

	2013-2014 LCC Action Plan 12 Strategies	Status October 31, 2013	Status January 31, 2014	Status May, 2014
CIMP	<p><b>Improving Institutional Effectiveness – Accreditation Self- Evaluation</b></p> <ul style="list-style-type: none"> <li>Complete the 2014 Accreditation Self Evaluation</li> </ul>	<p><b>CIMP:</b></p> <ul style="list-style-type: none"> <li><b>Nearly Completed:</b> Draft distributed for Constituent group review September 20, 2013; First Reading - Governing Board October 8, 2013; Discussion at Board retreat October 22, 2013</li> </ul>	<p><b>CIMP:</b></p> <ul style="list-style-type: none"> <li><b>Completed:</b> 2014 Self-Evaluation approved by the Governing Board November 12, 2013; Submitted to ACCJC December 6, 2013</li> </ul>	<p><b>CIMP:</b></p> <ul style="list-style-type: none"> <li><b>Completed:</b> The 2014 site visit occurred March 17-20, 2014. The ACCJC meets June 4-6, 2014 to consider the Self-Evaluation and team report.</li> </ul>
EMP	<p><b>Improving Institutional Effectiveness:</b></p> <ul style="list-style-type: none"> <li>Improve campus-wide dialog concerning student learning and administrative unit assessment and use of the results of those assessments by the establishment of on-going systematic discussion during campus meetings.</li> <li>Complete the establishment of associations between various levels of student learning/administrative unit outcomes within Weave</li> <li>Institutionalize the use of Weave for Student Learning/Administrative Unit Outcome Assessment Analysis</li> <li>Create a data user friendly warehouse interface</li> </ul>	<p><b>EMP:</b></p> <ul style="list-style-type: none"> <li><b>Initiated:</b> Presentation by Director of Institutional Effectiveness at the Fall 2013 Convocation that was followed with a work group session. Discussion at Division Chairs meetings. SLO Handbook adopted by Curriculum/Academic Standards Committee September 17, 2013. October 1, 2013 SLO online tutorials and videos posted</li> <li><b>Completed:</b> Convocation activity on September 4, 2013 to affirm associations between SLOs/AUOs and Institutional SLOs. Completed Establishment of associations between SLOs and Program SLOs completed October 25, 2013.</li> <li><b>Nearly Completed:</b> SLOs/AUOs on website, SLOs/AUOs integrated into IPRs, NIPRs, and annual updates</li> <li><b>Not yet begun</b></li> </ul>	<p><b>EMP:</b></p> <ul style="list-style-type: none"> <li><b>Completed:</b> The department of institutional effectiveness has developed online tutorials, videos and conducted has many training sessions on SLO reporting during the fall 2013 semester which resulted in over 300 SLO reporting by the fall 2013 reporting deadline.</li> <li><b>Completed:</b> Convocation activity on September 4, 2013 to affirm associations between SLOs/AUOs and Institutional SLOs. Completed Establishment of associations between SLOs and Program SLOs completed October 25, 2013.</li> <li><b>Completed:</b> The integration of SLOs, PSLOs, AUOs. GESLO and ISLOs have been updated online and in WEAVE</li> <li><b>Nearly completed:</b> Requires a secure access point.</li> </ul>	<p><b>EMP:</b></p> <ul style="list-style-type: none"> <li><b>Completed:</b> The department of institutional effectiveness has developed online tutorials, videos and conducted has many training sessions on SLO reporting during the fall 2013 semester which resulted in over 300 SLO reporting by the fall 2013 reporting deadline.</li> <li><b>Completed:</b> Convocation activity on September 4, 2013 to affirm associations between SLOs/AUOs and Institutional SLOs. Completed Establishment of associations between SLOs and Program SLOs completed October 25, 2013.</li> <li><b>Completed:</b> The integration of SLOs, PSLOs, AUOs. GESLO and ISLOs have been updated online and in WEAVE</li> <li><b>Completed:</b> Report sever ready to use</li> </ul>
EMP/ SSMP	<p><b>Transfer by Design:</b></p> <ul style="list-style-type: none"> <li>Develop a minimum of two additional transfer degrees based on the Transfer Model</li> </ul>	<p><b>EMP:</b></p> <ul style="list-style-type: none"> <li><b>Not yet begun:</b> English and Psychology Associate Degrees for Transfer (AD-T) developed last year</li> </ul>	<p><b>EMP:</b></p> <ul style="list-style-type: none"> <li><b>Not yet begun:</b> We have created degrees in all areas feasible that have TMCs available. We are awaiting</li> </ul>	<p><b>EMP:</b></p> <ul style="list-style-type: none"> <li><b>Completed:</b> 11<sup>th</sup> AA-T degree in Anthropology has been approved. Biology, Kinesiology</li> </ul>

	<p>Curriculum (TMC) – SB 1440.</p> <ul style="list-style-type: none"> <li>Develop a two-year course schedule, which promotes seamless and timely completion of educational goals.</li> </ul>	<p>were approved by CCC Chancellor's office and ACCJC.</p> <ul style="list-style-type: none"> <li><b>Directional Change:</b> One-year course schedule. Day and time scheduling is not feasible two years ahead due to the changing availability of adjunct faculty. However, there is a two-year institutional master schedule that is used as guideline to ensure timely completion of educational goals.</li> </ul>	<p>release of Biology TMC and C-ID for combined 2-semester sequence of BIO25 &amp; BIO26, and Anthropology. We are waiting for TMCs for interest areas to be developed.</p> <ul style="list-style-type: none"> <li><b>Initiated:</b> The 2014-2015 course schedule is under development by division chairs; drafts expected for review in February.</li> </ul>	<p>and Elementary Teacher Education are in development.</p> <ul style="list-style-type: none"> <li><b>Initiated:</b> Master two-year schedule that has been initiated with Degree-Audit and Curri-u-Track. This is done in conjunction with chairs and counseling department.</li> </ul>
<p><b>EMP</b></p>	<p><b>Program Development - Strengthening/Enhancing Existing Programs:</b></p> <ul style="list-style-type: none"> <li>Determine the future of Allied Health programs at the college</li> <li>Complete the purchase of equipment to provide an ASE pathway in the Automotive Technology program.</li> <li>Submit an application for AWS certification for the Welding program</li> <li>Evaluate and make a decision on the Moodle online platform</li> </ul>	<p><b>EMP:</b></p> <ul style="list-style-type: none"> <li><b>Initiated:</b> In discussion to expand the scope and staff in question.</li> <li><b>Nearly Completed:</b> Purchasing is in progress.</li> <li><b>Initiated:</b> Updating equipment and developing the Quality Assurance Manual required for certification.</li> <li><b>Not yet begun</b></li> </ul>	<p><b>EMP:</b></p> <ul style="list-style-type: none"> <li><b>Initiated:</b> Meeting held 1/21/14 to discuss developing Medical Assistant program. Curriculum under development with goal of having first MA cohort start in August 2014</li> <li><b>Nearly Completed:</b> Most of the equipment has been purchased.</li> <li><b>Initiated:</b> Equipment has been purchased and the Quality Assurance Manual is under development.</li> <li><b>Not yet begun:</b> Plans for Moodle upgrade (1.9 to 2.5) are in place for immediately after spring semester.</li> </ul>	<p><b>EMP:</b></p> <p><b>Initiated:</b> First review of Medical Assistant program and Phlebotomy in Curriculum. Medical Assistant program still on track for a fall start. Phlebotomy still has questions but can have a late fall start.</p> <p><b>Nearly completed:</b> Most of the equipment has been purchased with VTEA funds. Remaining equipment will be purchased with additional VTEA funds.</p> <p><b>Initiated:</b> The Quality Assurance Manual is still under development.</p> <p><b>Nearly completed:</b> Moodle upgrade from (1.9 to 2.5) is scheduled and faculty has been notified. Additional storage space has been added to accommodate more updated features and added components needed for more faculty integration with students.</p>
<p><b>SSMP</b></p>	<p><b>Student Success Strategies:</b></p>	<p><b>SSMP</b></p>	<p><b>SSMP</b></p>	

	<ul style="list-style-type: none"> <li>Implement student email</li> <li>Re-initiate face-to-face orientation</li> <li>Complete development of an Early Alert System</li> </ul>	<ul style="list-style-type: none"> <li><b>Not yet completed:</b> Scheduled to be completed by the end of November 2013.</li> <li><b>Completed:</b> Face-to-face orientation was reinstated fall 2013 and to be done every fall. Orientation packet for correspondence students developed.</li> <li><b>Initiated:</b> To be discussed in more depth with the faculty.</li> </ul>	<ul style="list-style-type: none"> <li><b>Completed:</b> Student email went live in fall 2013.</li> <li><b>Completed:</b> Face-to-face orientation was reinstated fall 2013 and to be done every fall. Orientation packet for correspondence students developed.</li> <li><b>Initiated:</b> Degree Audit purchased with Title III funds. Implementation with faculty still to be discussed.</li> </ul>	<ul style="list-style-type: none"> <li><b>Completed:</b> Student email went live in fall 2013.</li> <li><b>Completed:</b> Face-to-face orientation was reinstated fall 2013 and to be done every fall. Orientation packet for correspondence students developed.</li> </ul>
	<p><b>Maximize the Student Experience:</b></p> <ul style="list-style-type: none"> <li>Improve student affair supervision to coordinate clubs, develop an advisors manual for student organizations, assist in management and supervision of activities and events sponsored by ASB, assist in student leadership development, prepare and work with advisors</li> <li>Develop an International Student program</li> </ul>	<p><b>SSMP</b></p> <ul style="list-style-type: none"> <li><b>Initiated:</b> Advisors' manuals are being researched from other institutions for a framework to begin at LCC.</li> </ul> <p><b>SSMP</b></p> <ul style="list-style-type: none"> <li><b>Nearly Completed:</b> The Outreach Coordinator has reinstated the International Club and is actively pursuing working with international students and recruiting agencies to fully develop the program.</li> </ul>	<p><b>SSMP</b></p> <ul style="list-style-type: none"> <li><b>Initiated:</b> Advisors' manuals are being researched from other institutions for a framework to begin at LCC.</li> </ul> <p><b>Nearly Completed:</b> The Outreach Coordinator has reinstated the International Club and is actively pursuing working with international students and recruiting agencies to fully develop the program. The international recruiting packet was developed.</p>	<ul style="list-style-type: none"> <li><b>Initiated:</b> Advisors' manuals are being researched from other institutions for a framework to begin at LCC.</li> <li><b>Nearly Completed:</b> The Outreach Coordinator pilot position is being continued to next year. The International Club is actively pursuing working with international students and recruiting agencies to fully develop the program. The recruiting packet is nearly complete and will be used for fall 2014 recruitment.</li> </ul>
<b>SSMP</b>	<p><b>Student Access Strategies:</b></p> <ul style="list-style-type: none"> <li>Assess and implement steps to increase student access and the actual awarding of financial aid</li> <li>Update the Student Equity Plan</li> </ul>	<ul style="list-style-type: none"> <li><b>Nearly Completed:</b> Financial Aid has begun the transition to HigherOne to implement electronic debit cards for students to use to access their financial aid.</li> <li><b>Nearly Completed:</b> The Student</li> </ul>	<p><b>SSMP</b></p> <ul style="list-style-type: none"> <li><b>Nearly Completed:</b> HigherOne debit cards went live spring 2014. It will take close to a year for all components of the implementation to be complete.</li> <li><b>Completed:</b> The Student Equity Plan</li> </ul>	<ul style="list-style-type: none"> <li>HigherOne implementation is still moving forward. An ATM was installed in the Residence Halls for easier access to financial aid funds for students.</li> <li><b>Completed:</b> The Student Equity</li> </ul>

		Equity Plan has been adopted by Cabinet in October 2013 and will be presented to the Governing Board in November 12, 2013 for approval.	was adopted by the governing board in November 2013.	Plan was adopted by the governing board in November 2013. The Student Services Master Plan Committee has also taken on the charge of being the student success and equity committee as well.
<b>ITMP/FMP</b>	<p><b>Instructional Technology Infrastructure:</b></p> <ul style="list-style-type: none"> <li>Increase capability to perform online services (i.e. Expand Web Advisor functionality, services in Admissions and Records, Financial Aid and Counseling)</li> <li>Review wireless network coverage inside buildings and in outdoor common areas. Create a scheduled routine three-year technology refresh cycle for instructional spaces and offices to assure ongoing state of the art technology</li> </ul>	<p><b>ITMP</b></p> <ul style="list-style-type: none"> <li><b>Initiated:</b> Increased student self-service through web advisor</li> <li><b>Completed:</b> Implemented Student Self-Service Finance. Enabled students to be able to submit address changes online. Created several PDF fillable forms for Student Services and posted online.</li> <li><b>Initiated:</b> A plan is in place for adding 15 wireless access points on campus</li> </ul> <p><b>FMP</b></p> <ul style="list-style-type: none"> <li><b>Initiated:</b> Wireless network strength assessment. The wireless on the automatic door locks needs strong signal strength. The door lock company is checking signal strength campus wide.</li> </ul>	<p><b>ITMP</b></p> <ul style="list-style-type: none"> <li><b>Initiated:</b> Projects to implement Degree Audit, Student Planning, Portal, and Retention Alert</li> <li><b>Completed:</b> 12 out of 15 Wireless Access Points have been deployed around campus expanding the wireless coverage.</li> </ul> <p><b>FMP</b></p> <ul style="list-style-type: none"> <li><b>Nearly Complete:</b> Wireless network strength assessment. The wireless on the automatic door locks needs strong signal strength. The door lock company is checking signal strength campus wide.</li> </ul>	<p><b>ITMP/FMP</b></p> <ul style="list-style-type: none"> <li><b>In Progress:</b> Degree Audit and Student Planning module in Datatel are nearly complete. Portal is now in progress.</li> <li><b>Completed:</b> 12 out of 15 Wireless Access Points have been deployed around campus expanding coverage.</li> </ul> <p><b>FMP</b></p> <ul style="list-style-type: none"> <li><b>Nearly Complete:</b> The door lock company is checking signal strength and program ability to hold open panic locks at doors campus wide.</li> </ul>
<b>FMP</b>	<p><b>Facilities Maintenance/Modification:</b></p> <ul style="list-style-type: none"> <li>Locate and prioritize funding to modernize the District's equipment &amp; facilities</li> <li>Develop a prioritized list of classroom renovations included in and implemented through</li> </ul>	<p><b>FMP</b></p> <ul style="list-style-type: none"> <li><b>Not yet begun:</b> Pending the start of the new Facility Director.</li> <li><b>Completed:</b> FMP includes prioritized list.</li> </ul>	<p><b>FMP</b></p> <ul style="list-style-type: none"> <li><b>Not yet begun:</b> New Facility Director position filled as of 1/20/14. Funding prioritization to be initiated.</li> <li><b>Completed:</b> FMP includes prioritized list.</li> </ul>	<p><b>FMP</b></p> <ul style="list-style-type: none"> <li><b>Initiated:</b> Facility Director has outlined utility assessment study &amp; physical master plan process for prioritization. Some funding sources are identified Prop 39, CalTrans, etc.</li> <li><b>Completed:</b> FMP includes prioritized list.</li> </ul>

	<p>the facilities maintenance plan</p> <ul style="list-style-type: none"> <li>• Complete the expansion of the Graphic Design facility</li> <li>• Complete the modification of the Automotive Technology facility</li> <li>• Implement the District's Scheduled Maintenance Five-Year Plan</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Not yet begun:</b> Not included in the budget prioritization process for 2013-2014</li> <li>• <b>Not yet begun:</b> Not included in the budget prioritization process for 2013-2014</li> <li>• <b>Initiated:</b> Tasks are being completed as funds become available. \$109,000 2013-14 funds from the State may be used</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Not yet begun:</b> Not included in the budget prioritization process for 2013-2014</li> <li>• <b>Not yet begun:</b> Not included in the budget prioritization process for 2013-2014</li> <li>• <b>Initiated:</b> Working with Chancellors office to secure through "Fusion" available State funding of \$109,000 2013-14</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Not yet begun:</b> Not included in the budget prioritization process for 2013-2014</li> <li>• <b>Not yet begun:</b> Not included in the budget prioritization process for 2013-2014</li> <li>• <b>Initiated:</b> Working with Chancellors office to secure through "Fusion" available State funding of \$109,000 2013-14</li> </ul>
<p>HRMP</p>	<p><b>Professional Development - Training:</b></p> <ul style="list-style-type: none"> <li>• Discipline specific, instructional technology and instructional pedagogy training for faculty</li> <li>• Implement new employee orientation</li> <li>• Support employee participation at Student Learning Outcome Institute</li> <li>• Create a training schedule and</li> </ul>	<p><b>HRMP</b></p> <ul style="list-style-type: none"> <li>• <b>Completed:</b> Ongoing trainings are being offered to instructional staff in the TECC Center.</li> <li>• <b>Initiated:</b> Currently providing orientation every August before school begins. Working on updating delivery methods and onboarding software.</li> <li>• <b>Initiated:</b> Director of Institutional Effectiveness is providing training.</li> </ul>	<p><b>HRMP</b></p> <ul style="list-style-type: none"> <li>• <b>Completed:</b> Ongoing trainings are being offered to instructional staff in the TECC Center.</li> <li>• <b>Initiated:</b> Currently providing orientation every August before school begins. Creating an on-line new employee orientation to more adequately provide complete and timely information to new employees. Looking into affordable onboarding software and delivery methods.</li> <li>• <b>Completed:</b> Training has occurred through Fall 2013. Trainings were done via the Tech Center, On-line video and one-on-one trainings.</li> </ul>	<p><b>HRMP</b></p> <ul style="list-style-type: none"> <li>• <b>Completed:</b> Ongoing trainings are being offered to instructional staff in the TECC Center.</li> <li>• <b>Initiated:</b> Currently providing orientation every August before school begins. Creating an on-line new employee orientation to more adequately provide complete and timely information to new employees. Participated in a webinar to gather more information regarding additional software for NeoGov to achieve this goal. Will be requesting additional funds through the approved process.</li> <li>• <b>Completed:</b> Training has occurred through Fall 2013. Trainings were done via the Tech Center, On-line video and one-on-one trainings.</li> </ul>

	<p>track completion for mandated trainings, including disaster preparedness training.</p> <ul style="list-style-type: none"> <li>Provide a minimum four cultural awareness celebrations focusing on Cultural Heritage Months</li> </ul>	<ul style="list-style-type: none"> <li><b>Nearly Completed:</b> Training schedule has been created and continues to be updated.</li> <li><b>Initiated:</b> All four have been scheduled for this academic year; two will be held Fall 2013 and two to be held Spring 2014. Hispanic Heritage Month – September culminated in activities including music and food on September 26, 2013 and Native American Heritage Celebration scheduled for November 20, 2013.</li> </ul>	<ul style="list-style-type: none"> <li><b>Nearly Completed:</b> Training schedule has been created and continues to be updated.</li> <li><b>Nearly Completed:</b> All four have been scheduled for this academic year; two were held Fall 2013 and two will be held Spring 2014. Hispanic Heritage Month – September culminated in activities including music and food on September 26, 2013 and a Native American Heritage Celebration that included a program of Native American Artwork, Food, Dance and Cultural Heritage on November 20, 2013. Black History celebration is scheduled for February 27, 2014.</li> </ul>	<ul style="list-style-type: none"> <li><b>Nearly Completed:</b> Training schedule has been created and continues to be updated.</li> <li><b>Completed:</b> All four were scheduled for this academic year; two were held Fall 2013 and two were held Spring 2014. Hispanic Heritage Month – September 26, 2013, Native American Heritage Celebration – November 20, 2013, Black History celebration – February 27, 2014 and Asian Pacific Islander Celebration – May 6, 2014.</li> </ul>
<b>HRMP</b>	<p><b>Human Resources – Staffing:</b></p> <ul style="list-style-type: none"> <li>Replace Dean of Instructional Services, Vice President of Academic Services, Director of Institutional Effectiveness, Basic Writing/Reading Instructor</li> <li>Add Outreach Coordinator</li> <li>Add Director of Information Technology/Programmer</li> </ul>	<p><b>HRMP</b></p> <ul style="list-style-type: none"> <li><b>Nearly Completed:</b> Dean of Instructional Services, Vice President of Academic Services hired July 1, 2013; Director of Institutional Effectiveness hired June 1, 2013; Basic Writing/Reading Instructor being advertised for Spring 2014</li> <li><b>Completed:</b> Outreach Coordinator hired July 1, 2013</li> <li><b>Completed:</b> Director of Information Technology/Programmer hired July 1, 2013</li> </ul>	<ul style="list-style-type: none"> <li><b>Completed:</b> Basic Writing/Reading Instructor hired January 9, 2014.</li> <li><b>Completed:</b> Outreach Coordinator hired July 1, 2013</li> <li><b>Completed:</b> Director of Information Technology/Programmer hired July 1, 2013</li> </ul>	<ul style="list-style-type: none"> <li><b>Completed:</b> Basic Writing/Reading Instructor hired January 9, 2014.</li> <li><b>Completed:</b> Outreach Coordinator hired July 1, 2013</li> <li><b>Completed:</b> Director of Information Technology/Programmer hired July 1, 2013</li> </ul>
<b>HRMP/SSMP</b>	<p><b>Administrative Procedures:</b></p> <ul style="list-style-type: none"> <li>Publish Classified Handbook</li> <li>Implement an electronic system to notify candidates of the</li> </ul>	<p><b>HRMP:</b></p> <ul style="list-style-type: none"> <li><b>Initiated:</b> Classified Handbook in development</li> <li><b>Completed:</b> All applicants are notified of the status of their</li> </ul>	<p><b>HRMP:</b></p> <ul style="list-style-type: none"> <li><b>Initiated:</b> Classified Handbook in development.</li> <li><b>Completed:</b> All applicants are notified of the status of their</li> </ul>	<p><b>HRMP:</b></p> <ul style="list-style-type: none"> <li><b>Nearly Completed:</b> The Human Resources Planning Committee submitted a working draft of the Classified Handbook to Cabinet and Consultation Council Spring 2014.</li> <li><b>Completed:</b> All applicants are notified of the status of their</li> </ul>

	<p>status of their application.</p> <ul style="list-style-type: none"> <li>Complete annual comprehensive review of student services processes, administrative procedures and Board policies.</li> <li>Complete annual comprehensive automation projects list for Student Services</li> <li>Define an annual data-gathering regimen for student services.</li> </ul>	<p>application(s)</p> <p><b>SSMP</b></p> <ul style="list-style-type: none"> <li><b>Nearly Completed:</b> All Board Policies and Administrative Procedures have been reviewed. A few Administrative Procedures need revisions.</li> <li><b>Nearly Completed:</b> List is being compiled that includes updates such as online LCC applications, online dorm application, and online Gunsmithing waitlist application.</li> <li><b>Initiated:</b> The Dean of Student Services and the Director of Institutional Effectiveness will work together to create the annual data-gathering regimen.</li> </ul>	<p>application(s)</p> <p><b>SSMP</b></p> <ul style="list-style-type: none"> <li><b>Nearly Completed:</b> All Board Policies and Administrative Procedures have been reviewed. A few Administrative Procedures need revisions.</li> <li><b>Nearly Completed:</b> List is being compiled that includes updates such as online LCC applications, online dorm application, and online Gunsmithing waitlist application. Addition of child care automated services as well.</li> <li><b>Initiated:</b> The Dean of Student Services and the Director of Institutional Effectiveness will work together to create the annual data-gathering regimen.</li> </ul>	<p>application(s)</p> <p><b>SSMP</b></p> <ul style="list-style-type: none"> <li><b>Nearly Completed:</b> All Board Policies and Administrative Procedures have been reviewed. A few Administrative Procedures need revisions.</li> <li><b>Nearly Completed:</b> Areas have been identified and resources are being pursued to accomplish these projects ie...Title III funding. Some projects are already complete such as online college applications.</li> <li><b>Initiated:</b> The Dean of Student Services and the Director of Institutional Effectiveness will work together to create the annual data-gathering regimen.</li> </ul>
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Explanations:

- 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?
- Desired Outcome: How will you measure the achievement of this strategy on June 30, 2014? To what level will you achieve this outcome?
- Status:
  - Not yet begun
  - Completed – strategy achieved to the level intended
  - Initiated – strategy begun and in early stages
  - Nearly 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