

	2014-2015 LCC Action Plan 10 Strategies	Status October 31, 2014	Status January 31, 2015	Status May 21, 2015	Resources Needed
IEMP	<p>Improving Institutional Effectiveness</p> <ul style="list-style-type: none"> Refined and elaborated reports to optimize Key Performance Indicator and Performance Measurement inquiry in support of Program Review and Institutional Effectiveness Create a data warehouse interface that is user friendly, intuitive and capable of fostering interest in the scholarship of learning Complete technology upgrades to support scanning technology for student records, improved communication for FASFA information, document imaging, degree audit, E-communications in all Student Services departments Update the non-instructional program review handbook to incorporate annual updates and planning charts leading to the better integration of program review and planning. Two cycles of administrative unit outcomes assessment along with action plans will have been entered into WEAVE 	<p>IEMP:</p> <ul style="list-style-type: none"> Completed: IPRs have new KPIs. Initiated: Worked with consultants to solve problems in data warehouse. Next step is to get SQL Server 2012 space with linkage to SharePoint. After architecture is in place, Dashboards/Visualizations can be developed. Not yet begun: Discussions needed to happen to determine if this is the direction that LCC is going to go. Need clarification. Initiated: AUOs and first wave of assessments are in WEAVE. Need to enter plans for improvement into system. 	<p>IEMP:</p> <ul style="list-style-type: none"> Completed: IPRs have new KPIs. No change: from October 31 Not yet begun: IEMP committee needs to review document and suggest changes for broad campus approval. Process to start in March 2015 meeting Initiated: Some of the funds have been set aside from SSMP funds to purchase document imaging. Awaiting funds from other areas to move forward with the purchase. Included in ITMP needs to be adopted through planning process before implementation can start Initiated: AUOs and first wave of assessments are in WEAVE. Action plans for one cycle have been entered into WEAVE. 	<p>IEMP:</p> <ul style="list-style-type: none"> Completed: IPRs have new KPIs. Initiated: Software has been installed, Need to develop system over the summer. Initiated: District is selecting a vendor for document imaging. Initiated: Some of the funds have been set aside from SSMP funds to purchase document imaging. Awaiting funds from other areas to move forward with the purchase. Included in ITMP needs to be adopted through planning process before implementation can start Initiated: AUOs and first wave of assessments are in WEAVE. Action plans for one cycle have been entered into WEAVE. 	<ul style="list-style-type: none"> Hire permanent Associate Dean of IE&R Need IT set up and give access to SQL Server 2012+ and SharePoint. Discussions needed to happen between end users to determine cost/benefit. Need clarification. Hire temporary part-time assistance with WEAVE input.
EMP/SSMP	<p>Transfer by Design:</p> <ul style="list-style-type: none"> Evaluated and modify as appropriate the curriculum to allow for the development of a minimum of fourteen associate degrees for transfer— SB 1440 and increase associate degrees for transfer offered online Develop a two-year course schedule, which promotes seamless and timely completion of educational goals. 	<p>EMP:</p> <ul style="list-style-type: none"> Initiated: 11 AS/AA – T degrees are available currently. One degree is currently offered completely online. Success of online ECE should be evaluated before shifting other programs to online only degree delivery offerings. Initiated: Institutional Master Course Scheduling Plan was developed in Jan 2014. Shifting to a culture of planning course meeting times two years out continues to be a challenge. Lack of a pool of faculty necessitates schedule flexibility. 	<p>EMP:</p> <ul style="list-style-type: none"> Initiated: 11 AS/AA – T degrees are available currently. 5 more degrees have been approved by Curriculum and are awaiting C-ID approval before submitting to the Chancellor's Office. No Change 	<p>EMP:</p> <ul style="list-style-type: none"> Nearly complete: 12 AS/AA – T degrees are available currently. 3 more degrees (Biology and Kinesiology) have been approved by Governing Board and are awaiting Chancellor's Office approval. No Change 	

EMP	<p>Program Development - Strengthening/Enhancing Existing Programs:</p> <ul style="list-style-type: none"> Redesign and expand the vocational nursing program to serve thirty students. Complete the purchase of equipment to provide an ASE pathway in the Automotive Technology program. Evaluate and make a decision on the Moodle online platform and if appropriate implement updates and improvements in the online platform Achieve 75% web-enhanced curriculum Enroll the first class of fifteen students in the Independent Living Program Establish a program dependent equipment replacement budget Complete an evaluation of the community needs and feasibility for offering contract education, continuing education and community services 	<p>EMP:</p> <ul style="list-style-type: none"> Initiated: The College is in the process of hiring a new nursing director. Earliest estimate for program coming out of hiatus is summer 2015. Initiated: VTEA and other grant funds are available for CTE programs to purchase equipment. Prioritization process for those funds is ongoing. Completed: Moodle continues to be the online course management system for the campus. The next point of re-evaluation will be when another significant Moodle update is released or when/if the chancellor's office implements a course management system. Initiated: Moodle is available for instructors to store web-enhanced curriculum. LMUG meets regularly. Flex Day instruction on implementing online resources has been conducted. Initiated: New grant funds and VTEA funds are available for CTE programs. However, with LLCs revenue situation (difficulty meeting FTES targets) means that creating new ongoing budget expenditures is problematic. Equipment replacement budget Initiated: Contract Ed is a vital source of FTES for the district. Field and inmate education (fire science) are operational. The district is exploring Contract Ed opportunities for correctional officers. 	<p>EMP:</p> <ul style="list-style-type: none"> Initiated: In process of actively recruiting for Director of Nursing. Need to complete review/renewal process and restart program through the Board of Vocational Nursing (BVNPT). Earliest estimate for program coming out of hiatus is fall 2015. Initiated: Prioritization process for grant funding complete. In process of getting quotes for equipment. Completed: No change since last status update. In Progress: Lassen Moodle Users Group (LMUG) continues to meet regularly. Completed: 17 students enrolled in ILP program CARS-151 class. 3 more enrollments pending. Initiated: CTE equipment replaced with grant funding according to prioritization plan. Initiated: FIELD contract renewed-- 9 ENGL-150 classes planned in Greenfield, CA beginning January 26th and running through July 22nd. CalFire contract continues for inmate education—a new section of FS-60A wildland fire is offered every week through 2015. Forest Service contract active—4 fire science classes being offered spring 2015 & more are planned. Community Services classes offered in Art—2 in fall 2014, 1 in spring 2015. Obtaining MOU for Contract Ed opportunities for correctional officers in process. 	<p>EMP:</p> <ul style="list-style-type: none"> Initiated: Hired interim director of nursing. She is working to line up new faculty and renew our program through the BVNPT. Spring start date for LVN program. Likely fall start date for phlebotomy and CAN. Initiated: Prioritization process for grant funding complete. Equipment for auto shop has been purchased. Some needs to be installed over summer. In Progress: Faculty continue to develop materials to post to Moodle Completed Nearly complete: Programs have the ability to ask for replacement equipment through the planning process. A \$60K academic contingency fund has been included in the budget for next year when needs arise outside of the normal budgeting process. Grants such as IDRC and Perkins Title 1C provide funding for equipment purchases in CTE programs. Initiated: No change 	
SSMP	<p>Student Success Strategies:</p> <ul style="list-style-type: none"> Complete the development of an early alert system Evaluate student success progress in online courses towards the goal of 15% increase in retention and success Market the availability of associate degrees for transfer 	<p>SSMP</p> <ul style="list-style-type: none"> Initiated: Negotiations are in progress by between LCFA and the District to determine feasibility of an Early Alert System. Not yet begun Initiated: Word of mouth has been the main method so far but plans to advertise online, radio, and print will 	<p>SSMP</p> <ul style="list-style-type: none"> Initiated: Negotiations are in progress by between LCFA and the District to determine feasibility of an Early Alert System. Not yet begun Initiated: Using SSMP funds, marketing materials will be developed to advertise our associate degrees for transfer. 	<ul style="list-style-type: none"> Nearly Complete: District and LCFA have agreed to use Early Alert. Next step is finalize what it will look like and how to implement.. Initiated: Using SSMP funds, marketing materials will be developed to advertise our associate degrees for 	

		occur.		transfer..	
SSMP	<p>Maximize the Student Experience:</p> <ul style="list-style-type: none"> 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 Develop an international student program and recruit 15-20 students from the Pacific Rim and 35-40 students from Europe and South America and prepare for and serve the needs of increased international students 	<p>SSMP</p> <ul style="list-style-type: none"> Initiated: A manual has not been developed for advisors however research has occurred. Initiated: LCC has purchased a membership with College Week Live, which provides opportunities to host virtual college fair for U.S. students and international students. Discussions for recruiting specifically from the Pacific Rim have yet to occur. 	<p>SSMP</p> <ul style="list-style-type: none"> Initiated: A manual has not been developed for advisors however research has occurred. Initiated: At the end of the 2015-2016 academic year, College Week Live will be evaluated to determine how many students have been recruited from use of the service. 	<ul style="list-style-type: none"> Initiated: A manual has not been developed for advisors however research has occurred. Nearly Complete: Data being compiled to determine if the service will be used next academic year. 	
SSMP	<p>Student Access Strategies:</p> <ul style="list-style-type: none"> Increase the social media presence of the college Assess and implement steps to increase student access and the actual awarding of financial aid Institute a Student Equity Committee to create and implement plans to improve student equity Expand and update the comprehensive automation projects list for student services to improve student access and success 	<p>SSMP</p> <ul style="list-style-type: none"> Completed: LCC now operates its own Facebook page, Twitter account, and YouTube channel. Subscribers to each are growing. Initiated: Fall 2014 a student town hall meeting occurred to determine areas of improvement within financial aid and other areas. Initiated: A committee has been formed which is part of the Student Services Master Planning Committee. All members have been assigned with the exception of some community members that are yet to be determined. Initiated: New projects are being determined that can be started and implemented during the 14-15 academic year. 	<p>SSMP</p> <ul style="list-style-type: none"> Completed: LCC now operates its own Facebook page, Twitter account, and YouTube channel. Subscribers to each are growing. In-Progress: Fall 2014, a student town hall meeting occurred to determine areas of improvement within financial aid and other areas and those results were distributed to departments. In-Progress: The SSMP committee developed the Student Equity plan and it was approved by all necessary constituency groups on campus with Governing Board Approval to occur in February 2015. Initiated: The Portal, Student Planning, and Online Orientation will be completed by the end of 14-15 academic year. More projects to be determined in the future. 	<ul style="list-style-type: none"> Completed: LCC now operates its own Facebook page, Twitter account, and YouTube channel. Subscribers to each are growing. In-Progress: Fall 2014, a student town hall meeting occurred to determine areas of improvement within financial aid and other areas and those results were distributed to departments. Completed: The SSMP committee developed the Student Equity plan and it was approved by all necessary constituency groups and received Governing Board approval in February 2015. Initiated: The Portal, Student Planning, and Online Orientation will be completed by the end of 2014-15 academic year. More projects to be determined in the future. 	
ITMP	<p>Instructional Technology Infrastructure:</p> <ul style="list-style-type: none"> Establish an intranet for web-based communication Review wireless network coverage inside buildings and in outdoor common areas. Implement the first year of a scheduled routine three-year technology refresh cycle for 	<p>ITMP</p> <ul style="list-style-type: none"> Initiated: : MyLassen portal is in progress and near completion. Initiated: : Review Wireless coverage – after Library move is completed will need to assess. Initiated: First year of a five year refresh cycle for computers. Did a buy-out of Dell lease and lease 	<p>ITMP</p> <ul style="list-style-type: none"> Completed: : MyLassen portal has been implemented and rolled out to users. Initiated: : Review Wireless coverage – after Library move is completed will need to assess. In Progress: First year of a five year refresh cycle for computers. Did a buy-out of Dell lease and lease payment 	<p>ITMP</p> <ul style="list-style-type: none"> Completed: : MyLassen portal has been implemented and rolled out to users. Initiated: : Review Wireless coverage – after Library move is completed will need to assess. Completed: First year of a five year refresh cycle for computers. Did a 	

	<p>instructional spaces and offices to assure ongoing state of the art technology Purchase imaging software and scanners</p>	<p>payment amount will remain in budget for computer refresh purchases.</p>	<p>amount will remain in budget for computer refresh purchases. Reviewing current computers to determine which to replace.</p>	<p>buy-out of Dell lease and lease payment amount will remain in budget for computer refresh purchases. Purchased 7 new computers for replacement.</p>	
FMP	<p>Facilities Maintenance/Modification:</p> <ul style="list-style-type: none"> Provide a permanent location for the allied health and fire technology programs temporarily located at the Public Safety Training Facility. Replace 2.5% of sidewalks that do not meet ADA compliance each year Implement the District's Scheduled Maintenance Five-Year Plan 	<p>FMP</p> <ul style="list-style-type: none"> In Progress: Planning efforts proceeding with focus upon developing scenarios and identifying impacts related to associated moves and remodels. In Progress: Sidewalks designed and awaiting contractor proposals. Main non-compliant walk to Administration Bldg. removed. In Progress: Schematic plan for Library has begun as 1st phase of Humanities modernization. 	<p>FMP</p> <ul style="list-style-type: none"> In Progress: Planning efforts proceeding with focus upon developing scenarios and identifying impacts related to associated moves and remodels. In Progress: Sidewalks awaiting contractor scheduling in spring. Next phase of walks to be removed in 2015 will be identified. In Progress: Construction documents and demo in Library has begun with budget and schedules being finalized for administrative approval. 	<p>FMP</p> <ul style="list-style-type: none"> In Progress: Planning efforts proceeding in identifying scenarios and the associated impacts to campus. In Progress: Sidewalks awaiting contractor scheduling in summer. Complete sidewalk areas begun last summer 2014. In Progress: Library construction has begun with new budget and schedules being finalized for administrative approval. 	
HRMP	<p>Professional Development - Training:</p> <ul style="list-style-type: none"> Provide instructional methodology training for all online instructors Secure and implement the Keenan and Associates disaster preparedness online training program & create a District-wide staff-training schedule. Publish an annual professional development calendar including flex activities Discipline specific, instructional technology and instructional pedagogy training for faculty Hold one assessment method training based on needs identified in 12/13 Provide regular opportunities to explore different instructional delivery methods. Provide interaction training to 	<p>HRMP</p> <ul style="list-style-type: none"> Completed: Ongoing trainings are being offered to instructional staff in the TECC Center. Initiated: Currently setting up the "groups" in P&C Bridge. When complete, will initiate the trainings along with the District-wide staff-training schedule. Completed: Currently working with the FLEX/Staff Development Coordinator and the HR Planning Committee to update the calendar for the current academic year. Monthly trainings are published in the monthly TECC Training Schedule. Completed: Ongoing trainings are being offered to instructional staff in the TECC Center. Completed: Ongoing trainings are being offered to instructional staff in the TECC Center. Completed: Ongoing trainings are being offered to instructional staff in the TECC Center. 	<p>HRMP</p> <ul style="list-style-type: none"> Completed In Progress: District is currently working on creating a disaster preparedness training. Completed Completed Completed Completed 	<p>HRMP</p> <ul style="list-style-type: none"> Completed In Progress: District is currently working on creating disaster preparedness training. Completed Completed Completed 	

	<p>enhance community perception and increase persistence</p> <ul style="list-style-type: none"> • Create a training schedule and track completion for mandated trainings, including disaster preparedness training. • Provide a minimum four cultural awareness celebrations focusing on Cultural Heritage Months • Identify grant opportunities to financially support professional development. 	<ul style="list-style-type: none"> • Not Yet Begun: • Initiated: Currently setting up the “groups” in P&C Bridge. When complete, will initiate the trainings along with the District-wide staff-training schedule. • Initiated: On track for providing cultural diversity opportunities for students and staff. The first of 4 celebrations was held 9/30/14 (Hispanic Heritage Month). 	<ul style="list-style-type: none"> • Not Yet Begun: • In Progress: Completed P&C Bridge set-up and initiated trainings along with the District –wide staff training schedule. Currently in the process of setting-up disaster preparedness trainings. • Completed: Ongoing. 	<ul style="list-style-type: none"> • Not Yet Begun: • In Progress: Completed P&C Bridge set-up and initiated trainings along with the District –wide staff training schedule. Currently in the process of setting-up disaster preparedness trainings. • Completed: Ongoing. 	
HRMP	<p>Human Resources – Staffing:</p> <ul style="list-style-type: none"> • Develop a staffing document identifying staffing levels at 1300, 1500, 1700, 1900, and 2100 FTEs • Informed by the Educational Master Plan, staff personnel in the Allied Health program • Implement an electronic system to notify candidates of the status of their application. • Retain Outreach Coordinator • Replace one full-time English/Humanities/Philosophy Instructor 	<p>HRMP</p> <ul style="list-style-type: none"> • Not Yet Begun: Directional Change • Initiated: Currently advertising for a Director of Nursing and Full-Time Tenure Track Nursing Instructors. • Completed: All candidates are notified via NeoGov of the status of their applications. • Initiated: A potential source of funding has been located and will be determined by the Student Equity Committee if it is appropriate and important enough to use such funding. • Initiated: Position was advertised 2/2014 thru 7/2014. Administration suspended advertising to review District needs. 	<ul style="list-style-type: none"> • Not Yet Begun: Directional Change • Initiated: Currently advertising for a Director of Nursing and Full-Time Tenure Track Nursing Instructors. • Completed. • Completed: Currently advertising for a full-time permanent position to be hired Spring 2015. • Initiated: Position was advertised 2/2014 thru 7/2014. Administration suspended advertising to review District needs. 	<ul style="list-style-type: none"> • Not Yet Begun: Directional Change • Initiated: Currently advertising for a Director of Nursing and Full-Time Tenure Track Nursing Instructors. • Completed. • Completed: Full-time Outreach Coordinator hired Spring 2015. • Initiated: Position was advertised 2/2014 thru 7/2014. Administration suspended advertising to review District needs. 	

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, 2015? 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
 - 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