

2011-2013 LCC 2-year COM.P.ACT Action Plan 19 Strategies - 6 require dual reporting	Status October 31, 2011	Status January, 2012	Status May, 2012	Resources
<p>Transfer by Design:</p> <ul style="list-style-type: none"> Assure basic skills, general education and career and technical education course offerings reflect the needs of students desiring to transfer to a four-year college or enter a career Strengthen the Basic Skills program by establishing the Basic Skills Collaboratory and expanding the number of qualified Basic Skills instructors as well as enhancing faculty skills in teaching developmental students Assure effective and data-informed course scheduling that builds upon articulation agreements and promotes seamless and timely completion of educational goals Market "Transfer by Design" internally and in outreach efforts to the community (Also SSMP) <p>EMP (6)</p>	<p>EMP:</p> <ul style="list-style-type: none"> Initiated: Academic leadership is engaged in a formal analysis of the three component core mission course offerings. The results of that study will guide the staffing plan proposed for AY 2012-2013 Not yet begun: Assessment Center move must occur before Collaboratory is established Initiated: Academic leadership is engaged in a formal analysis of course scheduling that reflects offerings and staffing gaps <p>SSMP:</p> <ul style="list-style-type: none"> Initiated: This strategy was supported by the development of fact sheets and their dissemination during the fall college fairs. Counselors establish education plans seeking to effectively help students develop a strategy for transfer. 	<p>EMP:</p> <ul style="list-style-type: none"> Initiated: The analysis continues with special emphasis on "gatekeeper" courses – those courses with high enrollment and lower success rates. The results of this ongoing study will guide the staffing plan and student success interventions proposed for AY 2012-2013 Initiated: The Assessment Center move is completed. Renovations (i.e., painting, carpeting and furnishings) in the Collaboratory location are underway Initiated: Academic leadership is engaged in an ongoing formal analysis of course scheduling that reflects offerings and staffing gaps Initiated: This strategy was supported by the LCC transfer center sponsored trips to CSU Chico and UNR with LCC Students and staff. 	<p>EMP:</p> <ul style="list-style-type: none"> Completed: based upon data, the inaugural one-year class schedule is published on the website and copies are printed. This supports more effective academic planning to address the needs students desiring to transfer to a four-year college or enter a career. This schedule also completes the third strategy Completed: The major renovations in the Collaboratory occurred. Construction of classroom walls are planned but delayed due to budget constraints and alternative classrooms are available for the intended workshops, training activities and non-credit courses. Workshops aimed at enhancing faculty skills in teaching developmental students are scheduled for fall 2012 <p>Ongoing and Institutionalized: This strategy was accomplished by helping students with their applications to other colleges and took students to UNR and Chico. Counselors regularly advise students on transfer utilizing the statewide "Assist Web tool" for articulation and transfer. In the fall we hosted the countywide Transfer College Day with 15 colleges in attendance.</p>	<ul style="list-style-type: none"> District resources – staff time for institutional research Collaboratory required carpeting, painting and 18 new computers. Computers were purchased with Basic Skills funds District resources – staff time for institutional research This strategy was resourced from existing district funds in student services. During the spring marketing dollars will be needed to update the fact sheets.
<p>Assessment of Student Learning:</p> <ul style="list-style-type: none"> Faculty, who have implemented course changes as a consequence of assessment results for student learning outcomes, will have evaluated the impact of changes <p>EMP</p>	<ul style="list-style-type: none"> Initiated: Faculty results are being compiled in Academic Services. Results will be used to inform Assessment dialogs scheduled to begin in Spring 2012 	<ul style="list-style-type: none"> Initiated: Faculty results are being compiled in Academic Services. Results will be used to inform Assessment dialogs scheduled to begin in Spring 2012 	<ul style="list-style-type: none"> Ongoing: This is an ongoing, high priority for the college. The addition of WeaveOnline will support broader dissemination of SLO results and robust institutional dialog as reflected in the 	<ul style="list-style-type: none"> District resources for staffing. WeaveOnline purchased with grant funds.

				Educational Master Plan. Additional training on student learning assessment is scheduled for fall 2012 during Flex day activities	
EMP	<p>Maximizing the Student Experience:</p> <ul style="list-style-type: none"> Encourage and support increased faculty/student, student/student interactions outside of the classroom Employ communications strategies in order to inform and engage students in the life of the college Convert traditional/print Library to virtual, paperless, digital library that better meets students' needs 	<ul style="list-style-type: none"> Directional Change: For first two activities - District resources focused on maximizing the student experience through classroom refresh, installation of instructional technology and professional development Not yet begun: Adjunct Librarian hired, anticipate initiating activity in late spring 2012 	<ul style="list-style-type: none"> Directional Change: For first two activities - District resources focused on maximizing the student experience through classroom refresh, installation of instructional technology and professional development Initiated: Part-time Librarian hired, anticipate activity proposal in late spring 2012. Activity will continue into AY 2012-2013 	<ul style="list-style-type: none"> Directional Change with new development: The website redesign supports additional communication strategies to inform and engage students (e.g., link to MIC website from LCC Homepage) Initiated: Part-time Librarian hired, preliminary work (e.g., weeding stacks) is occurring. Activity will continue into AY 2012 -2013 with Fall 2013 completion date anticipated 	<ul style="list-style-type: none"> No longer applicable District funds supported the website redesign Virtual Library requires construction of student group rooms, computer carols and purchasing 18 computers
EMP	<p>Lassen Educational Collaborative:</p> <ul style="list-style-type: none"> Complete the development of Lassen Pathways, that enables high school students to concurrently complete their high school diploma and transferable general education coursework Implement an annual College and Career Day (Also SSMP) 	<p>EMP:</p> <ul style="list-style-type: none"> Completed: High School students can now enroll in the Lassen Pathway <p>SSMP:</p> <ul style="list-style-type: none"> Initiated: This strategy was supported during the fall when the President's office and Student Services staff met twice to discuss outreach efforts County wide. In addition the counseling department hosted and ran a countywide college fair program where the junior class at local high schools was targeted for attendance. 	<ul style="list-style-type: none"> Completed (and Expanding Focus): Lassen Union High School students can now enroll in the Lassen Pathway. The college is currently working with Modoc and Westwood High Schools to offer these Pathway courses online (delivery at computer lab locations in the high schools) Initiated: This strategy was supported in the fall with a 7th grade focused countywide career day event. Planning for an 8th grade visit program to LCC is underway and will occur during March 2012. 	<p>Completed: Three online courses to be offered in fall 2012 (ENG 1, PSY 1 and SOC 1)</p> <p>Ongoing and Institutionalized This strategy was completed by hosting all the local Lassen County 8th grade students on college tours during 8 days of tours in April and May. Sixty Modoc County 8th graders are scheduled to tour on May 22nd.</p>	<ul style="list-style-type: none"> District resources - LCC Counselor worked with LUHS Counselors to design Lassen Pathways. District resources will be used to compensate Moodle Site administrator, Mentor and faculty for course development. Title III resources will provide professional development funding for instructors teaching Pathway courses online. This strategy was supported and resourced from existing district funds. The 8th grade tours were funded using Matriculation categorical funding.
EMP	<p>Strengthening/Enhancing Existing Programs:</p> <ul style="list-style-type: none"> Determine the future of Allied Health programs at the college, including the development of an RN Bridge Based upon instructional program reviews, feasibility analyses and/or regional interest and support, prioritize the viability of strengthening the following programs: 	<ul style="list-style-type: none"> Initiated: Comprehensive retool of the current Vocational Nursing program is occurring including alternate facility, new equipment and curricular redesign. The addition of a CNA program is underway Initiated: Academic leadership recommends a focus on Automotive Technology and Welding. Following a feasibility analysis, Logistics and Handling is removed from 	<ul style="list-style-type: none"> Initiated: Vocational Nursing facility relocated to Credence High School location. New equipment ordered. CNA program is under review by the state board 	<ul style="list-style-type: none"> Not yet complete: Faculty hiring is not yet complete. CNA site visit (final step to program approval) delayed to fall 2012. Faculty hiring for Automotive Technology, a high priority in the EMP, is still under review based on current budget context 	<ul style="list-style-type: none"> District resources used to increase staffing for ISS to half/time. CTE Grant funds and LCC Foundation support used to purchase new equipment. Further requirements include ~\$90,000 in equipment purchases. Staffing requirements include a PT CNA Director and a FT Allied Health/Nursing Program Director. Expansion of Automotive technology and welding will require additional

	Agri Business, Automotive Technology, Human Services, Logistics and Materials Handling and Small Business Management	consideration			funds as indicated in the 2012-2013 EMP.
EMP	<p>Community Service Programs:</p> <ul style="list-style-type: none"> Analyze enrollment patterns that justify the transition of existing credit, apportionment supported courses to community service classes and begin to implement the transition in 2011-2012 course schedule Create a structure within the college that will oversee the development of a robust community service program Implement the plan/develop community service class schedule 	<ul style="list-style-type: none"> Initiated: Academic leadership is engaged in a formal analysis of enrollment patterns and credit course offerings 	<ul style="list-style-type: none"> Initiated: Academic leadership is engaged in a formal analysis of enrollment patterns and credit course offerings. For program growth an internal structure to oversee the program must be developed. For additional information, see 2011 Community Service NIPR 	<ul style="list-style-type: none"> Directional change: Context of current budget reductions at the state level disallow the additional staff position and resources necessary for the implementation of a robust Community Service program 	<ul style="list-style-type: none"> All three activities would require a staff position for the implementation of a robust Community Service program. Feasibility analysis will occur in Spring 2013.
SSMP (5)	<p>Program Review:</p> <ul style="list-style-type: none"> Complete the third assessment cycle for Non-Instructional student learning outcomes for all program areas 	<ul style="list-style-type: none"> Initiated: SLO's from student service areas were reviewed during the fall in preparation for data gathering and review during the spring 2012 term. 	Initiated: SLO data gathering continues.	Initiated: SLO data gathering continues. Managers in student services are finishing the analysis in June 2012 for the 2011-12 year.	<ul style="list-style-type: none"> This strategy was supported and resourced from existing district funds.
SSMP	<p>Early Alert:</p> <ul style="list-style-type: none"> Using research to evaluate the effectiveness of the Early Alert Interventions verify that they helped LCC to improve student success in Course/Certificate/Degree completion rates by 10% 	<ul style="list-style-type: none"> Change of Direction: This strategy is undergoing a strategy change. During the 2010-11 year objections to faculty support for Early Alert work was registered by the LCFA union in negotiations. The use and pay for faculty time involved in early alert is under review. 	New Development: A pilot project in EOPS has field tested a Datatel review process coupled with electronic ed plan development. Students are reporting that they better understand the impacts of their decisions to take classes over or out of sequence. Datatel reporting is used to early identify students who make changes to their ed plan and counselors provide intrusive counseling based on this information. This model is being considered for wider implementation.	Ongoing: The pilot in EOPS has yielded the lowest drop out rates in the most recent years of tracking this Student Learning Outcome. The combination of datatel reporting review and intrusive counseling follow-up is an effective early alert strategy. This coupled with progress reporting by faculty would provide a strong base of intervention. Negotiation with LCFA has progressed and it is likely that faculty involvement in Early Alert will be included in the duties of faculty and recognized as such in the LCFA contract language.	This strategy was redirected towards a pilot strategy development and was supported and resourced from EOPS categorical funding.

<p>SSMP</p>	<p>Student Services Success Strategies:</p> <ul style="list-style-type: none"> Implement a set of success oriented strategies that tailor counseling, orientation, first year experiences and work study experiences to each student's needs 	<ul style="list-style-type: none"> Initiated: Over the past two terms Student Services has been piloting and building an electronic application, education plan and progress report system as part of the EOPS service model. These academic support and advising services help students internalize their educational planning. The EOPS advisor monitors the student's progress via Datatel report server data and guides the faculty counselor toward student needs as identified in these reports. Pilot project now considered for larger scale future implementation. 	<p>Initiated: The EOPS pilot project continues to show positive results. Discussions for larger scale implementation are progressing.</p>	<p>Ongoing and Institutionalized: This strategy was completed by creating an electronic version of orientation in counseling implemented for the spring 2012 term. For Summer/Fall 2012 this orientation is now available online. When appropriate we enrolled students in CG1. We have created scanned electronic records for incoming student transcripts. Student counseling, assessment, orientation contacts with all students are recorded electronically in Datatel giving student service personnel an electronic record of services provided. This tracking was strengthened during the 2011-12 academic year.</p>	<ul style="list-style-type: none"> This strategy was supported and resourced from existing categorical and district funds.
<p>SSMP</p>	<p>Student Services Technology:</p> <ul style="list-style-type: none"> Improve technology services in Admissions and Records, Financial Aid and Counseling (Also ITMP) 	<p>SSMP:</p> <ul style="list-style-type: none"> Initiated: This was initiated during the fall term as a team of IR and Student Services staff began work on CCCApply. In addition upgrades in LCC infrastructure will make Web Access technology services possible in the Spring of 2012. <p>ITMP:</p> <ul style="list-style-type: none"> Initiated: IS engaged a consultant to implement CCCApply. The CCCApply team is meeting and on schedule for roll-out in December 	<p>Initiated: Moves in the student services area in the fall upgraded all computers in assessment, established a dedicated space for a Career Café and upgraded the student ID card processing systems. New computers for student orientation were used in the area in front of Financial Aid leading up to the start of the spring semester.</p> <p>ITMP: Not Yet Complete: The CCCApply team continues to meet. Schedule for roll-out is now estimated late March</p>	<p>Some Completed (Ongoing and Institutionalized): Each year this is an ongoing task as the Student Services managers and governance planning group review what technology projects are up for enhancement, overhaul or might have become obsolete. During the 2011-12 year three new computers for use in the financial aid and admissions areas were ordered and will be installed prior to June 30, 2012. CCC Apply is about to be launched. Web access for students was improved and updated by IT. This has initially resulted in increased use of online student registration for summer/fall 2012. Admissions and Records staff are more productive in registration due to this update. We recently updated the ecommerce application through business services which will save time in AR for registration. Copiers needs in Financial Aid were reviewed and a new copier/scanner was recently installed in Financial Aid. Financial Aid is processing FAFSA information and sending award letters in May.</p> <p>LCC was awarded a mini-grant to implement etranscripts, which will be a 2012-13 project. LCC is reviewing the service providers for this application. Copy needs in Admissions and Records is being reviewed with a new copier likely to be installed prior to June 30.</p>	<ul style="list-style-type: none"> This strategy was supported and resourced from existing district funds and supported by outside technical consultants. District funds license renewal for CCCApply, Consultant fees necessary to configure the site

				ITMP: Completed	
SSMP	Student Services Research: <ul style="list-style-type: none"> Define an annual data-gathering regimen for student services. 	<ul style="list-style-type: none"> Initiated: The first section of Matriculation data was provided during this time frame. It is being used to inform Matriculation planning. 	Initiated: A potential matriculation repository of data from past terms is being tested. Datatel report server data is being imported into a 9 term longitudinal Matriculation Data Base prototype and is being reviewed by student service managers for feasibility of design.	Initiated: The longitudinal Matriculation Data Base prototype is still under review.	<ul style="list-style-type: none"> This strategy was supported and resourced from existing district funds
ITMP (2)	Instructional Technology: <ul style="list-style-type: none"> Equip eight of instructional spaces with state of the art technology, to include two additional computer labs and converting classrooms as appropriate into “smart” technology rich classrooms and building upon campus-wide wireless capability (Also FMP) 	ITMP: <ul style="list-style-type: none"> Initiated: Equipment purchased and partially installed. One flex day training for faculty occurred. No classrooms are fully functional. One room is functioning as a computer lab; the second room is not yet identified. FMP: <ul style="list-style-type: none"> Not yet complete: This project is ¾ complete. Expected completion by December 2011. 	ITMP: <ul style="list-style-type: none"> Completed: Equipment purchased and installed. Full day of faculty training on smart classrooms will occur in late February. 	ITMP: Completed FMP:	<ul style="list-style-type: none"> This project was resourced from VTEA funds for equipment and District savings from the 2010-2011 budget year for the infrastructure work
ITMP	Institutional Infrastructure; <ul style="list-style-type: none"> Define and implement ongoing refresh plan for desktops, servers (priority, frequency, funding) Upgrade voice communications (VOIP phone system) Maximize capacity in Datatel (eCommerce, web-time entry) Evaluate the wireless technology project Assure a vital Web presence (Portal implementation) 	<ul style="list-style-type: none"> Not yet begun Initiated: Phone sets delivered. Implementation cannot occur until Frontier completes PRI Not yet begun Not yet begun Initiated: Website redesign is underway with re-launch scheduled to occur in mid-November. 	<ul style="list-style-type: none"> Not yet begun Completed: Phone system implemented. Feedback forum conducted Not Yet Complete: IS continues to work with external consultant on eCommerce. Project closely tied to WebAdvisor relaunch Not yet begun Not Yet Complete: Website redesign continues, static pages currently being edited with re-launch scheduled to occur in February 	<ul style="list-style-type: none"> Not yet begun: High priority for 2012-2013 ITMP with Fall, 2013 anticipated completion date Completed Completed Initiated: IT staff are monitoring effectiveness of the current Access Point (AP) placement and will initiate movement or implementation of additional APs in June 2012 Initiated: Website redesign is complete. IT Planning Committee will complete the Portal design project in Fall 2012 	<ul style="list-style-type: none"> These projects were resourced from existing District facilities budget.
FMP (3)	ADA Compliance: <ul style="list-style-type: none"> Fill the deep cracks in the Gym parking area in order to meet ADA compliance. 	Completed			<ul style="list-style-type: none"> This project was resourced from existing District facilities budget.
FMP	Emergency Mass Communication System: <ul style="list-style-type: none"> Complete the purchase and installation of an Emergency Mass 	<ul style="list-style-type: none"> Initiated – Complete by 11/30/2011 		Not yet Complete – Mass Communication system is installed and functional at a basic level. Additional programming from IT staff	<ul style="list-style-type: none"> This project was resourced from existing District facilities budget and existing monies set aside for the

	Communication System (EMCS)			is needed for full functionality. Training materials must be developed and campus-wide training anticipated fall 2013	EMCS. • Will require \$5,000 additional for battery backups.
FMP	<p>Leveraging Existing Facilities:</p> <ul style="list-style-type: none"> Identify location and equip: Basic Skills Collaboratory, Center for Excellence in Learning and Teaching, Student Center, Student Services Welcome Center, Board Room <p>(Also ITMP)</p>	<p>FMP:</p> <ul style="list-style-type: none"> Initiated – Complete by 12/31/2011 <p>ITMP:</p> <p>Initiated: Location for the Center identified</p>	<p>ITMP:</p> <p>Not yet complete: Furnishings for the Center identified but not yet ordered</p>	<ul style="list-style-type: none"> Completed Completed 	<ul style="list-style-type: none"> This project was resourced from existing District facilities budget and District savings from the 2010-2011 budget year Equipment for the Collaboratory will be purchased using Basic Skills budget. Equipment for Teaching Center will be purchased with Title III funds
HRMP (3)	<p>Training:</p> <ul style="list-style-type: none"> Provide for training on delivery methods in the Center for Excellence in Learning and Teaching 	<ul style="list-style-type: none"> Initiated: Location is identified but waiting for the Center to be configured. Training will be scheduled upon completion of the Center. 	<p>Not yet complete: The Center is 60% complete at this time</p>	<p>Completed: 11 faculty participated in training for online delivery. In addition, 20 faculty participated in training on classroom technology</p>	<ul style="list-style-type: none"> District funding for short-Term staffing, painting, carpeting, and wiring Grant funding for Smart classroom technology, computers, Moodle support and IT support personnel
HRMP	<p>Administrative Procedures:</p> <ul style="list-style-type: none"> Publish Classified Handbook 	<ul style="list-style-type: none"> Not yet complete: / 06-30-2012 	<p>Not yet complete: Under review</p>	<p>Not yet complete: Anticipated completion date Spring 2013</p>	Existing Personnel
HRMP	<p>Academic Support Staffing:</p> <ul style="list-style-type: none"> Increase staffing for Basic Skills instruction and instructional support (Also EMP) 	<p>HRMP: and EMP:</p> <ul style="list-style-type: none"> Initiated: ISS-Basic Skills hired 11-08-2012; English Instructor to be hired 	<p>Completed: English Instructor hired 1-12-2012</p>	<p>Completed: 2 staff members hired</p>	District Funded

Rank (Consultation Council Priority Recommendation)	Short List of 10 Action Items supporting the achievement of strategies listed above (Completion in 2011-12)	Status October, 2011	Status January, 2012	Status May, 2012
1 (2)	Convert MS 125 to Math/Science Computer Lab	Complete		
2 (3)	Install Classroom Technology in eight classrooms	Initiated – Complete by 11/30/2011	Complete	
3 (4)	Convert classroom to Teaching Center	Initiated – Complete by 12/31/2011	Not Yet Complete	Complete
4 (5)	Convert cafeteria to Student Center	Complete		
5 (6)	Furnish Basic Skills Collaboratory	Initiated – Complete by 12/31/2011	Not Yet Complete	Complete
6	Install VOIP Phone System	Initiated – Complete by 11/30/2011	Complete	
7	Install Mass Communication System	Initiated – Complete by 11/30/2011	Not yet Complete – Mass Communication system is installed and functional. Will require \$5,000 for battery backups. Additional programming from IT staff is needed for full functionality. Training materials must be developed	Training anticipated fall 2013
8	Relaunch WebAdvisor (attendance accounting, online grade entry)	Initiated – Complete by 12/31/2011	Not yet Complete (eCommerce must be completed first)	Complete
9	Implement CCCApply	Initiated	Not Yet Complete – anticipate late March	Final testing in May 2012, anticipated to go live in June 2012
10	Implement Point of Sale System	Complete – Needs refining	Complete	

Explanations:

1. Resources: Please address how progress on the strategy was resourced: e.g., existing personnel/funds, additional funds, short-term staffing. Is the progress sustainable? If yes, are additional resources needed?
2. Desired Outcome: How will you measure the achievement of this strategy on June 30, 2013? To what level will you achieve this outcome?
3. Status:
 - Not yet begun
 - Completed – strategy achieved to the level intended

- Initiated – strategy begun and in early stages
- Not Yet Complete – strategy in progress on pace for completion as planned or with new completion date as indicated
- Directional Change – strategy no longer feasible with explanation provided