



INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE
Participate | Collaborate | Innovate

**Institutional Effectiveness Partnership Initiative
 Partnership Resource Teams
 Institutional Innovation and Effectiveness Plan
 Date: May 8, 2018**

Name of Institution: **Crafton Hills College**

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
A. Enrollment Management	1. Increase efficiency (e.g.: WSCH/FTEF ratio) by developing a process for Faculty Chairs and Deans to monitor the schedule and schedule efficiently.	VPI	Fall 2019	<ul style="list-style-type: none"> a. Investigate scheduling software including Resource 25 b. Investigate templates from LA City College, Palomar, and Mt. SAC to determine if they can be adapted to inform scheduling and efficiency c. Work with Chairs to strategically complete the Dual Enrollment Menu to inform scheduling for dual enrollment d. Improve the flexibility of rooms, use of rooms, and schedule rooms more efficiently 	<ul style="list-style-type: none"> a. Implemented scheduling software and/or templates b. Completed dual enrollment menu c. Increased WSCH/FTEF ratio and room cap fill rate 	<ul style="list-style-type: none"> a. Spring 2019 b. Spring 2018 and ongoing c. Spring 2019 and ongoing
	2. Increase the stability of scheduling for students	VPI	Fall 2019	<ul style="list-style-type: none"> a. Develop and publish a two-year schedule b. Explore developing more diverse scheduling patterns: 6AM, 7AM, 7:30AM; Friday and Saturday classes (Contained within one building), Wednesday and Friday, Thursday and Friday classes. c. Strategically develop more short-term classes and summer school (e.g.: 3 6-week courses in primary terms, 9-week sections in primary terms, 8-week sections in primary terms, or 12 weeks) d. Work with District to move toward student friendly graphic interface for scheduling. 	<ul style="list-style-type: none"> a. Two-year schedule has been completed b. New scheduling patterns have been implemented c. Strategic short-term scheduling has been implemented d. Student friendly graphic interface for scheduling has been implemented 	<ul style="list-style-type: none"> a. Fall 2019 b. Fall 2019 c. Fall 2019 d. Fall 2020

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
	3. Increase enrollments	VPI	Fall 2019	<ul style="list-style-type: none"> a. Develop a strategic approach for marketing to students to take one more class (How many students taking 3 units, the next enrollment is for the 9 or 12 week and here is the enrollment information; send to student below 12 units, sort out students who haven't had math or English; message can be 3 unit at first and then get more specific, students that skipped a semester → Develop a plan to do each semester, faculty can communicate that have another section starting in so many weeks) b. Develop a multi-year enrollment plan to get to 5,800 FTES. c. Draft a marketing plan and obtain resources for outreach and marketing. Include consistent, data-driven messaging that is not emotional. d. Conduct focus groups: Why did you come here? Why did you stay? What sections do you want? Why did you leave? How can we serve you better? e. Explore providing incentives that remove obstacles for students (e.g.: books, etc.) f. Increase retention through consistent personal messages from faculty and personal connection – Explore faculty advising. Educate students on benefits of office hours. 	<ul style="list-style-type: none"> a. Prioritized list of where most likely to get new students to inform planning b. Outreach plan has been written and shared with District c. Multi-year enrollment plan has been written d. Focus group has been completed and is being used to inform enrollment strategies 	<ul style="list-style-type: none"> a. Fall 2019 b. Fall 2018 c. Fall 2018 d. Fall 2018
B. Resource Allocation Model	1. 2.			a. b.	a. b.	a. b.
	1. 2.			a.	a. b.	a. b.
	1. 2.			a. b.	a. b.	a. b.

Request for IEPI Resources to Support Institutional Innovation and Effectiveness Plan

Applicable Area(s) of Focus <i>(Copy from table above.)</i>	Applicable Objective(s) <i>(Copy from table above.)</i>	Description of Resource Needed <i>(Refer to Action Steps above as appropriate.)</i>	Cost of Resource
A. Enrollment Management	1. Increase efficiency (e.g.: WSCH/FTEF ratio) by developing a process for Faculty Chairs and Deans to monitor the schedule and schedule efficiently.	Consultant to train faculty chairs and deans over summer on how to schedule efficiently	\$7,000
		Improve functionality of rooms to maximize use and efficiency	\$30,000
		Review, purchase, and/or implement scheduling software	\$8,000
A. Enrollment Management	2. Increase the stability of scheduling for students	Professional expert to help with all of the administrative work involved with developing a two-year schedule	\$5,000
A. Enrollment Management	3. Increase enrollments	Conduct student focus groups around enrollment management.	\$30,000
		Implement marketing plan	\$14,000
		Develop non-traditional courses and certificates for students.	\$7,000
B. Resource Allocation Model			
B. Resource Allocation Model			
Total IEPI Resource Request (not to exceed \$200,000 per college)			

Approval	
Chief Executive Officer	
Name:	
Signature or E-signature:	Date:

Collegial Consultation with the Academic Senate	
Academic Senate President	
<i>(As applicable; duplicate if needed for district-level I&EP)</i>	
Name:	
Signature or E-signature:	Date: