# JCC INNOVATION EXCHANGE

## Procedures

I.  Idea Generation

    A.  Ideas or proposals are encouraged from any and all sources.

    B.  Ideas should be carefully thought out and developed with an eye toward advancing JCC's Mission and/or Strategic Institutional Goals.

    C.  Those generating ideas should create an initial brief outline or concept paper that describes the concepts clear and concisely

II.  Pre-Proposal Support

    A.  Those with ideas are encouraged to contact any member of the President's Council (PC), Leadership Council (LC), or their supervisor as a beginning point in moving the idea forward toward review and possible implementation.  All employees are encouraged to share their ideas with immediate supervisors, or others who may need to be involved, before moving them forward.

    B.  Once an idea surfaces at the PC or LC level, two members of the Leadership Council will be assigned as mentors for the proposer(s).  These mentors will likely come from outside the formal reporting lines of authority in order to allow for a more open and unbiased consideration of the proposal.

        1.  Mentors will be assigned by the President after consultation with the PC and/or LC.

        2.  An initial timeframe and deadlines for moving ideas forward will be established by the PC.

    C.  LC Mentors will only spend a limited amount of time with the proposer(s), 1-3 hours is anticipated.  An initial contact should be made within two weeks of receiving the assignment.  The mentors' role is to help the proposer prepare to present their ideas to the LC.  They will:

        1.  Explain the process for reviewing ideas and answer any questions.

        2.  Articulate questions, concerns, that may arise during the LC presentation to assist proposers in being well-prepared.

        3.  Help clarify strengths and weaknesses that may need to be addressed.

        4.  Schedule the proposal for LC review as soon as the proposer feels ready.

III.  Initial Proposal Review

    A.  Proposers will be scheduled for a 10-minute presentation to the full Leadership Council.  Following the presentation, 5-10 minutes will be allowed for LC to ask questions or provide comments.  The proposers will then be excused.

B. Each proposal will be discussed by the LC to determine whether further consideration is warranted. The criteria for screening proposals will be as follows:

    1. Would this proposal advance the mission and strategic institutional goals of the college in a meaningful way?

    2. Is there "reasonable plausibility" that the program or some variation thereof could be successfully implemented at JCC given current economic and administrative environments?

C. If so, a plan for more fully pursuing the proposal will be developed. Typically, the proposal will be referred to one of the following for further development:

    1. An existing campus entity.

    2. A small task force (3-4 people) specifically created by the LC. This task force would likely include the original proposer when that makes sense.

D. The assigned entity will be requested to report findings and recommendations to the LC within a defined timeframe, typically 6-8 weeks.

IV. Full Leadership Council Review

A. The LC will receive the Proposal Report and consider desirability and feasibility for further implementation.

B. If this review is generally positive, a recommendation will be made to the President's Council encouraging implementation.

C. If the review is generally negative, the proposer will be notified that the proposal has not been recommended to move forward at this time. A statement of concerns will be provided to those associated with the proposal.

V. President's Council Review

A. The President's Council will further review the recommendation and determine the extent to which College resources (energy, time, and funding) would be appropriately directed toward implementation of the proposal.

B. The outcome of this review would likely be one of the following:

    1. Move forward immediately. An appropriate and full implementation strategy will be approved and deployed.

    2. Hold pending identification of available resources. The proposal may be referred to the PBA process to compete for funding amongst all institutional priorities.

    3. Hold indefinitely. This project is outside the scope of the administration's current strategies.

VI. Proposal Implementation