**Annual Planning Actions Progress | 2019-2020**

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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.
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| 1. Effectively use all learning modalities to provide students the knowledge and skills they need to succeed.
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| 1. Deliver strong individual support for students.
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| 1. Promote and encourage a learning community among students, faculty, and staff.
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| 1. Strive to eliminate achievement gaps across student groups.
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| Annual Planning Actions | Progress Update | Status (mark one) |
| Director of Adult EdVPISSIncrease 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: *How many students were evaluated? What is the percentage increase?*SSSP components are no longer relevant to the funding formula. Resources redirected to completions and transition to credit*.* | *\_\_In progress,**\_\_Completed**\_x\_Change in direction* |
| VPISSCabinet 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?*A request for an instructional designer was included in program review. CR also reached out to HSU to see if we could leverage their instructional design staff. However, this plan is on pause until Distance Education has a dedicated administrator to supervise the position. | *\_\_In progress,**\_\_Completed**\_x\_Change in direction* |
| PresidentVPISSAcademic 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: *What are the results of the assessment?*The Program Viability Committee is satisfied with reviewing programs in the 4020 and 4021. They are dissatisfied with a few aspects of the procedures, including that the questions in Appendix C – Qualitative Data – need to be rewritten. Several ask about the impact of the program, but it is unclear if they should be answered in terms of the impact of keeping the program status quo, revitalizing, or discontinuing the program. In addition, the time-frame under which the process is supposed to be completed has been too short. To carry out the full process per the AP has frequently taken much longer than the allotted time. The PVC will recommend to the Academic Senate that the Academic Standards and policies Committee for revision. | *\_\_In progress,**\_x\_Completed**\_\_Change in direction* |
| Guided PathwaysVPISSDevelop first-year sequences for Guided Pathways. Provide materials for student advising. | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan: *How many programs have been mapped? Where are materials made available?*Degree sequences are currently being developed for all Associate Degrees for Transfer. There is a plan to add them to the online catalog once they are finalized. | *\_x\_In progress,**\_\_Completed**\_\_Change in direction* |
| Guided PathwaysVPISSEvaluate degree and certificate requirements to find ways to reduce average unit accumulation to 72. | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan: How many programs have been evaluated?The Addiction Studies degree was evaluated to determine how to lower the unit requirements so that students at Del Norte and Klamath Trinity had fewer hours of field placement required. Other programs are being evaluated through the 4021 process. | *\_x\_In progress,**\_\_Completed**\_\_Change in direction* |
| Counseling & AdvisingInstructional DeansIncrease outreach to students near completion or who have left. | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan: *How many students were contacted?* | *\_\_In progress,**\_\_Completed**\_\_Change in direction* |
| Counseling & AdvisingAdd (and market) support for students who complete and have transferred or entered the workforce. | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan: *How many students were contacted?* | *\_\_In progress,**\_\_Completed**\_x\_Change in direction* |
| PresidentDevelop a CR Homeless/ Food Insecure program at all instructional sites. | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan: *How many students have been served at each location?*Food pantries were implemented on the Eureka and Del Norte campuses as well as the KT site. | *\_\_In progress,**\_x\_Completed**\_\_Change in direction* |
| PresidentDevelop a 3-5 year plan to address student homelessness and food insecurity. | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan: *Has this plan been presented to the board?*The GROVE plan was presented to the Board of Trustees. The District is in the process of developing a county wide plan in partnership with HSU, HCOE, and other community partners. | *\_\_In progress,**\_x\_Completed**\_\_Change in direction* |
| Human ResourcesProvide Professional Development for all staff and faculty to promote inclusivity among all multicultural and diversity groups. | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan: *How many staff and faculty attended?*Spring 2019 Trainings: 762 attendedFall 2019 Trainings: 337 attended | *\_\_In progress,**\_\_Completed**\_x\_Change in direction* |

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| **Goal: Engage All Students** |
| Objectives |
| 1. Engage in excellent communication, coordination, and collaboration across campuses
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| 1. Engage and empower students, particularly those from under-represented communities
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| Annual Planning Actions |
| Annual Action Plan | Progress Update | Status (mark one) |
| ITVPISS Expand course offerings offered via telepresence from Eureka to alternate locations. | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan: *How many sections are being offered? What disciplines are being offered?*Telepresence infrastructure was installed in Sutter Coast Hospital in Del Norte so that nursing lectures could be broadcast from Eureka to the LVN/RN program in Del Norte.In Fall of 18 and spring of 19, one TP course was offered each semester at the DN campus (CIS 30 and 33). This year the CIS 31 and 35 were also offered expanding the number of courses offered via TP to DN to four. Next year we anticipate adding CIS 37 and 98 to the list of courses offered via TP to DN. By next year all of the CIS face-to-face courses offered on the Eureka campus will be available to DN students via Telepresence. | *\_x\_In progress,**\_\_Completed**\_\_Change in direction* |
| VPISSReview 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 this process been published and where?*A process was put in place so that everyone responsible for a website has to certify that the website is accurate and up-to-date on an annual basis. This was completed for the first time in the fall.  | *\_\_In progress,**\_x\_Completed**\_\_Change in direction* |
| Assessment CommitteeUpdate GE Area E outcomes. | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan: *Provide list of program outcomes.*In the spring of 2019, the Academic Senate eliminated CR’s General Education Area E. Because of this move, the update to those outcomes was rendered moot and the plan was discontinued. | *\_\_In progress,**\_\_Completed**\_x\_Change in direction* |
| TPCVPISS Implement solution for remote advising. | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan: *What tools are being used?*Several resources are given to the college If accepted into the Online Education Initiative (OEI). One resource is Cranium Café, an online tool specifically for counseling online students. We have looked at Cranium Café in the past but it was cost prohibitive.  | *\_x\_In progress,**\_\_Completed**\_\_Change in direction* |
| Guided PathwaysVPISSAcademic Senate Implement support courses for transfer level math and English. | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan: *What are the success rates of transfer level math and English? How many courses have been implemented?*Co-requisite support courses for transfer-level math and English have been fully implemented. Students started registering in them in fall 2019. A support course for English learners taking transfer-level English is being developed for next year.  | *\_\_In progress,**\_x\_Completed**\_\_Change in direction* |

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| **Goal: Community Partnerships & Workforce Training** |
| Objectives |
| 1. Effectively respond to regional workforce needs through workforce training
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| 1. Effectively partner with community stakeholders to respond to the needs of the community
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| 1. Serve as a hub of cultural, social, and economic activities
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| 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 expand partnerships, internships, externships with employers, other colleges, high schools, and local, state, and federal agencies. | 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.** CE Internship Pilot: In order to facilitate the establishment of a robust internship program serving Career Education students, using Strong Workforce funds we have created a one-year SARTCO agreement for a faculty member to work in collaboration with local business and industry partners to establish a program to establish internships for CR students. The goal of this project is to create an internship program for CR students, starting in the Career Education Division, but designed to be able to expand beyond the CE area to include disciplines throughout the college. The pilot will place 6 to 8 interns during the spring 2020 semester; at scale, we anticipate being able to place 20 students per semester.
* Dental Assisting: Each year we work closely with approximately 20 dental offices/clinics that host our student interns.  Faculty check on the interns every 4 weeks with an on-site visit, observing the student in patient care and sterilization.  Additionally, the students complete weekly logs and are graded. The majority of students hired after graduation receive offers from their internship experience each year, resulting in high employment of our graduates. Furthermore, our Advisory Committee members are predominately from these offices, which allows for constructive program feedback on a routine basis.
* ECE in Del Norte: CR faculty partner with the youth training academy to offer Introduction to ECE for Del Norte youth. Those who pass the course are eligible to be hired as school aids in the community through the Del Norte Child Care Council.
* California Conservation Corps Partnership Initiative: CR has signed on to this one-year Chancellor’s Office initiative to engage in outreach to our local California Conservation Corps members to provide outreach activities that inform Corps members about community college and career education programs, financial aid, and support services with particular emphasis on college certificate programs that lead to employment.
* State Tribal Education Program Development Grant: The CE Dean will be working in partnership with the Blue Lake Rancheria and the Northern Humboldt Unified High School District as they work to develop a Tribal Education Agency with an Education Code and to form a Joint Powers Agreement with the goal of eventually opening a Regional Occupational Center and Programs (ROCP) for supplementing current LEAs CTE curriculum offerings and providing workforce development training.
* Dual Enrollment: Dual enrollment offerings have continued to grow with 36 courses currently being dual enrolled at seven different high schools in the District. With the approval and offering of GS-7, our dual enrollment focus has expanded to include career pathway identification and exploration.

Cooperative Work Experience: In 2018-2019, 176 students enrolled in a variety of work experience opportunities including paid internships with the Humboldt Film Commission, KEET/PBS North Coast, Redwoods National Park, and the Humboldt County Office of Economic Development. Students also worked in the Health-Careers Education Summer Institute in partnership with the Humboldt County Office of Education. Other noteworthy work experiences include students who earned CWEE credit building the trailer for the Tiny House Project and the Pelican Bay graduate who earned a final unit to graduate by working in the Prison's Law Library. CWEE has also partnered with the Northern Humboldt High School District to offer general work experience to their students.* Forestry/Natural Resources: The FNR program supported several internships this past year with the National Parks Conservation Association and with Green Diamond. We have also had a number of CWE placements with a variety of businesses and federal agencies working in the forestry sector.
* Agriculture: This fall, students in AG-17 (Soils Science) are working with a soil scientist from GHD (consulting engineers) on a project in the Humboldt Botanical Gardens.
 | *\_\_In progress,**\_\_Completed**\_\_Change in direction* |
| VPISSAcademic SenateEnrollment ServicesStreamline enrollment process into Coop Work Experience courses. | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan: *What changes have been implemented?**.* | *\_\_In progress,**\_\_Completed**\_\_Change in direction* |
| Adult EdCE DeanCreate short-term certificates that can be offered as needed in the community. | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan: *Describe analysis done to determine need and what programs were developed as a result.*In response to feedback from various community advisory committees and, backed by analysis of relevant labor market data, the CE area has created the following to meet community and employer needs:* One year certificate of achievement in Automotive Maintenance and Light Repair
* One year certificate of achievement in Horticulture & Landscape Practices
* One year certificate of achievement in Organic/Sustainable Agriculture
* One year certificate of achievement in Graphic Design and Visual Communication (with Art faculty and Humanities Dean)
* One year certificate of achievement in Bookkeeping
* Three semester certificate of achievement in Cyber Security

Additionally, we are also in progress on developing the following:* One year certificate of achievement in Geomatics
* One year certificate of achievement in Data Science
* One year certificate of achievement in Industrial Maintenance Technician
 | *\_x\_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
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| 1. Employ clear and transparent processes for core operations and decision making
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| Annual Planning Actions |
| Annual Action Plan | Progress Update | Status(mark one) |
| BAC Identify 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.* | *\_\_In progress,**\_\_Completed**\_\_Change in direction* |
| BAC Identify strategies 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?**The Director, Facilities and Planning is putting together an updated list of capital repairs and maintenance for the next 5 years. This list will be prioritized, and will help identify and allocate funding sources. The District is implementing the use of ManagerPlus, a construction management system. Among other functions, ManagerPlus will aid in the tracking of capital repairs and maintenance needs. Also, the Education and Facilities Master Plans will be undergoing revision soon. These updated plans will help prioritize capital repairs and maintenance.*  | *\_\_In progress,**\_\_Completed**\_\_Change in direction* |
| Assessment CommitteePilot Assessment in eLumen product. | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan: *How many assessments have been created? How many instructors reported?*The pilot of eLumen for Assessment is still in the planning stages and is currently on track for the Spring 2020 test run. Faculty volunteers have been recruited, roles delineated, and the initial configuration of the assessment interface chosen. Training documents are also being developed.Currently we have 12 volunteers who will make an average of two assessments each, for an estimated total of 24. | *\_x\_In progress,**\_\_Completed**\_\_Change in direction* |
| TPCFPC Update the Technology and Facilities 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 new Technology Master Plan can be found at <https://internal.redwoods.edu/Portals/20/Technology%20Master%20Plan%202019-2022%20%20Final.pdf?ver=2019-12-06-075423-967>The new Facilities Master Plan can be found at <https://internal.redwoods.edu/Portals/18/Resources/2019-2029%20FMP.pdf?ver=2019-06-18-100034-03> | *\_\_In progress,**\_x\_Completed**\_\_Change in direction* |
| Information SystemsEMCAsses the implementation of Project Glue which automates math and English placement.  | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan: *How many students are receiving placement? How does this implementation affect number of students who apply but don’t register?*Since going live in June of 2019, 2,329 (53%) applications provided placement data. This number will increase as the Chancellor’s Office continues to improve its source for placement data.The placements are not yet included on the Welcome Letter that goes to the students following the completion of the application so the affect cannot be measured yet. | *\_\_In progress,**\_x\_Completed**\_\_Change in direction* |
| Counseling & Advising Improve communication between faculty and Counseling/Advising | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan: *How many times has an advisor been in the classroom to explain pathways?* | *\_\_In progress,**\_\_Completed**\_\_Change in direction* |
| IECAlign the education master plan with the Vision for Success goals. | Please provide an update below. Can you discuss results of the evaluation plan, or an altered evaluation plan: *Has the revised Ed Master Plan been published?* | *\_\_In progress,**\_\_Completed**\_\_Change in direction* |