Operational Plan: Actions and Action Updates

HARTNELL COLLEGE

College Redesign Plan - A. Facilitating Strategies

Action Description: Identify barriers to individual engagement

Identify barriers to individual engagement

Action Year(s): 2019 - 2020
Other Responsible Parties: Hetty & Consultant
HR Review
Work units/
employee groups
Expected Month of Completion: 05 - May
Expected Year of Completion: 2019
Does this Action require Funding or Additional Resources?: Yes
Request Type: 1 - Fixed Costs: Certificated Personnel, 2 - Fixed Costs: Classified Personnel, 3 - Fixed Costs: Management Personnel, 4 - Variable Costs: Contract Services, 8 - Variable Costs: Supplies/Materials

Update on Action

Action Updates

Reporting Period: 2018 - 2019 04/02/2019
Conclusion: Action In Progress
Here is my update. Here is my update. Here is my update. Here is my update. Here is my update. Here is my update. Here is my update.

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
A. Facilitating Strategies - 1 - Deepen engagement of faculty, staff, management, and students to increase Hartnell's leadership capacity

Action Description: Address barriers/offer incentives for participation

Address barriers/offer incentives for participation

Action Year(s): 2018 - 2019
Other Responsible Parties: Hetty & Consultant
HR & Foundation
Work units/
employee groups
Expected Month of Completion: 05 - May
Expected Year of Completion: 2019
Request Type: 1 - Fixed Costs: Certificated Personnel, 2 - Fixed Costs: Classified Personnel, 3 - Fixed Costs: Management Personnel, 4 - Variable Costs: Contract Services, 8 - Variable Costs: Supplies/Materials

Map to Various Institutional Plans

College Redesign Plan - A. Facilitating Strategies

Operational Plan Strategies: 2019-2020
A. Facilitating Strategies - 1 - Deepen engagement of faculty, staff, management, and students to increase Hartnell's leadership capacity

Action Description: Increase workflow efficiency by digitizing paperwork

Increase workflow efficiency by digitizing paperwork

Lead Responsible Party: Dave Phillips
Expected Month of Completion: 09 - September
Expected Year of Completion: 2020
Resource Request: Funds for new software and training.

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
A. Facilitating Strategies - 2 - Identify and address salient policies, procedures, and practices that impede student success

Operational Plan: Actions and Action Updates

HARTNELL COLLEGE

College Redesign Plan - B. Pre-Enrolled Student Strategies

Action Description: 1. Streamline application process to clarify path to students with follow up email response giving students their ID numbers and giving them information about enrollment

1. Streamline application process to clarify path to students with follow up email response giving students their ID numbers and giving them information about enrollment

Action Year(s): 2018 - 2019
Lead Responsible Party: VP of Student Affairs
Other Responsible Parties: VP of Student Affairs, VP of IT
Expected Month of Completion: 01 - January
Expected Year of Completion: 2019
Does this Action require Funding or Additional Resources?: No

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
B. Pre-Enrolled Student Strategies - 1 - Expand Infrastructure (systems, process, personnel, communication) for Pre-enrolled students

Action Description: Provide clear total "cost of college" information

Provide clear total "cost of college" information

Action Year(s): 2018 - 2019
Other Responsible Parties: Financial Aid
Expected Month of Completion: 09 - September
Expected Year of Completion: 2019
Does this Action require Funding or Additional Resources?: Yes

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
B. Pre-Enrolled Student Strategies - 1 - Expand Infrastructure (systems, process, personnel, communication) for Pre-enrolled students

Action Description: Automation of multiple measures placement

Automation of multiple measures placement/AB705 implementation

Lead Responsible Party: VP of SA & VP of AA, Area Deans, IT
Expected Month of Completion: 12 - December
Expected Year of Completion: 2019

College Redesign Plan - B. Pre-Enrolled Student Strategies

Does this Action require Funding or Additional Resources?: Yes
Request Type: 4 - Variable Costs: Contract Services, 8 - Variable Costs: Supplies/Materials

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
B. Pre-Enrolled Student Strategies - 1 - Expand Infrastructure (systems, process, personnel, communication) for Pre-enrolled students

Action Description: Institutionalize Pathways Committee

Institutionalize Pathways Committee

Action Year(s): 2019 - 2020
Other Responsible Parties: Pre-Enrolled Students Team, Dean of Student Success, Pathways/Outreach teams
Expected Month of Completion: 09 - September
Expected Year of Completion: 2019
Request Type: 10 - Variable Costs: Travel

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
B. Pre-Enrolled Student Strategies - 3 - Expand systems that support Adult Learners/Re-entry students transition to Hartnell

Action Description: Mapping of Pre-enrolled pathways

Mapping of Pre-enrolled pathways

Action Year(s): 2019 - 2020
Other Responsible Parties: Pre-Enrolled Students Team
Expected Month of Completion: 01 - January
Expected Year of Completion: 2020
Resource Request: Full day mapping and outreach material session

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
B. Pre-Enrolled Student Strategies - 3 - Expand systems that support Adult Learners/Re-entry students transition to Hartnell

Action Description: Develop data pipeline to leverage current K12 STEM programs to provide continuing transition support to College

Develop data pipeline to leverage current K12 STEM programs to provide continuing transition support to College

Action Year(s): 2019 - 2020
Lead Responsible Party:

Other Responsible Parties: IT, K-12 STEM Programs, Upward Bound

Expected Month of Completion: 12 - December
Expected Year of Completion: 2019
Request Type: 2 - Fixed Costs: Classified Personnel, 6 - Variable Costs: Non-capitalized Equipment, 8 - Variable Costs: Supplies/Materials, 9 - Variable Costs: Training

College Redesign Plan - B. Pre-Enrolled Student Strategies

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
B. Pre-Enrolled Student Strategies - 2 - Expand systems that support high school students transition to Hartnell

Action Description: Implement system for consistent and available outreach materials

Implement system for consistent and available outreach materials

Action Year(s): 2019 - 2020
Other Responsible Parties: Pre-Enrolled Students Team, Dir. Of Comm/Mar
Expected Month of Completion: 09 - September
Expected Year of Completion: 2019
Request Type: 2 - Fixed Costs: Classified Personnel, 8 - Variable Costs: Supplies/Materials

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
B. Pre-Enrolled Student Strategies - 3 - Expand systems that support Adult Learners/Re-entry students transition to Hartnell

Action Description: Create collaborative system for family outreach. Pipeline to college including ESL, parents and other adult family members, K-12, and teens.

Create collaborative system for family outreach. Pipeline to college including ESL, parents and other adult family members, K-12, and teens.

Action Year(s): 2019 - 2020
Lead Responsible Party: Pre-Enrolled Students Team
Expected Month of Completion: 01 - January
Expected Year of Completion: 2020
Resource Request: Staff to plan and attend

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
B. Pre-Enrolled Student Strategies - 3 - Expand systems that support Adult Learners/Re-entry students transition to Hartnell

Action Description: Systematize continuous communication from pre-enrolled to entering.

Systematize continuous communication from pre-enrolled to entering.

Action Year(s): 2019 - 2020
Other Responsible Parties: IT, VP of SA, Dean of Enrollment Services, Dean of Student Services, Director of Student Life, Director of Student Readiness
Expected Month of Completion: 05 - May
Expected Year of Completion: 2020

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020

College Redesign Plan - B. Pre-Enrolled Student Strategies

B. Pre-Enrolled Student Strategies - 1 - Expand Infrastructure (systems, process, personnel, communication) for Pre-enrolled students
C. Entering Student Strategies - 1 - Develop meta-majors, curriculum design & efficient program mapping

Action Description: Roll out Student Planner to students to reduce face to face meeting needs with counselors

Roll out Student Planner to students to reduce face to face meeting needs with counselors

Action Year(s): 2019 - 2020
Lead Responsible Party: VP IT, VP of Student Affairs
Expected Month of Completion: 12 - December
Expected Year of Completion: 2019

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
B. Pre-Enrolled Student Strategies - 1 - Expand Infrastructure (systems, process, personnel, communication) for Pre-enrolled students

Operational Plan: Actions and Action Updates

HARTNELL COLLEGE

College Redesign Plan - C. Entering Student Strategies

Action Description: Engage College stakeholders and record feedback for use in developing meta-major guiding principals

Engage College stakeholders and record feedback for use in developing meta-major guiding principals

Action Year(s): 2019 - 2020
Other Responsible Parties: Entering Students Team
IT/IR
Expected Month of Completion: 05 - May
Expected Year of Completion: 2019

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
C. Entering Student Strategies - 1 - Develop meta-majors, curriculum design & efficient program mapping

Action Description: Create first draft of meta-major using guiding principals and stakeholders feedback

Create first draft of meta-major using guiding principals and stakeholders feedback

Action Year(s): 2019 - 2020
Other Responsible Parties: Entering Students Team
Expected Month of Completion: 10 - October
Expected Year of Completion: 2019

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
C. Entering Student Strategies - 1 - Develop meta-majors, curriculum design & efficient program mapping

Action Description: Feedback - especially student feedback - on meta-majors first draft

Feedback - especially student feedback - on meta-majors first draft

Action Year(s): 2019 - 2020
Lead Responsible Party: Entering Students/IR
Expected Month of Completion: 03 - March
Expected Year of Completion: 2020
Request Type: 4 - Variable Costs: Contract Services

Map to Various Institutional Plans

College Redesign Plan - C. Entering Student Strategies

Operational Plan Strategies: 2019-2020
C. Entering Student Strategies - 1 - Develop meta-majors, curriculum design & efficient program mapping

Action Description: Multiple revisions based on feedback to create meta-major draft ready for approval process

Multiple revisions based on feedback to create meta-major draft ready for approval process

Action Year(s): 2019 - 2020
Other Responsible Parties: Entering Students team
Expected Month of Completion: 06 - June
Expected Year of Completion: 2020

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
C. Entering Student Strategies - 1 - Develop meta-majors, curriculum design & efficient program mapping

Action Description: Create meta-majors mock-up dashboard for College web site

Create web pages by meta-major that show career ladder information so that student can make informed decisions; list labor market demand and rate of pay information aligned with education or skills attainment and certificate and degree programs of study

Action Year(s): 2019 - 2020
Lead Responsible Party: Entering Students team/IT dept./Career and Transfer Center
Expected Month of Completion: 05 - May
Expected Year of Completion: 2020
Resource Request: Hire IT consultant

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
C. Entering Student Strategies - 1 - Develop meta-majors, curriculum design & efficient program mapping

Action Description: Intentional Connections: Panther Days (tentative title)

Pilot aligning several existing programs with the new college promise for a more comprehensive summer bridge experience

Action Year(s): 2019 - 2020
Lead Responsible Party: Program leads of summer initiatives
Expected Month of Completion: 08 - August
Expected Year of Completion: 2019

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
C. Entering Student Strategies - 2 - Develop a system that intentionally connect all students with college and community

Action Description: Intentional Connections: Panther Days

Design expansion of the summer bridge Panther Days and propose College processes for summer 2020 implementation.

Action Year(s): 2019 - 2020

College Redesign Plan - C. Entering Student Strategies

Lead Responsible Party: Entering Students Team
Expected Month of Completion: 12 - December
Expected Year of Completion: 2019

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
C. Entering Student Strategies - 2 - Develop a system that intentionally connect all students with college and community

Action Description: Intentional Connections: Panther Days (3)

recruit students for Summer 2019 Panther Days and motivate student participation
Other Responsible Parties:

Action Year(s): 2019 - 2020
Lead Responsible Party: program leads of summer initiatives

Expected Month of Completion: 05 - May
Expected Year of Completion: 2019
Request Type: 4 - Variable Costs: Contract Services

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
C. Entering Student Strategies - 2 - Develop a system that intentionally connect all students with college and community

Action Description: Intentional Connections: 1st year experience

pilot peer mentoring cohorts- 2-4 with an eye to student groups needing an equity boost (non-traditional, etc.)

Action Year(s): 2019 - 2020
Lead Responsible Party: Special Programs
Expected Month of Completion: 01 - January
Expected Year of Completion: 2020
Request Type: 4 - Variable Costs: Contract Services

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
C. Entering Student Strategies - 2 - Develop a system that intentionally connect all students with college and community

Operational Plan: Actions and Action Updates

HARTNELL COLLEGE

College Redesign Plan - D. Continuing Student Strategies

Action Description: Redesign evening administrator duty service to be more student-centered.

Redesign evening administrator duty service to be more student-centered.

Action Year(s): 2019 - 2020
Lead Responsible Party: Continuing Students Team, Campus Life, Administration
Expected Month of Completion: 11 - November
Expected Year of Completion: 2019
Request Type: 1 - Fixed Costs: Certificated Personnel, 3 - Fixed Costs: Management Personnel, 9 - Variable Costs: Training

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
D. Continuing Student Strategies - 1 - Scaling/Access of Key Services

Action Description: 2. Develop a Second Year Experience targeted to Continuing Students

2. Develop a Second Year Experience targeted to Continuing Students
a. Pilot registration for targeted groups through Elusican Go.
i. We received an Innovation Grant for funding
b. Review data from pilot to begin design process for Second Year Experience

Action Year(s): 2019 - 2020
Lead Responsible Party: Continuing Students Team, Campus Life, Alisal Campus

Continuing Students Team,

Request Type: 1 - Fixed Costs: Certificated Personnel, 3 - Fixed Costs: Management Personnel, 9 - Variable Costs: Training

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
D. Continuing Student Strategies - 2 - Develop a Second Year Experience

Operational Plan: Actions and Action Updates

HARTNELL COLLEGE

College Redesign Plan - E. Completing Student Strategies

Action Description: Focus Groups

Focus groups for skills completers and job out? Define focus groups completers or near completers. Define questions for each associate degree, transfer, certificate. Student focus groups - ongoing feedback.

Action Year(s): 2019 - 2020
Lead Responsible Party: Director of Institutional Research
Expected Month of Completion: 11 - November
Expected Year of Completion: 2019
Request Type: 1 - Fixed Costs: Certificated Personnel, 8 - Variable Costs: Supplies/Materials

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
E. Completing Student Strategies - 1 - Develop a communication plan targeting Completing Students

Action Description: Implement student Ed Plan progress bar.

Implement student Ed Plan progress bar.

Action Year(s): 2019 - 2020
Lead Responsible Party: IT dept.
Expected Month of Completion: 06 - June
Expected Year of Completion: 2019
Request Type: 4 - Variable Costs: Contract Services, 8 - Variable Costs: Supplies/Materials

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
E. Completing Student Strategies - 1 - Develop a communication plan targeting Completing Students

Action Description: Messaging Students

Message students with 30 units to check with Counseling and/or A&R to review degrees/cert/transfer status (cross check).
Can we visualize new email formats that make messaging visually identifiable – urgent or progress.

Action Year(s): 2019 - 2020
Lead Responsible Party: Dean of Student Success
Counseling
Admissions and Records
Expected Month of Completion: 05 - May
Expected Year of Completion: 2019
Resource Request: IT
Work Study
Time

College Redesign Plan - E. Completing Student Strategies

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
E. Completing Student Strategies - 1 - Develop a communication plan targeting Completing Students

Action Description: Develop administrative procedure for graduation requirements AP4100

Review
? Residency for Associate Degree & Certificate Requirements
? Double majors
? Additional/multiple Degrees/Certificates
Develop
AP4100 Graduation Requirements for Degrees & Certificates w/VPAA, Curriculum Chair

Action Year(s): 2019 - 2020
Lead Responsible Party: Dean of Student Success
Dean of Student Affairs (Enrollment Services)
Expected Month of Completion: 06 - June
Expected Year of Completion: 2020

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
E. Completing Student Strategies - 2 - Increase Hartnell College Degrees and Awards File

Action Description: Auto Awarding Degrees/Certificates running processes that identify program requirements being met.

Review
? Title 5 CCR 555063 “shall award”
? Review the implementation plans that other CC’s have utilized (West Hills, Mt. San Antonio, Riverside)
? Look at systems such as Ferilli.com or Ellucian.
? Consider removing the need for students to petition to graduate
Consider
? Create a Task Force made up of College Evaluators and Counselors

Action Year(s): 2019 - 2020
Lead Responsible Party: Dean of Student Affairs (Enrollment Services)
Expected Month of Completion: 06 - June
Expected Year of Completion: 2020

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
E. Completing Student Strategies - 2 - Increase Hartnell College Degrees and Awards File

Action Description: Front load/early evaluate transfer credits for educational planning and Guided Pathways

Review
? The implementation plans from College of the Desert

College Redesign Plan - E. Completing Student Strategies

? Review the DOE Federal Financial Aid Regulations on transfer credits

Consider

? Do we evaluate for only general education coursework (since we don't know what the student's major is going to be?)

? Do we evaluate once the student has met with a counselor so that a major can be determined? The counselor would alert the designated evaluator to evaluate credits with the chosen major.

Action Year(s): 2019 - 2020
Lead Responsible Party: Dean of Student Affairs (Enrollment Services)
Expected Month of Completion: 06 - June
Expected Year of Completion: 2020

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
E. Completing Student Strategies - 2 - Increase Hartnell College Degrees and Awards File

Plan for Engagement: Actions and Action Updates

HARTNELL COLLEGE

Plan for Engagement

Action Description: Sharing of Information

Examine and evaluate how information is shared with and feedback is obtained from faculty and staff within academic affairs areas and non-instructional offices, including the length of the cycle through feedback

Action Year(s): 2019 - 2020
Lead Responsible Party: Director of Institutional Research
Other Responsible Parties: deans and directors
Expected Month of Completion: 04 - April
Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies
Strategy 1 - Improve Communication & Communication Flow

Action Description: Increased input and feedback

Increase opportunities for expanded audiences to provide input and feedback, including the potential for anonymous submissions, by providing a link on each governance council's web page; comments will be sent to the council chair(s) and/or executive assistant in advance of scheduled meetings, allowing council members to view these comments

Action Year(s): 2019 - 2020
Lead Responsible Party: Council chairs
Other Responsible Parties: Executive assistants
Expected Month of Completion: 12 - December
Expected Year of Completion: 2019

Map to Various Institutional Plans

Plan for Engagement Strategies
Strategy 1 - Improve Communication & Communication Flow

Action Description: Website Communication

Structure the college website to more effectively communicate essential information and to provide for meaningful search results

Action Year(s): 2019 - 2020
Lead Responsible Party: Online Services Committee
Expected Month of Completion: 05 - May
Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies
Strategy 1 - Improve Communication & Communication Flow

Plan for Engagement

Action Description: Develop and implement a website-based communication portal that includes campus-wide communications as a preferred alternative to use of email, particularly concerning campus events.

Develop and implement a website-based communication portal that includes campus-wide communications as a preferred alternative to the use of email, particularly concerning campus events.

Action Year(s): 2019 - 2020
Lead Responsible Party: Director of Communications
IT
Other Responsible Parties: Marketing & Public Relations
Expected Month of Completion: 01 - January
Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies
Strategy 1 - Improve Communication & Communication Flow

Action Description: College Re-design Clarity

More effectively communicate that college re-design is not just another initiative, but a mindset and approach to making improvements that integrates across many initiatives

Action Year(s): 2019 - 2020
Lead Responsible Party: College Re-design/Guided Pathways Coordinators
Other Responsible Parties: Director of Communications, Marketing & Public Relations
Expected Month of Completion: 12 - December
Expected Year of Completion: 2019

Map to Various Institutional Plans

Plan for Engagement Strategies
Strategy 1 - Improve Communication & Communication Flow

Action Description: Data Driven Employee Engagement

Conduct survey to obtain data on employee engagement

Action Year(s): 2019 - 2020
Lead Responsible Party: Director of Institutional Research
Expected Month of Completion: 11 - November
Expected Year of Completion: 2019

Map to Various Institutional Plans

Plan for Engagement Strategies
Strategy 2 - Boost Participation in Institutional Dialogue about Strategic Priorities

Action Description: Management Training

Provide training to managers concerning how to both encourage staff to participate and assign workload (make time available, correctly apply overtime, etc.) in explicit recognition of the importance of the ongoing collaboration of staff

Action Year(s): 2019 - 2020

Plan for Engagement

Lead Responsible Party: Associate Vice President of Human Resources
Other Responsible Parties: vice presidents
Expected Month of Completion: 12 - December
Expected Year of Completion: 2019

Map to Various Institutional Plans

Plan for Engagement Strategies
Strategy 2 - Boost Participation in Institutional Dialogue about Strategic Priorities

Action Description: Part-time Faculty Participation

Identify funds to encourage part-time faculty to participate

Action Year(s): 2019 - 2020
Lead Responsible Party: Vice President of Administrative Services
Other Responsible Parties: College Re-design/Guided Pathways Coordinators
Expected Month of Completion: 04 - April
Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies
Strategy 2 - Boost Participation in Institutional Dialogue about Strategic Priorities

Action Description: Student Participation

Improve student participation and otherwise incorporating the student voice, such as but not limited to identifying internship opportunities and funds to be used to conduct student focus groups in college re-design

Action Year(s): 2019 - 2020
Lead Responsible Party: Vice President of Advancement and Development
Other Responsible Parties: college re-design/guided pathways coordinators
Expected Month of Completion: 05 - May
Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies
Strategy 2 - Boost Participation in Institutional Dialogue about Strategic Priorities

Action Description: Employee Recognition

Increase recognition for the work accomplished by employees

Action Year(s): 2019 - 2020
Lead Responsible Party: Vice Presidents
Expected Month of Completion: 05 - May
Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies
Strategy 3 - Strengthen Cooperative Interactions

Action Description: Improved Collaboration and Collegiality

Plan for Engagement

Improve collaboration to ensure student success, and reinforce collegiality via equitable power dynamics in governance

Action Year(s): 2019 - 2020
Lead Responsible Party: Superintendent/President
Other Responsible Parties: governance council chairs
Expected Month of Completion: 05 - May
Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies
Strategy 3 - Strengthen Cooperative Interactions

Action Description: Increased Opportunities and Counter Dis-engagement

Provide increased opportunities for engagement and counter dis-engagement across divisions, ranks, and constituent groups

Action Year(s): 2019 - 2020
Lead Responsible Party: vice presidents
Expected Month of Completion: 01 - January
Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies
Strategy 3 - Strengthen Cooperative Interactions

Action Description: Customer Service Training

Provide customer service training for employees at all levels regarding how to serve students and internal stakeholders effectively and efficiently

Action Year(s): 2020 - 2021
Lead Responsible Party: Superintendent/President
Other Responsible Parties: vice presidents; Professional Development Committee
Expected Month of Completion: 11 - November
Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies
Strategy 4 - Increase Responsiveness

Action Description: Timely Responses

Ensure employees at all levels respond on a timely basis to emails and phone calls

Action Year(s): 2019 - 2020
Lead Responsible Party: Superintendent/President
Expected Month of Completion: 01 - January
Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies

Plan for Engagement

Strategy 4 - Increase Responsiveness

Action Description: Workflow Efficiency

Ensure that established queues are followed in responding to requests/tasks/work required, and shorten queues as possible

Action Year(s): 2020 - 2021
Lead Responsible Party: Workflow Efficiency and Digitized Paperwork Task Force
Other Responsible Parties: vice presidents
Expected Month of Completion: 11 - November
Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies
Strategy 4 - Increase Responsiveness

Action Description: Align Institutional Purpose and Goals

Align the purpose of institutional units with institutional goals; stop doing things that matter less to concentrate on things that matter more

Action Year(s): 2020 - 2021
Lead Responsible Party: Executive Cabinet
Expected Month of Completion: 01 - January
Expected Year of Completion: 2021

Map to Various Institutional Plans

Plan for Engagement Strategies
Strategy 5 - Align Activities with Institutional Goals & Strategic Priorities

Action Description: Strategic Priority Work Assignments

Ensure that time and energy are placed on strategic priorities and other high priority issues in employee work assignments

Action Year(s): 2020 - 2021
Lead Responsible Party: President
Other Responsible Parties: vice presidents and managers
Expected Month of Completion: 01 - January
Expected Year of Completion: 2021

Map to Various Institutional Plans

Plan for Engagement Strategies
Strategy 5 - Align Activities with Institutional Goals & Strategic Priorities

Action Description: Strategic Priorities at Governance Meetings

Make sure that time and energy are placed on strategic priorities and other high priority issues at participatory governance meetings

Action Year(s): 2019 - 2020
Lead Responsible Party: president
Other Responsible Parties: chairs
Expected Month of Completion: 04 - April
Expected Year of Completion: 2020

Plan for Engagement

Map to Various Institutional Plans

Plan for Engagement Strategies
Strategy 5 - Align Activities with Institutional Goals & Strategic Priorities

Action Description: Strategic Priorities at Flex Days

Make sure that time and energy are placed on strategic priorities and other high priority issues at flex days

Action Year(s): 2019 - 2020
Lead Responsible Party: president
Other Responsible Parties: Professional Development Committee
Expected Month of Completion: 04 - April
Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies
Strategy 5 - Align Activities with Institutional Goals & Strategic Priorities

Action Description: Understanding of Broad Context of Work

Ensure that all employees understand the broader context of their work, and how it contributes to institutional performance and student success

Action Year(s): 2020 - 2021
Lead Responsible Party: Superintendent/President
Other Responsible Parties: vice presidents, managers
Expected Month of Completion: 08 - August
Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies
Strategy 5 - Align Activities with Institutional Goals & Strategic Priorities

Action Description: Facilitator Training

Provide facilitator training to council and committee chairs to ensure effective and efficient meeting management

Action Year(s): 2020 - 2021
Lead Responsible Party: Superintendent/President
Expected Month of Completion: 08 - August
Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies
Strategy 5 - Align Activities with Institutional Goals & Strategic Priorities

Action Description: Expanded Co-chairing Opportunities

Expand co-chairing opportunities for councils and committees to allow for administrator/faculty/staff tri-chairs as feasible

Action Year(s): 2019 - 2020
Lead Responsible Party: College Planning Council

Plan for Engagement

Other Responsible Parties: Executive Cabinet
Expected Month of Completion: 04 - April
Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies
Strategy 6 - Expand Shared Leadership

Action Description: Leadership Development

Increase the pool of potential college leaders by providing opportunities for leadership development open to any interested employee, and that allow faculty, staff, students, and administrators to participate collaboratively in external workshops and to work jointly on internal issues

Action Year(s): 2020 - 2021
Lead Responsible Party: Professional Development Committee
Expected Month of Completion: 08 - August
Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies
Strategy 6 - Expand Shared Leadership

Quality Focus Essay Plan: Areas and Outcomes and Progress

HARTNELLCOLLEGE

QFE / Guided Pathways Plan

Action: QFE #1 GUIDED PATHWAYS Integrate College Re-Design

QFE #1 GUIDED PATHWAYS Integrate College Re-Design Guided Pathways into the institution's governance structure by expanding College Planning Council responsibilities

Action Year(s): 2018 - 2019
Other Responsible Parties: Dean of Institutional Planning, Research, and Effectiveness
Expected Month of Completion: 05 - May

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
A. Facilitating Strategies - 1 - Deepen engagement of faculty, staff, management, and students to increase Hartnell's leadership capacity

Action: QFE #1 GUIDED PATHWAYS Summer Inquiry Groups

QFE #1 GUIDED PATHWAYS Summer Inquiry Groups analyze data, conduct research, compare models at other colleges, discuss findings, and create e-portfolios

Action Year(s): 2018 - 2019
Other Responsible Parties: College Re-Design Coordinators
Expected Month of Completion: 08 - August

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
A. Facilitating Strategies - 1 - Deepen engagement of faculty, staff, management, and students to increase Hartnell's leadership capacity

Action: QFE #1 GUIDED PATHWAYS Develop dedicated web page for College Re-Design Guided Pathways

QFE #1 GUIDED PATHWAYS Develop dedicated web page for College Re-Design Guided Pathways

Action Year(s): 2018 - 2019
Other Responsible Parties: College Re-Design Coordinators
Expected Month of Completion: 10 - October

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
A. Facilitating Strategies - 1 - Deepen engagement of faculty, staff, management, and students to increase Hartnell's leadership capacity

Action: QFE #1 GUIDED PATHWAYS Develop and begin implementing

QFE / Guided Pathways Plan

a structure for College Re-Design

QFE #1 GUIDED PATHWAYS Develop and begin implementing a structure for College Re-Design

Action Year(s): 2018 - 2019
Other Responsible Parties: College Re-Design Coordinators
Expected Month of Completion: 11 - November

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
A. Facilitating Strategies - 1 - Deepen engagement of faculty, staff, management, and students to increase Hartnell's leadership capacity

Action: QFE #1 GUIDED PATHWAYS Establish Planning Council workgroup on deepening institutional dialogue

QFE #1 GUIDED PATHWAYS Establish Planning Council workgroup on deepening institutional dialogue

Action Year(s): 2018 - 2019
Lead Responsible Party: Dean of Institutional Planning, Research, and Effectiveness;
Other Responsible Parties: College Planning Council
Expected Month of Completion: 12 - December

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
A. Facilitating Strategies - 1 - Deepen engagement of faculty, staff, management, and students to increase Hartnell's leadership capacity

Action: QFE #1 GUIDED PATHWAYS Implement the Guided Pathways year of inquiry 2018-2019

QFE #1 GUIDED PATHWAYS Implement the Guided Pathways year of inquiry 2018-2019

Action Year(s): 2018 - 2019
Other Responsible Parties: Inquiry & Design Team Leads and College Re-Design CoordinatorsInquiry & Design Team Leads and College Re-Design Coordinators
Expected Month of Completion: 05 - May
Expected Year of Completion: 2019
Resource Request: Funds to incentivize different stakeholders

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
A. Facilitating Strategies - 1 - Deepen engagement of faculty, staff, management, and students to increase Hartnell's leadership capacity

Action: QFE #1 GUIDED PATHWAYS Integrate the Guided Pathways Work Plan into the development of the Strategic Plan 2019-2024

QFE #1 GUIDED PATHWAYS Integrate the Guided Pathways Work Plan into the development of the Strategic Plan 2019-2024

Action Year(s): 2018 - 2019
Other Responsible Parties: Dean of Institutional Planning, Research, and Effectiveness; Faculty Guided Pathways Coordinator

QFE / Guided Pathways Plan

Expected Month of Completion: 05 - May
Expected Year of Completion: 2019

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
A. Facilitating Strategies - 1 - Deepen engagement of faculty, staff, management, and students to increase Hartnell's leadership capacity

Action: QFE #1 GUIDED PATHWAYS: Map course sequences for all academic programs; program mapping will be achieved for full-time and part-time students schedules.

Map course sequences for all academic programs; program mapping will be achieved for full-time and part-time students schedules.

Action Year(s): 2019 - 2020
Lead Responsible Party: Vice President of Academic Affairs; Dean of Academic Affairs/Instructional Programs and Support
Expected Month of Completion: 12 - December
Expected Year of Completion: 2020
Resource Request: Funding to pay those doing and maintaining work

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
C. Entering Student Strategies - 1 - Develop meta-majors, curriculum design & efficient program mapping

Action: QFE #1 GUIDED PATHWAYS:Provide structured information within meta-majors to students about career pathways for academic program; the College will provide substantial information to students across programs about careers.

Provide structured information within meta-majors to students about career pathways for academic program; the College will provide substantial information to students across programs about careers.

Action Year(s): 2019 - 2020
Lead Responsible Party: Vice President of Academic Affairs; Vice President of Student Affairs
Expected Month of Completion: 06 - June
Expected Year of Completion: 2021
Resource Request: Funds to pay for design and implementation

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
C. Entering Student Strategies - 1 - Develop meta-majors, curriculum design & efficient program mapping

Action: QFE #1 GUIDED PATHWAYS Expand student self-service capabilities for schedule planning and technology support; students will have access to software that will help them plan their academic careers.

QFE #1 GUIDED PATHWAYS Expand student self-service capabilities for schedule planning and technology support; students will have access to software that will help them plan their academic careers.

QFE / Guided Pathways Plan

Action Year(s): 2019 - 2020
Lead Responsible Party: Vice President of Academic Affairs; Dean of Academic Affairs/Instructional Programs and Support
Expected Month of Completion: 12 - December
Expected Year of Completion: 2020

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
D. Continuing Student Strategies - 1 - Scaling/Access of Key Services

Action: QFE #1 GUIDED PATHWAYS The College will also provide greater support to students concerning technology use.

QFE #1 GUIDED PATHWAYS The College will also provide greater support to students concerning technology use.

Action Year(s): 2019 - 2020
Lead Responsible Party: Vice President of Academic Affairs; Dean of Academic Affairs/Instructional Programs and Support
Expected Month of Completion: 12 - December
Expected Year of Completion: 2020

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
D. Continuing Student Strategies - 1 - Scaling/Access of Key Services

Action: QFE #1 GUIDED PATHWAYS Improve student support infrastructure: the College will expand and improve facilities for academic and student services

QFE #1 GUIDED PATHWAYS Improve student support infrastructure: the College will expand and improve facilities for academic and student services

Action Year(s): 2019 - 2020
Lead Responsible Party: Executive Director, Facilities Planning and Construction Management; Vice president of Academic Affairs; Vice President of Student Affairs
Expected Month of Completion: 05 - May
Expected Year of Completion: 2022
Resource Request: Funds for construction, building remodel, and hiring staff

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
D. Continuing Student Strategies - 1 - Scaling/Access of Key Services

Action: QFE #1 GUIDED PATHWAYS:Dual/concurrent enrollment. a. Develop a plan for expansion b. Tracking mechanism to track success/improvement points (infrastructure)

QFE #1 GUIDED PATHWAYS:Dual/concurrent enrollment. a. Develop a plan for expansion b. Tracking mechanism to track success/improvement points (infrastructure)

Action Year(s): 2019 - 2020
Lead Responsible Party: Office of College Readiness. Vice President of Academic Affairs, Dean of Academic Affairs/Instructional Programs and Support, Director of College Readiness

QFE / Guided Pathways Plan

Expected Month of Completion: 09 - September
Expected Year of Completion: 2019
Request Type: 2 - Fixed Costs: Classified Personnel, 8 - Variable Costs: Supplies/Materials, 9 - Variable Costs: Training

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
B. Pre-Enrolled Student Strategies - 2 - Expand systems that support high school students transition to Hartnell

Action: QFE #2 IMPROVED PROCESS FOR STUDENT TRANSFER: Transfer and Career Task Force meets to review data to analyze most recent transfer numbers and the number of transfers as a proportion of all students indicating an education goal of transferring

QFE #2 IMPROVED PROCESS FOR STUDENT TRANSFER: Transfer and Career Task Force meets to review data to analyze most recent transfer numbers and the number of transfers as a proportion of all students indicating an education goal of transferring

Action Year(s): 2018 - 2019
Lead Responsible Party: Dean of Counseling, Transfer and Career Center Coordinator, Task Force members (Faculty, staff, students), Director of Institutional Research
Expected Month of Completion: 09 - September

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
E. Completing Student Strategies - 2 - Increase Hartnell College Degrees and Awards File

Action: QFE #2 IMPROVED PROCESS FOR STUDENT TRANSFER: Transfer and Career Task Force recommends list of most impactful action to increase transfers and recommendations are vetted with responsible parties to ensure they can be enacted

QFE #2 IMPROVED PROCESS FOR STUDENT TRANSFER: Transfer and Career Task Force recommends list of most impactful action to increase transfers and recommendations are vetted with responsible parties to ensure they can be enacted

Action Year(s): 2018 - 2019
Lead Responsible Party: Dean of Counseling
Expected Month of Completion: 11 - November

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
E. Completing Student Strategies - 2 - Increase Hartnell College Degrees and Awards File

Action: QFE #2 IMPROVED PROCESS FOR STUDENT TRANSFER: Actions identified in step two are enacted by responsible parties; progress reports on the status of carrying out each recommendation will be provided to the Task Force each semester

QFE #2 IMPROVED PROCESS FOR STUDENT TRANSFER: Actions identified in step two are enacted by responsible parties; progress reports on the status of carrying out each recommendation will be provided to the Task Force each semester

Action Year(s): 2019 - 2020

QFE / Guided Pathways Plan

Lead Responsible Party: Transfer Task Force members
Expected Month of Completion: 08 - August
Expected Year of Completion: 2019

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
E. Completing Student Strategies - 2 - Increase Hartnell College Degrees and Awards File

Action: QFE #2 IMPROVED PROCESS FOR STUDENT TRANSFER: Transfer and Career Task Force evaluates progress and recommends improvements to what has been enacted. Recent transfer rates are evaluated by institution and major. Actions such as transfer events are assessed when offered.

QFE #2 IMPROVED PROCESS FOR STUDENT TRANSFER: Transfer and Career Task Force evaluates progress and recommends improvements to what has been enacted. Recent transfer rates are evaluated by institution and major. Actions such as transfer events are assessed when offered.

Action Year(s): 2019 - 2020
Lead Responsible Party: Transfer Task Force members
Expected Month of Completion: 03 - March
Expected Year of Completion: 2020

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
E. Completing Student Strategies - 2 - Increase Hartnell College Degrees and Awards File

Action: QFE #2 IMPROVED PROCESS FOR STUDENT TRANSFER: If not explicit in Task Force recommendations, the College's Transfer and Career Center is strengthened to sustain the recommendations. Track center offerings, events, available resources, and student utilization and student satisfaction with the center.

QFE #2 IMPROVED PROCESS FOR STUDENT TRANSFER: If not explicit in Task Force recommendations, the College's Transfer and Career Center is strengthened to sustain the recommendations. Track center offerings, events, available resources, and student utilization and student satisfaction with the center.

Action Year(s): 2019 - 2020
Lead Responsible Party: Dean of Counseling, Transfer and Career Center Lead, Director of Institutional Research
Expected Month of Completion: 03 - March
Expected Year of Completion: 2020

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
E. Completing Student Strategies - 2 - Increase Hartnell College Degrees and Awards File

Action: QFE #3 IMPROVED CAREER PLACEMENT: Track student placements and progress using a college-wide career management

QFE / Guided Pathways Plan

softwared system

QFE #3 IMPROVED CAREER PLACEMENT: Track student placements and progress using a college-wide career management softwared system

Action Year(s): 2019 - 2020
Lead Responsible Party: IT Department, Transfer and Career Center, Career Preparation and Placement Services, all programs
Expected Month of Completion: 08 - August
Expected Year of Completion: 2020

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
E. Completing Student Strategies - 2 - Increase Hartnell College Degrees and Awards File

Action: QFE #3 IMPROVED CAREER PLACEMENT: Use canvas and Starfish early alert system which contains Kudos recognition or badging system and other pertinent information to connect students to information and resources related to career placement

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Action Year(s): 2019 - 2020
Lead Responsible Party: IT Department, Career Preparation and Placement Services, all programs
Expected Month of Completion: 03 - March
Expected Year of Completion: 2020

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
E. Completing Student Strategies - 1 - Develop a communication plan targeting Completing Students

Action: QFE #3 IMPROVED CAREER PLACEMENT: New, designated staff create flexible activities with multiple options and services designed to address various points on the career continuum such as entry level, re-entry skill builders and continuing education, and students that have already taken Counseling 1 and 23.

QFE #3 IMPROVED CAREER PLACEMENT: New, designated staff create flexible activities with multiple options and services designed to address various points on the career continuum such as entry level, re-entry skill builders and continuing education, and students that have already taken Counseling 1 and 23.

Action Year(s): 2019 - 2020
Lead Responsible Party: Job Placement and Internship Coordinator, Counselors and Pathways Team, faculty and staff by meta-major
Resource Request: Hire and assign staff to plan and implement work-based learning events and activities to benefit all students

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
E. Completing Student Strategies - 1 - Develop a communication plan targeting Completing Students

QFE / Guided Pathways Plan

Action: QFE #3 IMPROVED CAREER PLACEMENT: Student access to communication portal and information clearinghouse to inform them of services, establish social networks, provide information and resources related to work-based learning, job readiness activities, internships and employment opportunities

QFE #3 IMPROVED CAREER PLACEMENT: Student access to communication portal and information clearinghouse to inform them of services, establish social networks, provide information and resources related to work-based learning, job readiness activities, internships and employment opportunities

Action Year(s): 2019 - 2020
Lead Responsible Party: IT department and programmers. Career Preparation and Placement Services staff
Expected Month of Completion: 06 - June
Expected Year of Completion: 2021

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
E. Completing Student Strategies - 1 - Develop a communication plan targeting Completing Students

Action: QFE #3 IMPROVED CAREER PLACEMENT: Create multiple methods of communicating: website, canvas, Ellucian, fliers, brochures, videos: create communication system to connect students to opportunities

QFE #3 IMPROVED CAREER PLACEMENT: Create multiple methods of communicating: website, canvas, Ellucian, fliers, brochures, videos: create communication system to connect students to opportunities

Action Year(s): 2019 - 2020
Lead Responsible Party: IT department and programmers. Career Preparation and Placement Services staff
Expected Month of Completion: 06 - June
Expected Year of Completion: 2021

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
E. Completing Student Strategies - 1 - Develop a communication plan targeting Completing Students

Action: QFE #3 IMPROVED CAREER PLACEMENT: Include communication portal in the student orientation process so that students know to access and use it

QFE #3 IMPROVED CAREER PLACEMENT: Include communication portal in the student orientation process so that students know to access and use it

Action Year(s): 2019 - 2020
Lead Responsible Party: IT department and programmers. Career Preparation and Placement Services staff
Expected Month of Completion: 06 - June
Expected Year of Completion: 2021

Map to Various Institutional Plans

QFE / Guided Pathways Plan

Operational Plan Strategies: 2019-2020
E. Completing Student Strategies - 1 - Develop a communication plan targeting Completing Students

Action: QFE #3 IMPROVED CAREER PLACEMENT:

Create web pages by meta-major that show career ladder information so that student can make informed decisions; list labor market demand and rate of pay information aligned with education or skills attainment and certificate and degree programs of study.

Action Year(s): 2019 - 2020
Other Responsible Parties: IT Department, Transfer and Career Center, Career Prep and Placement Services, programs within meta-majors
Expected Month of Completion: 05 - May
Expected Year of Completion: 2020

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
C. Entering Student Strategies - 1 - Develop meta-majors, curriculum design & efficient program mapping

Action: QFE #3 DEVELOPMENT & IMPLEMENTATION OF CONTINUOUS IMPROVEMENT PROCESS FOR CAREER PLACEMENT

Counselor and cohort models by meta-major and/or special needs categories, such as nontraditional populations.

Action Year(s): 2019 - 2020
Lead Responsible Party: Counselors and Pathways Team, Pathways Coordinators
Expected Month of Completion: 07 - July
Expected Year of Completion: 2020
Resource Request: Staffing needs: counselors and pathway team members for all service areas

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
C. Entering Student Strategies - 1 - Develop meta-majors, curriculum design & efficient program mapping

Action: QFE #3 DEVELOPMENT & IMPLEMENTATION OF CONTINUOUS IMPROVEMENT PROCESS FOR CAREER PLACEMENT:

Create career interest inventories, career search, exploration and awareness activities, education planning, and seminars on time management, career readiness, transfer process, financial aid, etc.

Action Year(s): 2019 - 2020
Lead Responsible Party: Job Placement Internship Coordinators, Co-op Work Experience Coordinator
Expected Month of Completion: 07 - July
Expected Year of Completion: 2020
Resource Request: Staffing needs: industry liaisons

Map to Various Institutional Plans

Operational Plan Strategies: 2019-2020
C. Entering Student Strategies - 1 - Develop meta-majors, curriculum design & efficient program mapping

Continuous Improvement Plan: Actions and Action Updates

HARTNELL COLLEGE

Continuous Improvement Plan - Student Career Placement Task Force

Action: Purchase and implement CMS system, and provide training to users.

Implement an Electronic Career Management System (software) used as a communication platform (tied to the student portal) that helps us manage/track AIO. This software could house video on demand tutorials with info/resources on:

? Cohort Models by Meta major and/or special needs categories, such as non-traditional populations
? Career Interest Inventories, career search, exploration and awareness activities, student education planning, and seminars on time management, career readiness, transfer process, Financial aid, etc.

Electronic messaging would tie to key events and activities that students would learn about and sign up for, etc. Badges of completion could indicate the progress of awareness. Also reminders to students at appropriate stages.
Need to examine how this would relate to Starfish.

Action Year(s): 2018 - 2019, 2019 - 2020
Lead Responsible Party: ? IT
? Counselors
? Pathways Team
? Job & Internship Placement Coordinator
? CO-OP Work Experience Coordinator
? Transfer & Career Center
? STEM Internships
? Other related programs
Resource Request: Purchase CMS software, staff for data entry
Request Type: 5 - Variable Costs: Capital Equipment, 9 - Variable Costs: Training

Action: Increased Access to Career Preparation & Placement Services

Flexible activities with multiple options and services designed to address various points on the career continuum such as entry level, re-entry skill builders and continuing education and students that have already taken Counseling 1 and 23.

Create multiple methods of communicating. Website, Canvas, Ellucian, Fliers, brochures, videos.

Include in the student orientation process so that students know how to access and use the communication portal.

Action Year(s): 2019 - 2020
Start Date: 08/01/2019
Expected Month of Completion: 06 - June
Expected Year of Completion: 2020
Resource Request: Additional staffing needs: Industry liaisons, counselors and pathway team members for all service areas

Hire and assign staff to plan and implement work-based learning events and activities to benefit all students at every campus

locations.

Request Type: 1 - Fixed Costs: Certificated Personnel, 2 - Fixed Costs: Classified Personnel, 8 - Variable Costs: Supplies/Materials

Action: Monitor and Increase student participation in Career Prep & Placement Services

Use Career Management System to manage student career placement services, monitor progress and collect data as a program of continuous improvement

Action Year(s): 2019 - 2020
Start Date: 08/01/2019
Lead Responsible Party: Counseling Dept

Career Prep and Placement Services

Transfer & Career Center

STEM Internships

All academic programs

Workforce Development

Expected Month of Completion: 06 - June
Expected Year of Completion: 2020
Request Type: 2 - Fixed Costs: Classified Personnel

Continuous Improvement Plan: Actions and Action Updates

Continuous Improvement Plan - Safe and Inclusive, Learner-Focused Facilities Task Force

Action: Aging Buildings will be modernized. (Building D)

Committees have and will be formed to ensure the modernizations will meet current and future program needs.

Action Year(s): 2019 - 2020
Lead Responsible Party: ED of Facilities, Planning & Construction Management
Expected Month of Completion: 08 - August
Expected Year of Completion: 2020

Action: Aging Buildings will be modernized. (King City expansion)

Committees have and will be formed to ensure the modernizations will meet current and future program needs.

Action Year(s): 2019 - 2020
Lead Responsible Party: ED of Facilities, Planning & Construction Management
Expected Month of Completion: 08 - August
Expected Year of Completion: 2020

Action: Aging Buildings will be modernized. (Soledad Out Reach Facility)

Committees have and will be formed to ensure the modernizations will meet current and future program needs.

Action Year(s): 2019 - 2020
Lead Responsible Party: ED of Facilities, Planning & Construction Management
Expected Month of Completion: 01 - January
Expected Year of Completion: 2021

Action: Aging Buildings will be modernized. (Nursing Health Science)

Committees have and will be formed to insure the modernizations will meet current and future program needs.

Action Year(s): 2019 - 2020
Lead Responsible Party: ED of Facilities, Planning & Construction Management
Expected Month of Completion: 01 - January
Expected Year of Completion: 2021

Action: As part of the renovations technology will be updated to the latest technology. (Building D)

Standards have been developed and will be updated for each phase of work. As Technology changes the IT standards will be updated to reflect the latest developments to ensure the best learning experience for our students.

Action Year(s): 2019 - 2020
Lead Responsible Party: VP of IT
Expected Month of Completion: 08 - August

Continuous Improvement Plan - Safe and Inclusive, Learner-Focused Facilities Task Force

Expected Year of Completion: 2020

Action: As part of the renovations technology will be up dated to the latest technology. (King City expansion)

Standards have been developed and will be updated for each phase of work. As Technology changes the IT standards will be updated to reflect the latest developments to ensure the best learning experience for our students.

Action Year(s): 2019 - 2020
Lead Responsible Party: VP of IT
Expected Month of Completion: 08 - August
Expected Year of Completion: 2020

Action: As part of the renovations technology will be up dated to the latest technology. (Soledad Out Reach Facility)

Standards have been developed and will be updated for each phase of work. As Technology changes the IT standards will be updated to reflect the latest developments to ensure the best learning experience for our students.

Action Year(s): 2019 - 2020
Lead Responsible Party: VP of IT
Expected Month of Completion: 01 - January
Expected Year of Completion: 2021

Action: As part of the renovations technology will be up dated to the latest technology. (Nursing Health Science)

Standards have been developed and will be updated for each phase of work. As Technology changes the IT standards will be updated to reflect the latest developments to ensure the best learning experience for our students.

Action Year(s): 2019 - 2020
Lead Responsible Party: VP of IT
Expected Month of Completion: 01 - January
Expected Year of Completion: 2021

Action: As part of the renovations safety features will be incorporated in to each of the projects. (Building D)

The college has developed safety standards to be included in each of the projects. This will include keyless entry allowing all classrooms and building to be able to lock from a remote location. Safety cameras will also be placed on the exterior of the building and interior corridors.

Action Year(s): 2019 - 2020
Lead Responsible Party: Director of Campus Safety
Expected Month of Completion: 08 - August
Expected Year of Completion: 2020

Action: As part of the renovations safety features will be incorporated in to each of the projects. (King City expansion)

The college has developed safety standards to be included in each of the projects. This will include keyless entry allowing all classrooms and building to be able to lock from a remote location. Safety cameras will also be placed on the exterior of the building and interior corridors.

Action Year(s): 2019 - 2020
Other Responsible Parties: Director of Campus Safety
Expected Month of Completion: 08 - August

Continuous Improvement Plan - Safe and Inclusive, Learner-Focused Facilities Task Force

Expected Year of Completion: 2020

Action: As part of the renovations safety features will be incorporated in to each of the projects. (Soledad Out Reach Facility)

The college has developed safety standards to be included in each of the projects. This will include keyless entry allowing all classrooms and building to be able to lock from a remote location. Safety cameras will also be placed on the exterior of the building and interior corridors.

Action Year(s): 2019 - 2020
Lead Responsible Party: Director of Campus Safety
Expected Month of Completion: 01 - January
Expected Year of Completion: 2021

Action: As part of the renovations safety features will be incorporated in to each of the projects. (Nursing Health Science)

The college has developed safety standards to be included in each of the projects. This will include keyless entry allowing all classrooms and building to be able to lock from a remote location. Safety cameras will also be placed on the exterior of the building and interior corridors.

Action Year(s): 2019 - 2020
Lead Responsible Party: Director of Campus Safety
Expected Month of Completion: 01 - January
Expected Year of Completion: 2021