a Partnership Resource Team?

IEPI is planning to make available to colleges/districts/centers who utilize a PRT the ability to participate in a “community of practice.” This opportunity is voluntary. The community of practice will promote sharing ideas across institutions and provide dedicated planning time, led by experts, for each institution to create a more thorough and robust action plan to increase institutional effectiveness. Each institution in the community of practice will send a leadership team to revisit the IEPI Innovation and Effectiveness Plan or undertake another strategic planning activity in a facilitated one-to-two-day experience offsite. This academy/institute will typically occur three months to one year after the third PRT visit.

What does IEPI request from each institution that receives PRT visits?

The Project Director asks each client CEO, primarily through the point persons whom she or he designates, to do the following:

- Provide logistical assistance in scheduling the visits, and ensure that the appropriate institutional personnel participate in each visit;
- Inform the institutional community about the nature and purposes of the PRT, and of each visit;
- Provide crucial documents that will illuminate the areas of focus;
- Develop the more detailed treatment of the areas of focus, as described above; and
- Communicate as needed in timely fashion with the PRT Lead to help ensure that the institution's technical assistance needs are met, and that each visit goes smoothly.

IEPI asks each institution visited to “report out” their lessons learned at statewide venues, such as the RP Group Student Success Conference; Academic Senate Plenary; CCLC Annual Conference; and the ACCCA Conference. All necessary registration and travel expenses for such presentations are reimbursed by IEPI.



Does IEPI provide Partnership Resource Teams to districts and centers?

IEPI was initially set up to serve individual colleges. However, district-level participation in regional workshops and in goal-setting for the indicators related to fiscal stability and state and Federal programmatic compliance is encouraged. We have also set up processes for PRTs to serve multi-college districts whose CEOs have submitted district-level Letters of Interest. Each such district that receives PRT services may also request up to \$200,000 in seed money to expedite implementation of its own Innovation and Effectiveness Plan. Our intent is to complement PRTs that are being sent to colleges, while addressing the unique needs of multi-college districts, as we work to advance institutional effectiveness and student success.

Centers, too, may submit LOIs, receive PRT visits, and request seed-money grants to expedite implementation of their Innovation and Effectiveness Plans.

If my institution is having compliance issues, why would/should we contact the IEPI for assistance?

IEPI will assist local institutions with accreditation or audit issues. This will be an opportunity to identify the most efficient and effective path for coming into sustainable compliance, and implement model practices before sanctions might otherwise be imposed. Given the goals of the initiative, IEPI will treat information collected through the initiative with sensitivity. Institutions can also choose to address compliance issues on their own.

How do I volunteer to serve on a Partnership Resource Team?

At least twice each year, the statewide Academic Senate issues a call for faculty volunteers. At the same time, IEPI sends out a call for non-faculty volunteers through the statewide associations/organizations represented on the Advisory Committee and through the IEPI listserv. In all cases, volunteers are asked to complete a brief online survey of their areas of expertise. If you would like to serve on a PRT, please complete the survey applicable to you. You must complete the whole survey to be added to the provisional PRT pool.

- Current non-faculty survey: <https://www.surveymonkey.com/r/IEPI-PRT-ExpertiseInventory2015-2>
- Current faculty survey: https://www.surveymonkey.com/s/Faculty_PRT_team_survey



The Academic Senate consults with local Senate presidents before moving volunteers to the approved pool and transferring the data to IEPI. The IEPI Project Director consults with each non-faculty volunteer's home CEO or designee to ensure that he or she has no concerns about the volunteer's service before moving each volunteer to the approved pool.

If you have already completed the survey within the past year, there is no need for you to do so again, unless your contact information, position, or areas of expertise have changed.

Tentative PRTs for specific institutions are drawn from the combined approved pool based on a careful match of the institution's areas of focus with the volunteers' areas of expertise. Each final PRT is approved by the IEPI Executive Committee, the CCCCCO, and the receiving institution's CEO. If you are selected for a PRT, the IEPI Project Director will notify you by email at the address you submitted in the survey. The Project Director will provide the necessary paperwork, arrange training, and begin the process of scheduling the initial visit to fit both team members' schedules and the receiving institution's preferred date options. (Part of that paperwork is a Participation Certification Form, which must be signed by the appropriate local administrator authorizing your service on a specific PRT. The form must then be submitted to IEPI well before the initial visit).

PRT members may be asked to share their experience with others at PRT training workshops or at presentations to statewide organizations and conferences.

Experts who have already participated on PRTs report that it is a rewarding and useful experience. The need is great—we encourage you to volunteer!