

Plan Status Report

Date: _____

Instructions

1. This form may be used for units' status updates on Three-Year Action Plan goals and objectives required in both Program Review and Annual Planning. It may also be used for periodic progress reports on institutional plans such as the CHC Educational Master Plan.
2. Indicate progress on each objective by entering applicable major actions/activities, the status of each action/activity, and a description of the measurement and/or documentation used to demonstrate progress on the action/activity in the appropriate columns.
3. For institutional plans, any actions/activities and/or measurements/documentation suggested by the original planning group will be pre-entered, and may be edited as needed.
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Entity	CHC
Plan	Educational Master Plan
Goal	1.1: Support, guide, and empower every student to achieve his or her goals.
Objective	1.1.1: Develop and expand alternative access to programs and services.
Original Timeline/Deadline for Objective	Spring 2011
Point Person or Group for Objective	Vice President, Instruction
Preparer	

Actions/Activities <i>(Edit as needed to reflect actual accomplishments or plans)</i>	Status	Measurements/Documentation of Progress <i>(Edit as needed to match Actions/Activities)</i>
Monitor number of classes, orientations, tutoring sessions offered in alternative modes.	__C __U __S:	Number of classes and tutoring sessions using alternative modes based in part on Schedule of Classes, Fall 2011 compared to Fall 2010
Expand online programs and student support services.	__C __U __S:	
Evaluate the effectiveness of alternative modes.	__C __U __S:	Student performance in applicable classes Surveys of instructors and students in Distributed Education Online course enrollments
Implement improvements based on results.	__C __U __S:	
	__C __U __S:	

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Entity	CHC
Plan	Educational Master Plan
Goal	1.1: Support, guide, and empower every student to achieve his or her goals.
Objective	1.1.2: Enhance Transfer Services.
Original Timeline/Deadline for Objective	Spring 2012
Point Person or Group for Objective	Vice President, Student Services Vice President, Instruction
Preparer	

Actions/Activities <i>(Edit as needed to reflect actual accomplishments or plans)</i>	Status	Measurements/Documentation of Progress <i>(Edit as needed to match Actions/Activities)</i>
Stronger focus on articulation: Increase the number of articulation agreements. Enhance marketing of articulation agreements.	___C ___U ___S:	Number of articulation agreements, Fall to Fall Number of fliers, promotional items, outreach advertisements
Provide more education for students on transfer requirements and degree completion.	___C ___U ___S:	
Train personnel to provide more hands-on approach in career services to students.	___C ___U ___S:	Number of training sessions and participants
Evaluate effectiveness of changes.	___C ___U ___S:	Student satisfaction surveys, both short-term (POS, with focus on transfer assistance) and long-term (students who transferred)
Implement improvements based on results.	___C ___U ___S:	
	___C ___U ___S:	

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Entity	CHC
Plan	Educational Master Plan
Goal	1.1: Support, guide, and empower every student to achieve his or her goals.
Objective	1.1.3: Implement best practices for underprepared students.
Original Timeline/Deadline for Objective	May 2011
Point Person or Group for Objective	Vice President, Instruction
Preparer	

Actions/Activities <i>(Edit as needed to reflect actual accomplishments or plans)</i>	Status	Measurements/Documentation of Progress <i>(Edit as needed to match Actions/Activities)</i>
Identify best practices.	__ C __ U __ S:	
Implement best practices for targeted students, including the Early Assessment Program (EAP).	__ C __ U __ S:	BSI Steering Committee report of implementation of BSI activities
Evaluate effects on student performance.	__ C __ U __ S:	Student performance in applicable classes Retention within BS classes Success rate in BS classes Movement of BS students into college-level classes SLOs SOA ³ R Post-test
Implement improvements based on results.	__ C __ U __ S:	
Develop and apply methods to ease the path of graduating high school students into CHC.	__ C __ U __ S:	
	__ C __ U __ S:	

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Entity	CHC
Plan	Educational Master Plan
Goal	1.2: Deliver and ensure access to programs, services, and support that meet students' needs.
Objective	1.2.1: Enhance efficiency and effectiveness of student access.
Original Timeline/Deadline for Objective	Fall 2010 (parking) May 2011 (remainder)
Point Person or Group for Objective	Vice President, Student Services Vice President, Administrative Services
Preparer	

Actions/Activities <i>(Edit as needed to reflect actual accomplishments or plans)</i>	Status	Measurements/Documentation of Progress <i>(Edit as needed to match Actions/Activities)</i>
Implement system for purchasing parking permits online.	__C __U __S:	Report on rollout of parking system.
Implement Web Advisor.	__C __U __S:	Number of Web Advisor components implemented by date Number of Web Advisor users
Implement and provide training for online orientation.	__C __U __S:	
Develop an online Student Handbook and/or other package of information on what students need to know about becoming a successful student, to include topics such as parking, getting classes, books, counseling, and tutoring.	__C __U __S:	Publication of online Handbook
Conduct research on non-persisting students, including a survey on the reasons for their departure.	__C __U __S:	Identification of reasons for dropping in online and in-person transactions with follow-up as needed
[Measure efficiency and effectiveness.]	__C __U __S:	Number of students in face-to-face and online orientations Student satisfaction surveys in face-to-face and online orientations

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__C __U __S:

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Entity	CHC
Plan	Educational Master Plan
Goal	2.1: Seek, welcome, and respect diversity, and promote inclusiveness.
Objective	2.1.1: Establish a welcome program for new employees.
Original Timeline/Deadline for Objective	May 2011
Point Person or Group for Objective	Chair, Professional Development Committee
Preparer	

Actions/Activities <i>(Edit as needed to reflect actual accomplishments or plans)</i>	Status	Measurements/Documentation of Progress <i>(Edit as needed to match Actions/Activities)</i>
Establish a Welcome Program Task Force.	__ C __ U __ S:	Task force documentation
Create a system for volunteer mentor assignments, and provide appropriate training.	__ C __ U __ S:	No. of mentors, buddies
Develop a welcome package of materials.	__ C __ U __ S:	Publication of the welcome package
Introduce/announce new employees in the President's Letter with a short bio.	__ C __ U __ S:	Proportion of new-employee introductions in the President's Letter
Provide name tags for all employees.	__ C __ U __ S:	Distribution of name tags
Implement an online photo directory.	__ C __ U __ S:	Publication of the online directory
[Evaluate effectiveness]	__ C __ U __ S:	Climate survey
	__ C __ U __ S:	

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Entity	CHC
Plan	Educational Master Plan
Goal	2.1: Seek, welcome, and respect diversity, and promote inclusiveness.
Objective	2.1.2: Improve the inclusiveness of targeted programs in which at least one student demographic group is significantly underrepresented.
Original Timeline/Deadline for Objective	Fall 2010: Demographics and identification Spring 2011: Strategies 2011-12: Implementation, evaluation, modification
Point Person or Group for Objective	Vice President, Instruction
Preparer	

Actions/Activities <i>(Edit as needed to reflect actual accomplishments or plans)</i>	Status	Measurements/Documentation of Progress <i>(Edit as needed to match Actions/Activities)</i>
Analyze the demographic characteristics of every program.	__C __U __S:	Report on program demographic characteristics
Identify targeted programs in which at least one demographic group is significantly underrepresented, as determined by consensus of the applicable dean and faculty/staff.	__C __U __S:	
Develop strategies to improve inclusiveness in those programs and carry out any necessary training.	__C __U __S:	Report of strategies in Perkins Plans, Program Reviews, and Annual Plans Training session participation
Year 2: Implement those strategies on at least a pilot basis.	__C __U __S:	
Evaluate the success of those strategies.	__C __U __S:	CCSSE Comparative analysis of trend data on underrepresented groups Student survey
Modify the strategies as needed and begin the cycle again.	__C __U __S:	

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	__C __U __S:	
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Entity	CHC
Plan	Educational Master Plan
Goal	2.1: Seek, welcome, and respect diversity, and promote inclusiveness.
Objective	2.1.3: Develop a common definition of inclusiveness among employees and students at CHC.
Original Timeline/Deadline for Objective	2011-12
Point Person or Group for Objective	Vice President, Student Services
Preparer	

Actions/Activities <i>(Edit as needed to reflect actual accomplishments or plans)</i>	Status	Measurements/Documentation of Progress <i>(Edit as needed to match Actions/Activities)</i>
Form a representative task force to study the nature of the problem at CHC and available models at other institutions or organizations, and to recommend language and an appropriate end product.	__C __U __S:	Task force documentation
Draft language on what inclusiveness ought to entail at CHC, in organizational structures and processes and in individual and group behavior.	__C __U __S:	Documentation of successive drafts of definition
Hold forums and make presentations to constituent groups to discuss and gather feedback on the drafts.	__C __U __S:	Documentation of forums and presentations, including participation and feedback
Year 2: Revise drafts and gain necessary approvals.	__C __U __S:	
Publish/post the approved definition.	__C __U __S:	Publication of approved definition
Regularly disseminate and discuss the definition.	__C __U __S:	Documentation of subsequent discussions Climate survey
	__C __U __S:	

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Entity	CHC
Plan	Educational Master Plan
Goal	2.1: Seek, welcome, and respect diversity, and promote inclusiveness.
Objective	2.1.4: Hold at least one major event annually that includes all employees, for the purpose of improving communication and understanding across group and organizational boundaries.
Original Timeline/Deadline for Objective	Fall 2010
Point Person or Group for Objective	President
Preparer	

Actions/Activities <i>(Edit as needed to reflect actual accomplishments or plans)</i>	Status	Measurements/Documentation of Progress <i>(Edit as needed to match Actions/Activities)</i>
[Hold each event.]	__C __U __S:	Documentation of event
[Evaluate event effectiveness.]	__C __U __S:	Climate survey Participant evaluations
	__C __U __S:	

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Entity	CHC
Plan	Educational Master Plan
Goal	2.1: Seek, welcome, and respect diversity, and promote inclusiveness.
Objective	2.1.5: Establish a program of Crafton Town Hall meetings to facilitate sharing ideas on significant issues facing the College.
Original Timeline/Deadline for Objective	Fall 2010
Point Person or Group for Objective	President
Preparer	

Actions/Activities <i>(Edit as needed to reflect actual accomplishments or plans)</i>	Status	Measurements/Documentation of Progress <i>(Edit as needed to match Actions/Activities)</i>
[Hold Crafton Town Hall meetings.]	__C __U __S:	Documentation of meetings
[Evaluate effectiveness.]	__C __U __S:	Climate survey
	__C __U __S:	