

	2010-2011 Action Plan - 33 Strategies	Status October 7, 2010	Status January, 2011	Status May, 2011	Resources (Please address how progress on the strategy was resourced: e.g., existing personnel/funds, additional funds, short-term staffing - also, is progress sustainable? If yes, are additional resources needed?)	What is the desired outcome? – i.e., how will you measure the achievement of that outcome on June 30, 2011?
EMP (10)	Completed the offering of two semesters of "Student Success Tips Workshops"	Completed. Spring 2010 the Learning Center / Basic Skills Program offered 9 workshops on Student Success Tips .Fall 2010 the Learning Center / Basic Skills Program offered 6 workshops on Student Success Tips with another 4 scheduled this semester.	Previously completed. Course submitted as a non credit (positive attendance) course to state for approval by Chancellors Office	Previously completed.	Used existing district funded Instructional Support Specialist from the Learning Center and categorically funded Basic Skills Coordinator	Improved student success, completion and persistence. Students attending workshops would exhibit higher level of student success in subsequent course work.
EMP	Implement a study during Fall 2010 resulting in a report that analyzes the problem of student absenteeism and make recommendations for improving student class attendance.	Initiated. Faculty compiled attendance records.	Initiated. During Spring 2011 attendance records will be gathered and analyzed for purpose of determining extent of student absenteeism.	Consolidated with Early Alert Strategy and deferred to 2011-2012.	OOI in cooperation with IR will conduct the analysis and devise a pilot study.	Strategies for increasing student attendance will be implemented for the purpose of improving student success.
EMP	Faculty who have implemented course changes as a consequence of assessment results for student learning outcomes, will have evaluated the impact of those changes.	Initiated. Multiple faculty have changed the way they are instructing after evaluating Spring 2010 class results. Will report on the effects of those changes in Fall 2010 assessment (due in December)	Initiated. Will analyze assessment results submitted for Fall 2010 in December.	Ongoing.	OOI in cooperation with IR will share the analysis of assessment results with faculty.	Faculty will use the assessment results to make changes in their courses aimed at improving student learning outcomes.
EMP	Conclude meetings with State of California and local law enforcement agency officials aimed at securing approval of the POST Program curriculum and instruction and convene the first	Initiated. Ms. Andrea Tompkins was hired in March 2010 as the new POST Director. Ms. Tompkins held two advisory board committee meetings, state and local law enforcement agency officials are members of this committee. Lassen Community College is	Completed. POST has been designated as a regional training center and will assume that function effective January 2011. Approval of the	Previously completed.	Yes. Sustainable through apportionment funding and recruitment of POST qualified instructors.	LCC POST program will become the principal source of peace officer training in the region.

	meeting of the newly established POST Program Advisory Committee leading to official “certification” of the POST program.	again recognized as a POST presenter of law enforcement training. Currently Ms. Tomkins is actively seeking approval to offer PC 832 which is a required course for anyone interested in working in a law enforcement capacity.	PC832 class was received and the first class under LCC auspices will be offered in January 2011.			
EMP	Stabilize enrollments at 25 students per year in the Licensed Vocational Nursing (LVN) Program.	Not yet begun. A feasibility study will be designed and conducted in Spring 2012 to determine the direction of the Nursing Program.	Enrollment stability target reset to 22.	Program evaluation underway.	Will explore the employment of professional experts to help with this study.	Serve the allied health training needs of the community with an appropriate and viable program.
EMP	Stabilize the Automotive Technology program through the re-evaluation of the program mission and refocus resources as identified through meetings of the Advisory Committee (consideration of auto, truck and farm machinery maintenance; Certificates of Achievement in brakes, smog, alignment, etc.)	Not yet begun. Meetings with reconstituted Advisory Committee will be scheduled in Spring 2011.	Initiated. Special assignment for the development of an automotive technology IPR is pending.	In progress.	Funding for the special assignment.	Serve the automotive technology needs of the community with an appropriate and viable program.
EMP	Develop a Logistics/Materials Handling program for implementation during the academic year 2011-12.	Not yet begun.	December 2010 a meeting with the training officer of the Sierra Army Depot was held to discuss interest in a transportation and logistics curriculum.	Initiated. Work plan is under development. Developed curriculum to be submitted to Curriculum Committee in Fall 2011.	Access to ATLAS resources at the College of Alameda is available to support development.	To assess and/or address the logistics training needs of the public and private sectors in our region.
EMP	Conduct a needs assessment among government, local business and non-profit agencies as a basis for developing an initial Contract Education Plan (CEP)	Not yet begun.	Deferred until 2011-2012.	Deferred until 2013-2014.		To position the College as a principal provider of training to meet the needs of public and private sector employers.
EMP	Develop the criteria and prepare cost-benefit analysis for the selection of appropriate variety of	Initiated. On April 6, 2010, Dr. Carabajal presented an Athletic Cost-Analysis report to Cabinet. Dr. Carabajal reported the athletic	Criteria have been formulated. Conducting student survey to	Completed.	Athletic Director and appropriate coaching staff.	An appropriate and sustainable variety of athletic

	intercollegiate sports.	program is making a contribution to the district. The study looked at costs in season and out of season and has found that athletic programs are actually in the black.	determine interest in and ability to participate in intercollegiate athletic programs of regional interest (one of the criteria).			programs.
EMP	Develop a distance education plan to include the development and implementation of consistent standards and practices for faculty engaging in alternate modes of delivery instruction and the provision for training on interactive TV delivery methods to be delivered during faculty training (flex) days for the purpose of increasing offerings in future semesters.	Initiated. The Distance Education Coordinator position is now open and applications are being accepted. Initial screening will occur in mid-November. Part of the responsibility of this person will be to help with the development of practices and standards for faculty engaging in alternate modes of delivery. September 2010 Faculty and Staff Development Flex day, one of the sessions was "Harnessing the Power of Moodle" a training session for online instruction. The Distance Education NIPR is complete and will be sent to Consultation Council for approval October 28, 2010. The DE NIPR will inform the Distance Education Plan development.	Completed Distance Education NIPR was presented to Consultation Council December 16, 2010.	In progress.	Distance Education Coordinator and Instructional Support Specialist.	College will be able to increase student access through expanded distance education opportunities.
SSMP (7)	Launch an Early Alert System	Initiated. During 2009-10 Colleen Baker piloted a notification system with faculty as part of her Basic Skills initiative counselor assignment. In this pilot faculty sent her a notice via email of students who were at risk of failing their classes. Colleen, as the basic skills partially funded counselor in 09-10, followed up with these students. For 2010-11 Colleen Baker is now the Basic Skills grant and program coordinator. She will seek to improve our tracking and follow-up on students who are identified as at risk. The Basic Skills advisory committee, with help from Jerry Thao, one of the Basic Skills counselors, will monitor the success and progress of this action item.	During the fall 2010 term LCFA raised concerns about the proposed form for notification. The proposal is currently on hold.	Consolidated with Student Attendance Strategy and deferred to 2011-2012.	Resources for follow-up currently unknown.	To improve student success through early identification of and intervention of at-risk students.

SSMP	Expand Career Counseling services	Initiated. During the summer of 2010 a new department for Career Services was formed that integrates funding for work-study from four sources; Federal Work-Study, Cougar Works, CalWORKs and outside work-study opportunities within Lassen County. Robin Padgett's job description has been reclassified from the Director of CalWORKs to the Director of Career Services. The development of a Career Services department in Student Services will expand career counseling, job placement, resume writing skill development and interviewing skill development for all Lassen College students.	During the Fall 2010 term expanded job orientation services were given to over 250 student employees.	In progress: New direction identified. During this academic year the CCC chancellor's office launched an expanded on line career tool called Career Café.		Increase level of student skills to seek, procure and retain a job.
SSMP	Assure all students entering LCC will have declared their educational goal	Initiated. The student's declaration of an educational goal occurs initially on a student's application or reapplication for admission. Matt Levine, Director of Enrollment Services, will monitor the achievement of this action item. Counseling during the fall of 2010 has been collecting a completed educational goal change form and forwarding it to AR when students develop an education plan with a counselor and change their educational goal.	Continued efforts in Admissions and Counseling	Completed: Students are asked at registration. Some declare undecided.	Used existing staff and processes to improve educational goal identification	<ul style="list-style-type: none"> increased and more current updates in datatel of our students Educational Goals.
SSMP	Pursue a K-14 partnership that provides pathways for high school students to earn an AA degree prior to high school graduation	Initiated. LCC counselors are meeting with LHS counselors to strengthen our cooperative work. This fall another Educational Symposium was conducted to gather community input. At the fall 2010 symposium a list of top priorities for strengthening our partnership was created.	The Superintendent/ President spearheaded an agreement with LHS to start a special cooperative high school program. We are currently engaged in measuring community interest.	Completed. New direction identified and Lassen Pathways implemented	Administration from both LHS and LCC met with interested community leaders and parents in the first in late 2010 and early 2011.	A defined pathway.

SSMP	Create an alumni association	Completed. Alumni Association formed.		Previously completed. With administration reductions, continued expansion will be slowed until the Foundation can establish an Alumni database, which will be considered in future planning.	Need formal alumni database.	Strengthen relationship between LCC and community and support Foundation initiatives.
SSMP	Review the staffing and student services programs to make changes to improve LCC's service to students	Initiated. Annually the Dean of Students conducts a review of departmental resources. This review takes place during the fall as he and the Student Services management team review the results of the Student Services SLO assessments. At that same time each student services department will review its Non-Instructional Program Review (NIPR) recommendations making modifications and deletions as appropriate. The Student Services Planning Committee will be informed of the results of the SLO assessments and any changes to the NIPR recommendations. The Student Services management team and the Student Services Planning Committee will discuss staffing changes for the following year prior to the budget and priorities setting process in January/February. Any staffing reorganizations within budget and any budget enhancements (changes requiring new funding outside of the student services budget allocation) will be identified by December/January.	The Student Services management team and the Planning Committee has met during the Fall 2010 term to review SLO results and to update NIPR's in preparation for a Dec 9. Review of budget enhancement requests/prioritization.	Review completed: Budget enhancements were established in December. In January it became clear that budget cuts were coming from the state. The management group and student services planning committee have completed the review of staffing and have recommended staffing changes through the Comp.ACT. Those changes are being implemented via the consultative process and budget building process yet to take place in June 2011.	Used existing planning committee and management personnel.	annual review of services and personnel
SSMP	Conduct a comprehensive review of student services processes, administrative procedures and board policies looking for opportunities to automate those processes	Initiated. The review of Board Policies and implementing procedures began in 2009-10. About 2/3 of these have been approved and are ready to be forwarded to the Board for review and adoption. The remaining policies mostly need Administrative Procedures written. A few need consultative review with	During the fall we have spent time reviewing with academic senate the board policy on grievance and appeals. It is now slated for review in cabinet and academic	In Progress: All but two Board Policies are reviewed and ready to be forwarded to the Board. Only a few Administrative Procedures remain to be re-written.	Various planning committees and administration/managers	Revised Board Policy and Implementing Procedures

		Academic Senate or other planning groups. In order to effect their adoption in the spring of 2011 it is recommended that we have changes to both BP and AP documented by December 1, 2010. This will allow Student Services Planning Committee a chance to review in December and Consultation Committee a chance to review in January.	planning. Other board policies are being reviewed			
ITMP (5)	Implement & evaluate a wireless technology project	Initiated. Access points for the wireless are determined and several are in place at this time. The entire project is scheduled to be completed along with evaluation scheduled for completion in Spring 2012.	80% complete.	Completed. (with the exception of the portables and the residence hall)	District funds and temporary employee to accomplish deployment	Student and staff satisfaction with wireless access and capacity
ITMP	Create a communication protocol that insures the linkage between the EMP & the ITMP	Not yet begun. The Educational Master Plan is currently under development. The EMP is scheduled for completion by the end of November. The ITMP will then begin work to assure the alignment of the EMP and ITMP.	ITPC will meet in Jan to develop ITMP based on EMP (approved by Div Chairs in Jan)	Completed. The ITPC developed and on May 17 approved the aligned ITMP	ITPC will meet in Jan to develop ITMP based on EMP (approved by Div Chairs in Jan)	ITMP by Mar '11
ITMP	Assess the current usage of smart classrooms & the need for expanded technology in those & other classrooms	Initiated. This strategy is comprised of three steps: <ol style="list-style-type: none"> 1. Inventory classroom technology: The initial stage of the Space Utilization Study begins the week of October 25. This includes a formal inventory of the technology in each of the college's classrooms. 2. Direction from the Educational Master Plan. The EMP is scheduled for completion by the end of November. 3. Survey faculty needs for technology. This survey will occur in spring 2011. 	All classroom technology inventoried as of 1/4/11; limited classroom technology returned to working order in MS and Humanities Buildings	Completed. Deployment plan created including a 30 month phased approach	Outside consultant and faculty survey	Classroom Technology Deployment Plan reflected in ITMP (based on resources)
ITMP	Implement CCCApply & one additional component of WebAdvisor	Direction changed based on a new development: WebAdvisor was initially launched as an "out-of-the-box product" which did not adequately meet the college's needs. RPIS is currently re-launching WebAdvisor with an emphasis on streamlining faculty functions such as rosters	Direction change. Data Center "refresh" is required prior to Web Advisor and CCCApply.	In progress. Data Center refresh completed May, 2011. Web Advisor Relaunch scheduled for Summer 2011. CCCApply scheduled for Spring 2012. eCommerce and Web Time Entry to	Network equipment, consultant services, server equipment, CCCApply license fees	

		and electronic grade entry and creating a more useful interface for our students by including contact information and the book information required by federal mandate. CCCApply may be hosted in a different manner and we are awaiting more information on this development before pursuing this implementation.		follow		
ITMP	Maximize the use of our document management system (SharePoint) via campus wide training	Initiated. This strategy requires four interdependent steps: <ol style="list-style-type: none"> 1. RPIS staffs are trained on SharePoint Server and SharePoint Designer. (Completed as of October 22, 2010) 2. Data Center Refresh – install 3 new servers (2 in November, 2010 – 1 additional depends on budget development process) 3. Desktop inventory – Elaine is currently inventorying to determine the replacement costs of computers not able to transition to Office 2010 (SharePoint requirement) Depends on budget development process) 4. Campus-wide training (Spring 2011) 	Initiated. Two RPIS staff trained on SharePoint server and SharePoint Designer	Implementation of this project moved to 2012-2013. Data Center Refresh completed May, 2011. Desktop inventory completed fall 2010 Com.P.Act reconfigured timeline and changed priority order.	Spring 2012 Training for end-users (after Date Center & WebAdvisor & Wireless) will require networking printers and copiers to provide scanning for document management (component of Disaster Recovery Planning)	
FMP (6)	Make progress toward the elimination of physical barriers and provision of assistive technologies in order to provide for ADA compliance - Replace 2.5% of sidewalks that don't meet ADA compliance.	Completed. Replaced 6.2% with Insurance Safety Credits	Completed.	Previously completed.	One-time safety credit funding.	Safe environment
FMP	Locate and prioritize funding to modernize district equipment and facilities 4.6.a VETA Funds, 4.6.b CCCC State Chancellor's Grants, 4.6.c. Other Grants	Initiated. Received \$2000 LMUD energy grant for installing an energy efficient pump motor system on our main boilers	Completed. Received \$500 credit from LMUD	Previously completed.	Existing funds used in addition to the credit. Sustainable with existing resources.	Annual energy savings.

FMP	Achieve full Disaster Preparedness compliance - Using the Adhoc committee draft a Disaster plan	Initiated. Have received quotes & selected vendor for Mass communication system (with new telephone system); still need additional funds for phone system (sort leasing versus purchase, etc.).	In progress.	In progress. Critical component (VOIP phone system) scheduled for installation in July, 2011. Emergency Notification system scheduled 2011-2012. Phased approach will result in full compliance 2013-2014.	Existing grant in addition to district funding will be needed to fund this system.	Communications from anywhere on the campus in the event of an emergency.
FMP	Review and accept the annual Space Inventory and Utilization Report	Initiated. In collaboration with IR. Classroom inventory complete (Fall 2010), inspecting storage & office utilization; anticipate completion of the review by the end of the mid-Spring 2011 for review in Cabinet and incorporation in to FMP.	Completed.	Previously completed. Reviewed annual space inventory		
FMP	Maintain an annual list of facility IPR/NIPR request. Categorize and prioritize requests	Initiated. "Current Plan" updated and submitted with 2010-2011 M&O budget & FPP. Future planning reflected based on Space Utilization planning.	Ongoing.	Completed. Maintained and reviewed IPR and NIPR facility requests.	Assist in estimates. No additional resources required.	
FMP	Achieve District Scheduled Maintenance Five-Year Plan as Scheduled (see Appendix A) Annually submit projects for funding. Complete funded projects	Completed. Revised the cost estimates and submitted Humanities Modernization Initial Project Proposal to the Chancellor's office in July 2010. Remove from future plans (operational rhythm / master calendar)	Approval anticipated at the January Facilities Planning Committee meeting.	Previously completed. Submitted 5 year scheduled maintenance plan.	Need a \$50,000 set aside for a state \$100,000 match.	Properly maintained facilities.
HRMP (5)	Publish 2010-2011 training calendar outlining professional development opportunities	Initiated. Committee gathering input from the campus. Shift effort to developing 2011-12 Training Calendar	Gathering information from the campus community.	Not completed. Information compiled and ready for committee review fall 2011	Time needed to coordinate facilitators for training opportunities. Staff development has not been funded from the state. LCC has a remaining balance of approximately \$2,600 from carryover.	Trained staff
HRMP	Publish Faculty Handbook	Completed. Working on an institutional employee handbook.	Completed. Working on an institutional employee handbook.	Previously completed.		Paperless with online access on lassencollege.edu.
HRMP	Implement a Retention Summit to bring all parties on campus together for collaboration and	Initiated. Basic groundwork complete at fall convocation to be completed in spring 2011.	Second phase to be implemented on March 2, 2011 at Convocation.	In progress: Shifting emphasis. COM.P.ACT implementation will provide	Time.	Identify and address student attendance

	training to improve student retention (including student absenteeism issues)			infrastructure necessary to support student retention and success.		obstacles in order to improve student attendance.
HRMP	Implement a Retention Round Table to bring all parties on campus together for collaboration and additional training on improving student retention and assess the results of the fall Retention Summit	Initiated. Groundwork completed at fall convocation.	Second phase to be implemented on March 2, 2011 at Convocation.	In progress: Shifting emphasis. COM.P.ACT implementation will provide infrastructure necessary to support student retention and success.	Time.	Identify and address student attendance obstacles in order to improve student attendance.
HRMP	Conduct needs assessment for: (1) LCCD Orientation Program for new faculty and staff and a (2) mentoring program for incumbent faculty and staff as a basis for designing a phased professional development program (including professional development needs included in master planning documents, e.g., college safety, security and operations, policies and procedures, teamwork and respect, technology, ITV, and assessment of student learning across the college experience)	Initiated. On October 11, 2010 Sandy Jonas and Susie Hart conducted preliminary data gathering and solicited the campus community for input.	Gathering information from the campus community.	Deferred to Fall 2012.	Time needed to coordinate facilitators for training opportunities. Staff development has not been funded from the state. LCC has a remaining balance of approximately \$2,600 from carryover.	Trained staff