

# Operational Plan: Actions and Action Updates



## 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*

College Redesign Strategies

**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

College Redesign Strategies

**A. Facilitating Strategies - 1** - Deepen engagement of faculty, staff, management, and students to increase Hartnell's leadership capacity

## Action Description: Design equitable systems for selecting council and committee memberships (faculty, administrators, staff, and students).

Design equitable systems for selecting council and committee memberships (faculty, administrators, staff, and students).

**Action Year(s):** 2019 - 2020

**Lead Responsible Party:** Facilitation Team

### *Map to Various Institutional Plans*

College Redesign Strategies

**A. Facilitating Strategies - 1** - Deepen engagement of faculty, staff, management, and students to increase Hartnell's leadership capacity

## Action Description: Develop a structured professional development system for all (faculty, administrators, staff, and students).

Develop a structured professional development system for all (faculty, administrators, staff, and students).

**Action Year(s):** 2019 - 2020

**Lead Responsible Party:** Facilitation Team

### *Map to Various Institutional Plans*

College Redesign Strategies

**A. Facilitating Strategies - 2** - Identify and address salient policies, procedures, and practices that impede student success

## 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*

College Redesign Strategies

**A. Facilitating Strategies - 2** - Identify and address salient policies, procedures, and practices that impede student success

# Operational Plan: Actions and Action Updates



## 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*

College Redesign Strategies

**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*

College Redesign Strategies

**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

College Redesign Strategies

**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

College Redesign Strategies

**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

College Redesign Strategies

**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

College Redesign Strategies

**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

College Redesign Strategies

**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

College Redesign Strategies

**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

College Redesign Strategies

# 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*

College Redesign Strategies

**B. Pre-Enrolled Student Strategies - 1** - Expand Infrastructure (systems, process, personnel, communication) for Pre-enrolled students

# Operational Plan: Actions and Action Updates



## 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*

College Redesign Strategies

**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*

College Redesign Strategies

**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

College Redesign Strategies

**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*

College Redesign Strategies

**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*

College Redesign Strategies

**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*

College Redesign Strategies

**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*

College Redesign Strategies

**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*

College Redesign Strategies

**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*

College Redesign Strategies

**C. Entering Student Strategies - 2** - Develop a system that intentionally connect all students with college and community

# Operational Plan: Actions and Action Updates



## 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*

College Redesign Strategies

**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*

College Redesign Strategies

**D. Continuing Student Strategies - 2** - Develop a Second Year Experience

# Operational Plan: Actions and Action Updates



## 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*

College Redesign Strategies
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<b>E. Completing Student Strategies - 1</b> - Develop a communication plan targeting Completing Students
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### 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*

College Redesign Strategies
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<b>E. Completing Student Strategies - 1</b> - Develop a communication plan targeting Completing Students
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### 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

College Redesign Strategies

**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

College Redesign Strategies

**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

College Redesign Strategies

**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

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? 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*

College Redesign Strategies
<b>E. Completing Student Strategies - 2</b> - Increase Hartnell College Degrees and Awards File

# Plan for Engagement: Actions and Action Updates



## Plan for Engagement

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### 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
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<b>Strategy 1</b> - Improve Communication & Communication Flow
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### 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
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<b>Strategy 1</b> - Improve Communication & Communication Flow
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### 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
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<b>Strategy 1</b> - Improve Communication & Communication Flow
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# 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
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<b>Strategy 1</b> - Improve Communication & Communication Flow
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**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
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<b>Strategy 1</b> - Improve Communication & Communication Flow
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**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
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<b>Strategy 2</b> - Boost Participation in Institutional Dialogue about Strategic Priorities
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**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

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**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
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<b>Strategy 6</b> - Expand Shared Leadership
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## 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
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<b>Strategy 6</b> - Expand Shared Leadership
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# Quality Focus Essay Plan: Areas and Outcomes and Progress



## 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*

College Redesign Strategies

**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*

College Redesign Strategies

**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*

College Redesign Strategies

**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*

College Redesign Strategies

**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*

College Redesign Strategies

**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 Coordinators Inquiry & 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*

College Redesign Strategies

**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

College Redesign Strategies

**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

College Redesign Strategies

**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

College Redesign Strategies

**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*

College Redesign Strategies

**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*

College Redesign Strategies

**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*

College Redesign Strategies

**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*

College Redesign Strategies

**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*

College Redesign Strategies

**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*

College Redesign Strategies

**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*

College Redesign Strategies

**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*

College Redesign Strategies

**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*

College Redesign Strategies

**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

## software system

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

College Redesign Strategies

**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**

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

**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*

College Redesign Strategies

**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*

College Redesign Strategies

**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*

College Redesign Strategies

**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*

College Redesign Strategies

**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

College Redesign Strategies

**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*

College Redesign Strategies

**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*

College Redesign Strategies

**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*

College Redesign Strategies

**C. Entering Student Strategies - 1** - Develop meta-majors, curriculum design & efficient program mapping

# Continuous Improvement Plan: Actions and Action Updates



## Continuous Improvement Plan - Student Career Placement Task Force

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### 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

# Continuous Improvement Plan - Student Career Placement Task Force

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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

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### 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

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**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

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**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