

## Accreditation Self Evaluation Quality Focus Essay: Action Projects

Extracted from the 2016 Self Evaluation Report on Educational Quality and Institutional Effectiveness by OIE 7/7/16

<b>Action Project 1:</b>	
<b>Infuse “Systems” principles into the assessment and planning processes</b>	
<b>Desired Goals / Outcomes</b>	Modernized College planning process by integrating systems principles into the current processes; providing stronger alignments between College plans, the Strategic Educational Master Plan (SEMP), and the goals in the District Educational Master Plan; and enhanced the use of data for College planning.
<b>Actions / Steps to be Implemented</b>	<ul style="list-style-type: none"> <li>• Stronger incorporation of technology into planning</li> <li>• Training sessions for assessment and program review completion</li> <li>• Update planning manual</li> <li>• Evaluation</li> </ul>
<b>Planning Year: 2015-2016</b>	
	<ul style="list-style-type: none"> <li>• Complete transfer of assessment, planning, and other pertinent data to SharePoint</li> <li>• Receive approval of new “Systems” infused planning process by Assessment Committee, College Planning Council, and Academic Senate</li> <li>• Conduct training sessions for pilot program for unit planning and program review</li> <li>• Update planning manual to incorporate changes in the planning process</li> <li>• Create evaluation plan for assessment of Action Project 1</li> </ul>
<b>Timeline</b>	<b>Year 1: 2016-2017</b>
	<ul style="list-style-type: none"> <li>• Provide professional development to faculty and staff to introduce the new planning process and software</li> <li>• College wide implementation of new process for unit planning and program review</li> </ul>
	<b>Year 2: 2017-2018</b>
	<ul style="list-style-type: none"> <li>• Evaluate updated planning process</li> <li>• Determine actions to be taken based on the evaluation</li> <li>• Continue planning cycle as new actions are implemented</li> <li>• Increase participation of units, areas, programs in the new process</li> </ul>
	<b>Year 3: 2018-2019</b>
	<ul style="list-style-type: none"> <li>• Fully implement redesigned process with changes</li> <li>• Evaluate for effectiveness of planning process</li> <li>• Adjust and/or address areas in need of improvement (as appropriate)</li> </ul>
<b>Responsible Parties</b>	Vice Presidents and Deans of Academic Affairs and Student Services: College Planning Council, Academic Senate, Office of Institutional Effectiveness
<b>Resources</b>	Human Resources, Technology, and Budget
<b>Assessment</b>	An evaluative component is scheduled into the timeline for this project.

<b>Action Project 2: Strengthen Collaboration between Academic Affairs and Student Services</b>	
<b>Desired Goals / Outcomes</b>	Improved coordination of the services and resources of Academic Affairs, Student Services, and College student success initiative efforts.
<b>Actions / Steps to be Implemented</b>	<ul style="list-style-type: none"> <li>• Evaluate existing collaboration efforts between SS and AA.</li> <li>• Make recommendations to strengthen collaboration</li> <li>• Professional development for faculty and staff of SS and AA</li> </ul>
<b>Planning Year: 2015-2016</b>	
	<ul style="list-style-type: none"> <li>• Creation of SharePoint rubric by the Student Success Coordinating Committee (SSCC) for evaluation of existing Student Services (SS) programs and Academic Affairs (AA) programs (both state mandated and campus initiatives)</li> <li>• Continue and expand successful existing interventions that AA and AS work on together, including:               <ul style="list-style-type: none"> <li>- Increase number of students participating in Harbor Advantage</li> <li>- Create Harbor Advantage Faculty Mentor program</li> <li>- Expand the Culturally Responsive Training program (Equity intervention)</li> <li>- Create/increase support programs for specific student populations, e.g. Puente, Umoja, CHAMPS</li> </ul> </li> <li>• Create Harbor Success (second year experience program) and implement in fall 2016</li> <li>• Create evaluation plan for Action Project 2</li> </ul>
<b>Timeline</b>	<p><b>Year 1: 2016-2017</b></p> <ul style="list-style-type: none"> <li>• Completion of evaluation rubric by SS and AA programs</li> <li>• Evaluation of rubric and data by the SSCC</li> <li>• Recommendations for strengthening the relationship between AA and SS made by the SSCC to the Academic Senate and the College Planning Council</li> <li>• Creation of best practices for improved connections between SS and AA, based on the recommendations, at a campus wide student success retreat</li> <li>• Review committee memberships to ensure SS and AA participation is included</li> <li>• Survey faculty and staff to determine understanding of SS and AA functions and services (pre-survey)</li> </ul> <p><b>Year 2: 2017-2018</b></p> <ul style="list-style-type: none"> <li>• Implement best practices identified at the retreat held in year 1</li> <li>• Evaluate effectiveness of restructured committees (as appropriate)</li> <li>• Survey faculty and staff to determine understanding of SS and AA functions and services (post-survey)</li> </ul> <p><b>Year 3: 2018-2019</b></p> <ul style="list-style-type: none"> <li>• Evaluate improved SS and AA collaboration via success measures for collaborative programs and overall student success (institution-set standards, Achieving the Dream data)</li> <li>• Adjust and/or address areas in need of improvement (as appropriate)</li> </ul>

<b>Responsible Parties</b>	Student Success Coordinating Committee, Vice Presidents and Deans of Academic Affairs and Student Services
<b>Resources</b>	Human Resources, Facilities, Technology, and Budget
<b>Assessment</b>	An evaluative component is scheduled into the timeline for this project.

<b>Action Project 3: Formalize College wide communication</b>	
<b>Desired Goals / Outcomes</b>	Improved communications throughout the College by evaluating existing communications across campus and providing strategies, processes, and standards of communication for College committees, units, and areas.
<b>Actions / Steps to be Implemented</b>	<ul style="list-style-type: none"> <li>• Evaluate communications in order to determine communication gaps and set in place improvement plans to move the College forward in institutionalizing standards for College wide communications</li> <li>• Provide faculty and staff professional development, such as best practices for communicating across campus and website access (for posting information)</li> <li>• Establish media/communication plan, including integration of email and print and social media</li> </ul>
	<b>Planning Year: 2015-2016</b>
	<ul style="list-style-type: none"> <li>• Identification of internal and external modes of communication</li> <li>• Continue expansion of the Culturally Responsive Training program (Equity intervention)</li> <li>• Create evaluation plan for Action Project 3</li> </ul>
<b>Timeline</b>	<b>Year 1: 2016-2017</b>
	<ul style="list-style-type: none"> <li>• Create rubric for evaluating committee charge, membership, and manuals.</li> <li>• Completion of rubrics by all College committees</li> <li>• Completion of committee evaluations by all committees</li> </ul>
	<b>Year 2: 2017-2018</b>
	<ul style="list-style-type: none"> <li>• Analyze existing surveys to determine communication gaps and improvement points</li> <li>• Evaluate committee charges and memberships</li> <li>• Create recommendations for improved communication efforts</li> <li>• Continue to expand the Culturally Responsive Training program (Equity intervention)</li> </ul>
	<b>Year 3: 2018-2019</b>
	<ul style="list-style-type: none"> <li>• Evaluate implementation of recommendations and adjust as appropriate</li> </ul>
<b>Responsible Parties</b>	College Planning Council, Academic Senate, Assessment Committee
<b>Resources</b>	Human Resources
<b>Assessment</b>	An evaluative component is scheduled into the timeline for this project.