

2021-22 CIMP Action Plan Matrix

Responsible Party(s)	Strategy/Objectives	Status, as of:			Resources Needed:
		31-Oct-21	31-Jan-22	20-May-22	
Academic Planning Committee	Expand EMP to include a section on enrollment management with outcomes, actionable plans for enrollment expectations, and increased retention. Strategic Enrollment Management Plan – Five year Strategic Enrollment Management Plan.				
Academic Senate; Consultation Council: Director of Institutional Effectiveness	Continue regular training opportunities at the beginning of each academic year to encourage an understanding of collaboration and participatory governance.				
ALO	Submit follow-up ACCJC report				
Associate Dean of Student Services	Review & Update CCC MyPath				
AVP-Facilities	Improve effectiveness of Maintenance and Operations: - Administrative Assistant IV - Maintenance Custodian - Increase Maintenance Repairs Budget - Increase M&O Professional Development Budget				
	Improve ADA Access: - ADA compliant doors (bathrooms, office, etc.) in CA Bldg				
	Improve Learning and Working Environment: - Clean out storage, install new exit, remove fixtures - Conex Box Completion				
	Improve Campus Safety: - Install railings circling the top of internal stair well in Humanities - Grind cracked and heaving sidewalks (Sports entry)				
	Improve reliability of campus infrastructure: - College Water District (Phase 2)				
	Improve Student Life Elements: - Lactation room(s) on campus - Dorm- Completion of Recreation Room/Public Restroom/Main				
Dean of Student Service; VP of Academic Services; IT	Implement Starfish				
Dean of Student Services; Assoc Dean of Student Services; Admissions and Records; Financial Aid; Counseling Department	Program Development- Program Review: · Annually review the staffing, facility and student service programs making recommendations for departmental changes to improve LCC's service to students				
	Capacity Building- Technology Improvement Improve technology services in Admissions and Records, Financial Aid, Categoricals and Counseling: · Scanning technology for student records · Improved communication for FASFA information · Document imaging · Starfish · E-communications in all Student Services departments				
	Program Development: Implement goals of the Student Equity Plan to increase access and success of target populations.				
	Program Development- Student Success: · The development of an early alert system to identify students who are struggling in their classes and help them to succeed. · Data driven student messaging system pulled from Open CCC Apply and FAFSA-N/A				

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	<p>Program Development- Student Life:</p> <ul style="list-style-type: none"> - Prepare for an increase in international recruitment and address the Student Life NIPR recommendation to more adequately staff for student affairs. - Utilize existing management in Student Services to improve our student affairs supervision to: <ul style="list-style-type: none"> • coordinate clubs (i.e. new international club) • develop an advisors manual for student organizations and clubs • help manage and supervise the activities and events sponsored by ASB including statewide and regional conferences/assemblies • assist in student leadership development, prepare and work with club advisors • Dirt walking trail • Drug Prevention 				
Dean of Student Services; AVP of Facilities	<p>Capital Development- Student Life and Access:</p> <ul style="list-style-type: none"> • Finish weight room, computer lab, and remodel of one end of dorms for student life.- not completed • Continue remodel of rooms.- not completed • Nursing Lounge for mothers.- In NIPR • Veterans Center.-In progress • Add changing tables in bathrooms.- In NIPR • Redo bathrooms to be ADA compliant.-should be in facilities master plan. 				
Dept. Managers	Provide workshops to promote proficiency in using the Datatel management information system				
Director of Financial Aid; V.P. of Administrative Services	Outreach Implementation- Financial Aid: Assess and implement steps to increase student access and the actual awarding of financial aid				

2021-22 Action Plan Brief (Continued)

Director of Human Resources	Implement electronic On-Boarding and evaluations				
	Assess electronic on-boarding and evaluation system				
	Provide activities and training on effective practices of conflict resolution.				
Director of Human Resources; LCC Cabinet	Ensure grant opportunities are being used to financially support professional development.				

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Director of Human Resources in partnership with Human Resources Committee	Update the Employee Handbook				
	Update the Selection & Hiring Manual				
	Develop a mentoring program to introduce new employees to campus services and personnel.				
	Evaluate the mentoring program for new employees.				
	HR101 Training for Managers / Administration				
	Phase II FRISK Training for Managers / Administration				
	EEO Training				
	Directory Boards in Buildings and Telephone Lists With Building Locations				
Director of Institutional Effectiveness	Research and identify new key performance measure dashboard tool				
	Job Placement Data for CTE Programs from CCC provided websites				
	Research and identify new SLO/AUO reporting solution				
	Use consultant from IEPI Grant to help develop proposal for a Strengthening Institutions (Title III) grant for submission.				
	Provide a training program for student learning outcomes/administrative unit outcomes assessment as part of new employee orientation and ongoing flex training.				
	Assess primary contributing factors to low success rates in mathematics and science courses.				
Director of Institutional Effectiveness; Guided Pathway Team; Division Chairs	Collaborate with cross constituent Guided Pathway Team and Division Chairs to create and implement Guided Pathways action plan				
Director of Institutional Effectiveness; Guided Pathways Team	Build on campus climate report from January 2018 with additional student focus group information (Spring 2018) and additional employee surveys to complete a comprehensive campus climate report.				
Flex Faculty and Staff Coordinator	*PROVIDE FACULTY WITH REGULAR OPPORTUNITIES TO EXPLORE DIFFERENT INSTRUCTIONAL DELIVERY METHODS				
Human Resources Committee; Flex Faculty and Staff Coordinator	Provide customer service training				
Human Resources; IT; Administrators	Provide software training to support changing technology				
IT	Review wireless network coverage inside buildings and in outdoor common areas				
IT; ITPC; IE; VP of Instructional Services; Dean of Student Services	Assure a vital Web presence				
IT; VP Academic Services	Maximize Capacity in Canvas				
	Technology Security Assessment				
IT; VP of Administrative Services; Dean of Student Services	Maximize capacity in Ellucian Colleague				
	Re-implement Hyland document imaging solution				
LCC Cabinet	Evaluate grant performance and need for grant coordinator.				
V. P. Academic Services/ Director of Institutional Effectiveness/ Flex Faculty and Staff Coordinator	Provide faculty and staff with discipline-specific/ job specific training opportunities.				
	Include at least one training during flex each year focused on enhancing awareness about institutional and individual responsibilities and roles for student success.				
V.P. Academic Services	Continue purchase of NETTUTOR				
	Provide online delivery training to employees (Canvas)				
	Initiate a equipment replacement and repair budgets for the natural science/mathematics program in order to systematically replace out-of-date equipment.				
	Add equipment repair budget for biological and physical science				
	Update work Experience laptop and desktop computers and classroom Smart boards based on IT department replacement schedule to maintain currency in effectiveness in serving student needs.				
V.P. Academic Services; Dean CTE	Increase directed advertisement and promotion of the AJ program.				
	Replace four instructor laptops				
	Clean/maintain rolling laptops				

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V.P. Academic Services; Dean CTE; IT	Smart board maintenance				
	Software updates on laptops				
	Projector maintenance (CCC, HDSP & On-campus)				
	Desk screens and keyboards				
V.P. Academic Services; Dean LAS	Hazardous waste disposal (chemical and preserved specimens)				
V.P. Academic Services; Academic Senate; Director of Institutional Effectiveness	Data accuracy/relevance				
V.P. Student Services; Director of Athletics	Repair/replace damaged athletic equipment in the fitness center				
	Add Cross Country program				
	Increase funds for recruitment				
V.P. Academic Services and Dean of Student Services	Evaluate and Update Retention Improvement Plan.				
VP Administrative Services; IT	Implement Technology Refresh Plan (Year 5)				