**Annual Planning Actions Progress | 2018-2019**

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| * **Overview** | The College of the Redwoods Strategic Plan and the Education Master Plan contain goals that drive the institution. Each year, an annual plan is created with action items that are driven by these goals. This report begins with a progress update on each action in the 2018-2019 plan, each prefaced by an overview of related institutional data indicators. |

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| **Goal: Student Success, Access & Equity** |
| Objectives |
| 1. Provide accessible, affordable, high-quality education. |
| 1. Effectively use all learning modalities to provide students the knowledge and skills they need to succeed. |
| 1. Deliver strong individual support for students. |
| 1. Promote and encourage a learning community among students, faculty, and staff. |
| 1. Strive to eliminate achievement gaps across student groups. |

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| Annual Planning Actions | Progress Update | Status  (mark one) |
| Director of Adult Ed  VPSD/CSSO  Increase the number of students completing core SSSP services, aligning with funding formulas. | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan:  *What procedures have been put in place to implement this consistently?*  The advisor is learning how to create noncredit education plans. Adult Education is also working to create orientation workshops for prospective and new Adult Education students. | *\_x\_In progress,*  *\_\_Completed*  *\_\_Change in direction* |
| VPI/CIO  Cabinet  Assess feasibility of hiring an instructional designer to support Distance Education instructors | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan:  *Has rationale been included in program review?* | *\_\_In progress,*  *\_\_Completed*  *\_\_Change in direction* |
| President  VPI/CIO  Academic Senate  Assess changes to AP 4020 and AP 4021 processes made in accordance with Recommendation 5 (II.A.15) from the ACCJC visiting team report of January 2018. | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan:  *Has academic senate documented this assessment?*  The 4020 process has been fully implemented. All new programs are going through the process. The process has resulted in broader constituent input (via college survey input, input from faculty across departments, and input from HSU about how the proposed degree will articulate). The 4021 was fully implemented, including the new addition of gathering a progress update for each program that has already gone through the process and received a recommendation to revitalize. Progress updates in 2018-19 resulted in (1) program discontinuation, (1) program deemed revitalized, and (3) programs kept in the process for another year of monitoring. | *\_\_In progress,*  *\_\_Completed*  *\_\_Change in direction* |

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| **Goal: Engage All Students** | | | | |
| Objectives | | | | |
| 1. Engage in excellent communication, coordination, and collaboration across campuses | | | | |
| 1. Engage and empower students, particularly those from under-represented communities | | | | |
| Annual Planning Actions | | | | |
| Annual Action Plan | Progress Update | | Status  (mark one) | |
| Strong Workforce  CE Dean  CIS Faculty  IT  Implement technology that will allow DN students to participate remotely in CIS courses held on the Eureka | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan:  *Are DN students enrolling in EKA CIS “face-to-face” classes?*  Technology has been successfully implemented to allow for CIS courses to be offered via Telepresence from Eureka to Del Norte. The pilot project with Del Norte consisted of two courses (CIS 30, CIS 33) in the AY 18/19. This project continues as CIS courses via telepresence are currently being offered during the Fall ’19 semester (CIS-30 and CIS-31) and are scheduled to be offered again in the spring 2020 semester (CIS-35). | | *\_\_In progress,*  *\_\_Completed*  *\_\_Change in direction* | |
| Executive Director of College Advancement  VPSD/CSSO  Review process for updating published materials (printed and web) | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan:  *Has the printed catalog been reviewed?*  As for print materials in general, the marketing communications team has been reviewing all marketing print materials and as they are updated we are ensuring that print and online content are in sync.  We are also undergoing a redesign of the website and as various department/program pages are updated we are ensuring all respective print materials for the respective departments/programs are reflective of the same content. | | *\_x\_In progress,*  *\_\_Completed*  *\_\_Change in direction* | |
| Assessment Committee  Ensure all programs have assessable learning outcomes | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan:  We were missing 2 outcomes (ethical reasoning and information literacy). The Academic Senate has developed a task force to review and revise Area E for overall enhancement and to include ethical reasoning and information literacy. The group includes the chairs of the Curriculum committee and the Multicultural and Diversity committee. | | *\_x\_In progress,*  *\_\_Completed*  *\_\_Change in direction* | |
| TPC  VPSD/CSSO  Implement solution for remote advising. | | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan:  *Have solutions been evaluated?*  Once solution was evaluated by TPC and deemed not secure enough for the passing of personal information back and forth. Individual departments are looking into ‘ChatBots’. If this technology becomes the defacto standard for the district, TPC will need to make recommendations. | | *\_x\_In progress,*  *\_\_Completed*  *\_\_Change in direction* |
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| **Goal: Community Partnerships & Workforce Training** |
| Objectives |
| 1. Effectively respond to regional workforce needs through workforce training |
| 1. Effectively partner with community stakeholders to respond to the needs of the community |
| 1. Serve as a hub of cultural, social, and economic activities |
| 1. Establish partnerships that enhance success by supporting the safety, health, and wellness of our students |

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| Annual Planning Actions | | | | |
| Annual Action Plan | Progress Update | | Status  (mark one) | |
| CE Dean  CE pursue partnerships, internships, externships | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan:  *List examples where this has been done.* | | *\_\_In progress,*  *\_\_Completed*  *\_\_Change in direction* | |
| FPC  Executive Director of College Advancement  Explore space for better hosting of cultural events | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan:  *Has FPC discussed this?*  This is on the FPC agenda for October 30, 2018 and is also part of the Facilities Master Plan update*.* | | *\_x\_In progress,*  *\_\_Completed*  *\_\_Change in direction* | |
| Executive Director of College Advancement  Highlight upcoming Homelessness Summit and other initiatives that support our homeless and food insecure students as examples of community partnerships | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan:  *How was this communicated to the public and to our students?*  College of the Redwoods partnered with Humboldt State University to host the North Coast Homelessness & Housing Insecurity Summit on April 25, 2018. The Summit was promoted through personal invites to local service providers whose clients face homelessness, politicians, religious leaders, homeless advocates, and staff/faculty/students of both higher education institutions. In addition the event was promoted through television interviews, social media, radio talk shows, and a press release. 310 people registered for the event, filling CR’s theater. A survey was conducted of participants and the event met or exceeded expectations in building community collaboration and educating on existing efforts to help the homeless. Success with this event has since lead to CR and HSU partnering with HCOE at HCOE’s Equity Summit on Oct 22& 23, to host additional breakouts on student homelessness and services being provided and what is needed going forward. | | *\_\_In progress,*  *\_x\_Completed*  *\_\_Change in direction* | |
| Life Safety  Implement emergency communication  (SAT phone or alternative) | | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan:  *Have resources been identified to implement this?* | | *\_\_In progress,*  *\_\_Completed*  *\_\_Change in direction* |
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| **Goal: Institutional Effectiveness & Planning** | | | | |
| Objectives | | | | |
| 1. Employ state-of-the-art technology, equipment, and facilities throughout the district to support learning and institutional performance | | | | |
| 1. Employ clear and transparent processes for core operations and decision making | | | | |
| Annual Planning Actions | | | | |
| Annual Action Plan | Progress Update | | Status  (mark one) | |
| President  VPA/CBO  BPC  Identify funding sources or strategies for equipment replacement. | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan:  *Has a plan been presented?*  No plan has been presented yet. The Budget Planning Revision Task Force may be able to address this, or a plan may be formulated as the result of other items the task force is focusing on. | | *\_x\_In progress,*  *\_\_Completed*  *\_\_Change in direction* | |
| President  VPA/CBO  BPC  Identify funding sources to fund the budget for capital repairs and maintenance. | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan:  *Has a plan been presented?*  No plan has been presented yet. The Budget Planning Revision Task Force may be able to address this, or a plan may be formulated as the result of other items the task force is focusing on. | | *\_x\_In progress,*  *\_\_Completed*  *\_\_Change in direction* | |
| Director of Information Systems  TPC  Draft a plan for implementing a single sign- on solution for students such as Ellucian Portal. | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan:  *What resources are needed to complete this?* | | *\_\_In progress,*  *\_\_Completed*  *\_\_Change in direction* | |
| President  Director of Institutional Research  Establish cycle of validation of institutional-set standards.  Publish all institution standards. | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan:  *Has an evaluation schedule been published?*  Institution-set Standards are assessed every April  <https://internal.redwoods.edu/planning>  *Have the standards been published?*  The Institution-set standards are published with the Institutional Effectiveness Scorecard. The link to the scorecard can be found at <https://www.redwoods.edu/ir/> | | *\_\_In progress,*  *\_x\_Completed*  *\_\_Change in direction* | |
| VPI/CIO  VPSD/CSSO  IEC  Assessment Committee  Improve documentation linking the relationship between student learning and institutional planning.  Improve documentation of implementation of “Closing the Loop” narratives in course, program, and service area outcomes. | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan:  *Where is documentation published?* | | *\_\_In progress,*  *\_\_Completed*  *\_\_Change in direction* | |
| VPSD/CSSO  Assessment Committee  Improve outcomes and assessment cycle for student service area outcomes. | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan:  *Have all student service area outcomes been evaluated?*  In consultation with the assessment committee in academic year 2017-18, all Student Services areas reviewed and where appropriate updated their student learning outcomes.  The assessment committee continues to work with service areas to ensure that all service outcomes are assessed within the assessment cycle.  The AC met with the student development leadership group to consult on specific issues related to assessment in student service areas and was able to provide clarification on opening and closing loops within those areas.  <https://webapps.redwoods.edu/assessment/outcomesource/serviceareastoplight.aspx> | | *\_\_In progress,*  *\_\_Completed*  *\_\_Change in direction* | |
| President  VPA/CBO  BPC  Adopt budgets that match revenues and expenditures in the unrestricted general fund.  Produce a realistic 3-year budget forecast  (Recommendation 7 III.D.1, III.D.11)  Address FCMAT recommendations | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan:  *Has budget been explained to district?*  Several budget open forums were held in April to review the 18-19 preliminary budget assumptions, the budget, and the three-year forecast. The new funding formula was discusses as well. Before the Final Budget went to the Board for approval in September, the CBO met with constituency groups to review the 18-19 final budget assumptions, the final budget, and the three-year forecast. After the final budget was approved, additional open forums were held to discuss the assumptions, the budget, and the three-year forecast.  The budget is realistic, balanced without drawing on one – time funds, and leaves an estimated 6.3% ending fund balance. | | *\_\_In progress,*  *\_x\_Completed*  *\_\_Change in direction* | |
| TPC/FPC  TPC/FPC develop/update master plans | | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan:  *Have the master plans been published to the web?*  The FPC has begun the process of updating the Facilities Master Plan. The FPC plans to have a draft update ready to circulate to constituent groups beginning in February 2019 and ready for Board approval at the May 2019 meeting.  The TPC is in the process of updating the Tech Master Plan. A key component will be added to the plan to address the security of the network and student PII. | | *\_x\_In progress,*  *\_\_Completed*  *\_\_Change in direction* |