Annual Plan 2017-2018

COLLEGE OF THE REDWOODS

Strategic Plan (SP)	Goal 1: Student Success	Education Master Plan (EP)
SP.1. Focus on Learners: Developmental, Career Technical, and Transfer Education	EP.1 Ensure Student Success	

Objectives	
1. Match student readiness with educational pathways.	1. Provide structured academic pathways
2. Continuously assess and evaluate programs to provide effective educational programs and services for all learners.	2. Improve support for students.
3. Students will be able to complete their desired educational goals.	3. Improve effectiveness of basic skills education.
4. Enhance student support and student engagement.	4. Increase transfers and degree and certificate completions.
5. Improve basic skills success.	5. Professional development programs will improve educational effectiveness.
6. Support staff and faculty development and instructional innovation.	6. Improve success among underrepresented populations.

Annual Planning Actions

Plan. Goal. Objective. Action	Actions to be taken	Responsible Persons	Semester	Evaluation Prompt
SP.1.6.1	Create a shared space for all faculty and staff to engage in professional development activities in a functional and inviting location.	VPISD in collaboration with the Academic Senate	Fall 2017	Are events being held in this space?
SP.1.3.1 EP.1.4.1	Carry out recommendations of the Transfer Task Force to increase transfers to 4-year colleges	President, VPISD, Transfer Task Force	Spring 2018	Are transfers rising above our Institution-set standard?
SP.1.4.2 EP.1.2.1 EP.1.6.2	Increase the number of students completing core SSSP services, specifically with noncredit students pursuing adult education certificate programs and students of disproportionate groups	Director of Counseling & Student Development, Director of Student Equity and Success, and Director of Community and Economic Development	Spring 2018	Are specific student groups not completing services? What intervention strategies have been implemented?
SP.1.1.1 SP.1.3.2 Distance Education Plan	Implement use of OEI student readiness resources, including the Smarter Measure assessment of student readiness for online instruction	Director of Technology Enhanced Instruction, Director of Counseling	Spring 2018	How many students have taken the assessment? What does the data show about their readiness?

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Student Equity Plan	Expand course offerings to students that have a multi-cultural emphasis.	Director of Student Equity, Academic Senate, VPISD	Spring 2018	Are interested faculty submitting curriculum?
SP.1.4.3 SP.1.6.3 EP.1.2.2 Basic Skills Plan	Expand the Tutor Training Pilot Program to include English as well as Math	Director of Special Programs, Academic Support Center	Fall 2017	How many tutors were trained in Math and English?
EP.1.6.3 SP.1.6.4	Enhance professional development efforts focused on innovation and that progress a professional learning network.	Human Resources in collaboration with the Professional Development Committee	Spring 2018	Are diversity-related trainings taking place and rated effective?
Student Equity Plan	Evaluate search and hiring processes to improve the experience of potential faculty hires and to attract a more diverse faculty.	Academic Senate, Director of Human Resources	Fall 2017	Are we carrying out the actions in our EEO Plan?

Strategic Plan (SP)	Goal 2: Community Education	Education Master Plan (EP)
SP.2 Focus on Learners: Community Partnership		EP.2 Develop Programs and Services to Meet Community Needs
Objectives		
1. Provide workforce development training. 2. Respond to business and industry short-term training needs. 3. Develop non-credit programs.		1. Enhance community education program. 2. Enhance incumbent worker and contract training. 3. Develop not-for-credit programs. 4. CTE Programs respond to community training needs. 5. Develop non-credit programs.

Annual Planning Actions				
Plan. Goal. Objective. Action	Actions to be taken	Responsible Persons	Semester	Evaluation Prompt
SP.2.3.1 EP.2.5.1	Implement the recommendations of the Discontinuation and Revitalization process for non-credit approved by the President/Superintendent.	VPISD, Director of Adult Education	Spring 2018	How has enrollment and transition to credit work changed?
	Enhance county government partnerships by creating communication channels to better serve the returning workforce population	Partnership: Director of Community Education, Director of Adult Education, CTE Dean	Fall 2017	What communication channels or working groups have been established?

SP.2.2.1 EP.2.1.1 EP.2.2.1	Develop and offer an Auto Body program that includes an apprenticeship	Director of Community Education	Fall 2017	How many students are enrolled?
EP.2.1.2	Grow personal enrichment offerings in Community Education	Director of Community Education	Fall 2017	How many students are enrolled in how many offerings?

Strategic Plan (SP)	**Goal 3**	Education Master Plan (EP)
SP.3 **Fiscal & Operational Sustainability**		EP.3 **Practice Continuous Quality Improvement**

Objectives	
1. Reduce reliance on apportionment-based funding.	1. Improve tools for assessment reporting.
2. Improve college operational efficiencies.	2. Student learning will be a visible priority in all practices and structures.
3. Increase funding available for strategic initiatives	3. Student learning outcomes and assessment are ongoing, systematic, and used for continuous quality improvement
4. Increase community support for the college. 5. Practice continuous quality improvement.	4. Systematically use data to inform decision making.
6. Practice continuous adherence to accreditation standards.	5. Provide continual and inclusive training opportunities regarding assessment. 6. Increase number of institutional employees who have accreditation experience.

Annual Planning Actions				
Plan. Goal. Objective. Action	Actions to be taken	Responsible Persons	Semester	Evaluation Prompt
SP.3.3.1 EP.3.4.1	Revise BP/AP 4020 and 4021 incorporating our experiences from the Task Force work this year and the FCMAT report.	Academic Senate Co-Chairs, VPISD	Spring 2018	Have new policies been approved by College Council?
SP.3.2.1	Identify funding sources to fund the budget cycle for equipment replacement.	VPAS in collaboration with Budget Planning Committee (BPC)	Fall 2017	Have funding sources been integrated into planning?
SP.3.2.2	Identify funding sources to fund the budget for capital repairs and maintenance.	VPAS in collaboration with the BPC	Fall 2017	Have funding sources been integrated into planning?
	Hold an informative training session for faculty and staff to prepare for the ACCJC Comprehensive Visit	ALO, Accreditation Oversight Committee	Fall 2017	How to faculty and staff rate their preparation for the visit?
SP.3.6.1	Host the ACCJC Comprehensive Visiting team in a way that is helpful and welcoming.	President, ALO	Fall 2017	
EP.3.5.1	Continue to offer professional development related to outcome assessment in Canvas to expand use.	Distance Education Coordinator, Assessment Coordinator	Fall 2017	Are faculty able to gather outcome data in Canvas?

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Strategic Plan (SP)	Goal 4: Technology	Education Master Plan (EP)
SP.4 Technological Relevance		EP.4 Maintain Technological Relevance

Objectives	
1. Improve technology infrastructure to support all college operations. 2. Improve instructional labs to support effective teaching and learning. 3. CTE programs will have technology relevant to their disciplines 4. Improve efficiency through technology. 5. Improve data gathering and utilization to support instructional, student service, & administrative decision making.	1. Lab equipment and technology effectively supports instructional needs. 2. Update the comprehensive technology replacement plan. 3. Enhance distance education or eLearning. 4. Effectively utilize technology in teaching.

Annual Planning Actions				
Plan. Goal. Objective. Action	Actions to be taken	Responsible Persons	Semester	Evaluation Prompt
EP.4.3.3 SP.4.4.2 SSSP Plan	Implement technology-enhanced online advising to students	Director of Counseling & Student Development, VPISD	Spring 2018	How are technology-enhanced advising sessions documented?
SP.4.4.1 EP.4.3.1 EP.4.4.1	Assess feasibility of hiring an instructional designer to support Distance Education instructors.	Academic Senate	Spring 2018	What data has been collected and analyzed?
SP.4.1.2 SP.4.4.2	Continue progress towards ubiquitous wireless network access for the District.	Director of IT and Facilities Planning	Ongoing	Are there locations without wireless?
SP.4.1.2 SP.4.4.3 EP.4.4.3	Draft a plan for implementing a single sign-on solution for students such as Ellucian Portal	Manager of Information Systems, Director of Information Technology, TPC	Fall 2017	Has the TPC developed a plan based on constituent input?
SP.4.1.1 SP.4.4.3	Complete Colleague (Datatel) migration from HP Unix database to SQL running on latest Windows virtualized server	Manager of Information Systems	Spring 2018	Do end-users have access to the same data as before?
SP.4.1.4 SP.4.4.4	Improve tele-conferencing by improving the technology (e.g., dedicated tele-conferencing computers & webcams) and by using a protocol for ensuring geographically-inclusive meetings.	Director of IT and Facilities Planning, VPISD	Fall 2017	Has satisfaction of remote participants improved in the annual committee self-evaluation survey?

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Strategic Plan (SP)	Goal 5	Education Master Plan (EP)
SP.5 **Enhance Institutional Profile**		EP.5 **Increase Student Participation in Campus Activities**

Objectives	
1. Enhance support for the college community. 2. Support/increase cultural activities at the college. 3. Develop partnerships for utilization of the available buildings. 4. Reactivate the alumni association. 5. Increase communications and outreach to the community. 6. Develop a governmental relations function. 7. Increase public support for the college	1. Improve student engagement among all students. 2. Develop a vibrant student center. 3. Increase student engagement in the community 4. Faculty and staff will model positive engagement in the college community

Annual Planning Actions				
Plan. Goal. Objective. Action	Actions to be taken	Responsible Persons	Semester	Evaluation Prompt
SP.5.1.1	Roll-out the new logo throughout the campus and community.	Executive Director of College Advancement	Spring 2018	How prevalent is the new logo in marketing?
SP.5.1.2	Install a new marquee with logo.	Executive Director of College Advancement	Fall 2017	Is the marquee conveying meaningful information?
SP.5.1.3	Publish a two-year schedule for the course offerings of degrees and certificates for student use.	VPISD	Fall 2017	How is the schedule communicated to students?
Student Equity Plan	Hold the official opening of the Multicultural and Diversity Center and Equity Symposium	Director of Student Equity and Student Success	Fall 2017	How many people were in attendance?