



Actionable Improvement Plan Summary



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Standard I: Institutional Mission and Effectiveness

I.A. Mission

I.B. Improving Institutional Effectiveness

I.B.2.

1. The College will develop measurable objectives to assess the attainment of the strategic initiatives.
2. The College will use the objectives to systematically and comprehensively measure achievement of the strategic initiatives annually.

I.B.3.

1. Develop and implement consistent resource prioritization criteria to be used at all levels that evaluate requests by their support of mission, strategic initiatives, and student learning and achievement goals, among other criteria to be determined.
2. Develop a mechanism in the planning software to standardize these criteria. This will serve as both educational and accountability tools.
3. Report results of annual prioritizations at Area and College levels to the College community as part of an annual Implementation Plan based on established criteria or other rationales as appropriate.

I.B.4.

Generate a report annually of how allocated resources are linked to institutional improvement, based on evaluations of funded plans. The report also needs to be more widely distributed across campus.

I.B.6.

The College will document and justify changes to planning and resource allocation. The implementation of a new institutional effectiveness group page on the internal portal will serve as a repository for this information.

I.B.7.

1. Establish and publish a process evaluation calendar for program review, planning, and learning outcomes assessment similar to other review calendars (e.g., program review, curriculum).
2. The College will conduct and document process assessments on a regular schedule to ensure that processes are comprehensive, meaningful, and contribute to institutional improvement.

3. Train committee chairs to conduct annual review of their committee's goals and performance. Conduct the committee reviews and post the results and dialogue on the web in meeting minutes.

Standard II: Student Learning Programs and Services

II.A. Instructional Programs

II.A.1.c.

1. The College will review the TracDat system implemented in fall 2013 for ease of use, reporting abilities, and the ability to connect student assessment results to curricular improvements and student achievement.
2. The ALC will implement a comprehensive re-mapping of courses, SLOs, PLOs and ILOs in early fall 2014 to align with the revised ILO statements.

II.A.2.a.

The College will reach its target of 100 percent course assessment rate by end of fall 2014.

II.A.2.b.

Standardize and strengthen input processes for advisory committees in particular programs.

II.A.2.d.

The College will investigate research methods to evaluate impact of instructional methodology training on student learning.

II.A.2.g.

The English department and Institutional Research will work together to validate the tests and ensure that the exit exams are unbiased.

II.A.3.a.

Combine aggregated course and program GE area assessment data with other standalone ILO assessment methods to deliver comprehensive assessment data for analysis and possible actions.

II.A.6.

Program mission statements and PLOs will be published on program area websites.

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II.A.6.a.

Develop a process for the regular review of the policy for the acceptance of transfer credit.

II.A.6.b.

Develop a systematic procedure to identify, notify and advise students when program requirements change. Include a plan for a regular review of the procedure.

II.B. Student Support Services

II.B.3.f.

The College should develop a plan to digitize records currently stored as hard copies.

II.C. Library & Learning Support Services

Standard III: Resources

III.A. Human Resources

III.A.1.d.

The College will develop a Code of Ethics for all employees.

III.B. Physical Resources

III.B.1.a.

Modify the online planning tool, Plan Builder, to ensure that plan objectives involve facilities or equipment needs are appropriately identified.

III.C. Technology Resources

III.C.1.

The College should clarify the mission and the relationship of the technology committee and the subcommittee, the academic technology committee. Both committees should analyze the technology infrastructure's influence on instruction and student learning outcomes in annual reports. They should also review the reports and draft recommendations before reporting to the Planning and Budgeting Committee and become a regular aspect of the annual planning and budget process. The technology funded projects will be monitored and their outcomes evaluated to determine the need for improvements.

III.D. Financial Resources

Standard IV: Leadership and Governance

IV.A. Decision-Making Roles and Processes

IV.A.1.

Institutional Research and Planning will conduct focus groups to more specifically identify the problem with communication and College Council will determine the steps to be taken to resolve those problems.

IV.A.2.a.

More effort will be made to recruit students for involvement in the governance and policy development process.

IV.A.5.

Add at least one classified staff member to all Area Councils and other consultation committees.

IV.B. Board and Administrative Organization

IV.B.1.

The Board shall complete, in consultation with the campus community, a procedure for the selection of a Superintendent/President.

IV.B.1.e.

A timeline for routine review of policies and procedures should be implemented to maintain currency.

IV.B.1.g.

The Board shall revise the evaluation instrument.

