Operational Plan: Actions and Action Updates



College Redesign Plan - A. Facilitating Strategies

Action Description: Identify barriers to individual engagement

Identify barriers to individual engagement

Action Year(s): 2019 - 2020

Other Responsible Parties: Hetty & Consultant

HR Review Work units/ employee groups

Expected Month of Completion: 05 - May Expected Year of Completion: 2019

Does this Action require Funding or Additional Resources?: Yes

Request Type: 1 - Fixed Costs: Certificated Personnel, 2 - Fixed Costs: Classified Personnel, 3 - Fixed Costs: Management

Personnel, 4 - Variable Costs: Contract Services, 8 - Variable Costs: Supplies/Materials

Update on Action

Action Updates

Reporting Period: 2018 - 2019

04/02/2019

Conclusion: Action In Progress
Here is my update. Here is my update.

Map to Various Institutional Plans

College Redesign Strategies

A. Facilitating Strategies - 1 - Deepen engagement of faculty, staff, management, and students to increase Hartnell's leadership capacity

Action Description: Address barriers/offer incentives for participation

Address barriers/offer incentives for participation

Action Year(s): 2018 - 2019

Other Responsible Parties: Hetty & Consultant

HR & Foundation Work units/ employee groups

Expected Month of Completion: 05 - May Expected Year of Completion: 2019

Request Type: 1 - Fixed Costs: Certificated Personnel, 2 - Fixed Costs: Classified Personnel, 3 - Fixed Costs: Management

Personnel, 4 - Variable Costs: Contract Services, 8 - Variable Costs: Supplies/Materials

Map to Various Institutional Plans

College Redesign Plan - A. Facilitating Strategies

College Redesign Strategies

A. Facilitating Strategies - 1 - Deepen engagement of faculty, staff, management, and students to increase Hartnell's leadership capacity

Action Description: Design equitable systems for selecting council and committee memberships (faculty, administrators, staff, and students).

Design equitable systems for selecting council and committee memberships (faculty, administrators, staff, and students).

Action Year(s): 2019 - 2020

Lead Responsible Party: Facilitation Team

Map to Various Institutional Plans

A. Facilitating Strategies - 1 - Deepen engagement of faculty, staff, management, and students to increase Hartnell's leadership capacity

Operational Plan: Actions and Action Updates



College Redesign Plan - B. Pre-Enrolled Student Strategies

Action Description: 1. Streamline application process to clarify path to students with follow up email response giving students their ID numbers and giving them information about enrollment

1. Streamline application process to darify path to students with follow up email response giving students their ID numbers and giving them information about enrollment

Lead Responsible Party:

College Redesign Plan - B. Pre-Enrolled Student Strategies

Does this Action require Funding or Additional Resources?: Yes Request Type: 4 - Variable Costs: Contract Services, 8 - Variable Costs: Supplies/Materials

Map to Various Institutional Plans

College Redesign Strategies

B. Pre-Enrolled Student Strategies - 1 - Expand Infrastructure (systems, process, personnel, communication) for Pre-enrolled students

Action Description: Institutionalize Pathways Committee

Institutionalize Pathways Committee

Action Year(s): 2019 - 2020

Other Responsible Parties: Pre-Enrolled Students Team, Dean of Student Success, Pathways/Outreach teams

Expected Month of Completion: 09 - September

Expected Year of Completion: 2019 Request Type: 10 - Variable Costs: Travel

Map to Various Institutional Plans

College Redesign Strategies

B. Pre-Enrolled Student Strategies - 3 - Expand systems that support Adult Learners/Re-entry students transition to Hartnell

Action Description: Mapping of Pre-enrolled pathways

Other Responsible Parties: Pre-Enrolled Students Team

Expected Month of Completion: 01 - January

Expected Year of Completion: 2020

College Redesign Plan - B. Pre-Enrolled Student Strategies

Map to Various Institutional Plans

College Redesign Strategies

B. Pre-Enrolled Student Strategies - 2 - Expand systems that support high school students transition to Hartnell

Action Description: Implement system for consistent and available outreach materials

Implement system for consistent and available outreach materials

Action Year(s): 2019 - 2020

Other Responsible Parties: Pre-Enrolled Students Team, Dir. Of Comm/Mar

Expected Month of Completion: 09 - September

Expected Year of Completion: 2019

Request Type: 2 - Fixed Costs: Classified Personnel, 8 - Variable Costs: Supplies/Materials

College Redesign Plan - B. Pre-Enrolled Student Strategies

B. Pre-Enrolled Student Strategies - 1 - Expand Infrastructure (systems, process, personnel, communication) for Pre-enrolled students

C. Entering Student Strategies - 1 - Develop meta-majors, curriculum design & efficient program mapping

Action Description: Roll out Student Planner to students to reduce face to face meeting needs with counselors

Roll out Student Planner to students to reduce face to face meeting needs with counselors

Action Year(s): 2019 - 2020

Lead Responsible Party: VPIT, VP of Student Affairs Expected Month of Completion: 12 - December

Expected Year of Completion: 2019

Map to Various Institutional Plans

College Redesign Strategies

B. Pre-Enrolled Student Strategies - 1 - Expand Infrastructure (systems, process, personnel, communication) for Pre-enrolled students

Operational Plan: Actions and Action Updates



College Redesign Plan - C. Entering Student Strategies

Action Description: Engage College stakeholders and record feedback for use in developing meta-major guiding principals

Engage College stakeholders and record feedback for use in developing meta-major guiding principals

Action Year(s): 2019 - 2020

Other Responsible Parties: Entering Students Team

IT/IR

Expected Month of Completion: 05 - May Expected Year of Completion: 2019

Map to Various Institutional Plans

College Redesign Strategies

C. Entering Student Strategies - 1 - Develop meta-majors, curriculum design & efficient program mapping

Action Description: Create first draft of meta-major using guiding principals and stakeholders feedback

Create first draft of meta-major using guiding principals and stakeholders feedback

Action Year(s): 2019 - 2020

Other Responsible Parties: Entering Students Team Expected Month of Completion: 10 - October

Expected Year of Completion: 2019

Map to Various Institutional Plans

College Redesign Strategies

C. Entering Student Strategies - 1 - Develop meta-majors, curriculum design & efficient program mapping

Action Description: Feedback - especially student feedback - on metamajors first draft

Feedback - especially student feedback - on meta-majors first draft

Action Year(s): 2019 - 2020

Lead Responsible Party: Entering Students/IR Expected Month of Completion: 03 - March

Expected Year of Completion: 2020

Request Type: 4 - Variable Costs: Contract Services

Map to Various Institutional Plans

College Redesign Plan - C. Entering Student Strategies

College Redesign Strategies

C. Entering Student Strategies - 1 - Develop meta-majors, curriculum design & efficient program mapping

Action Description: Multiple revisions based on feedback to create meta-major draft ready for approval process

Multiple revisions based on feedback to create meta-major draft ready for approval process

Action Year(s): 2019 - 2020

Other Responsible Parties: Entering Students team Expected Month of Completion: 06 - June Expected Year of Completion: 2020

Map to Various Institutional Plans

College Redesign Strategies

C. Entering Student Strategies - 1 - Develop meta-majors, curriculum design & efficient program mapping

Action Description: Create meta-majors mock-up dashboard for College web site

Create web pages by meta-major that show career ladder information so that student can make informed decisions; list labor market demand and rate of pay information aligned with education or skills attainment and certificate and degree programs of study

Action Year(s): 2019 - 2020

Lead Responsible Party: Entering Students team/IT dept./ Career and Transfer Center

Expected Month of Completion: 05 - May Expected Year of Completion: 2020 Resource Request: Hire IT consultant

Map to Various Institutional Plans

College Redesign Strategies

C. Entering Student Strategies - 1 - Develop meta-majors, curriculum design & efficient program mapping

Action Description: Intentional Connections: Panther Days (tentative title)

Pilot aligning several existing programs with the new college promise for a more comprehensive summer bridge experience

Action Year(s): 2019 - 2020

Lead Responsible Party: Program leads of summer initiatives

Expected Month of Completion: 08 - August

Expected Year of Completion: 2019

Map to Various Institutional Plans

College Redesign Strategies

C. Entering Student Strategies - 2 - Develop a system that intentionally connect all students with college and community

Action Description: Intentional Connections: Panther Days

Action Year(s): 2019 - 2020

College Redesign Plan - C. Entering Student Strategies

Lead Responsible Party:

Operational Plan: Actions and Action Updates



College Redesign Plan - D. Continuing Student Strategies

Action Description: Redesign evening administrator duty service to be more student-centered.

Redesign evening administrator duty service to be more student-centered.

Action Year(s): 2019 - 2020

Lead Responsible Party: Continuing Students Team, Campus Life, Administration

Expected Month of Completion: 11 - November

Expected Year of Completion: 2019

Request Type: 1 - Fixed Costs: Certificated Personnel, 3 - Fixed Costs: Management Personnel, 9 - Variable Costs: Training

Map to Various Institutional Plans

College Redesign Strategies

D. Continuing Student Strategies - 1 - Scaling/ Access of Key Services

Action Description: 2. Develop a Second Year Experience targeted to Continuing Students

- 2. Develop a Second Year Experience targeted to Continuing Students
- a. Pilot registration for targeted groups through Busican Go.
- i. We received an Innovation Grant for funding
- b. Review data from pilot to begin design process for Second Year Experience

Action Year(s): 2019 - 2020

Lead Responsible Party: Continuing Students Team, Campus Life, Alisal Campus

Continuing Students Team,

Request Type: 1 - Fixed Costs: Certificated Personnel, 3 - Fixed Costs: Management Personnel, 9 - Variable Costs: Training

Map to Various Institutional Plans

College Redesign Strategies

D. Continuing Student Strategies - 2 - Develop a Second Year Experience

Operational Plan: Actions and Action Updates



College Redesign Plan - E. Completing Student Strategies

Action Description: Focus Groups

College Redesign Plan - E. Completing Student Strategies

Map to Various Institutional Plans

College Redesign Strategies

E. Completing Student Strategies - 1 - Develop a communication plan targeting Completing Students

Action Description: Develop administrative procedure for graduation requirements AP4100

Review

- ? Residency for Associate Degree & Certificate Requirements
- ? Double majors
- ? Additional/multiple Degrees/Certificates

Develop

AP4100 Graduation Requirements for Degrees & Certificates w/ VPAA, Ourriculum Chair

Action Year(s): 2019 - 2020

Lead Responsible Party: Dean of Student Success Dean of Student Affairs (Enrollment Services) Expected Month of Completion: 06 - June Expected Year of Completion: 2020

Map to Various Institutional Plans

College Redesign Strategies

E. Completing Student Strategies - 2 - Increase Hartnell College Degrees and Awards File

Action Description: Auto Awarding Degrees/Certificates running processes that identify program requirements being met.

Review

- ? Title 5 COR 555063 "shall award"
- ? Review the implementation plans that other OC's have utilized (West Hills, Mt. San Antonio, Riverside)
- ? Look at systems such as Ferilli.com or Blucian.
- ? Consider removing the need for students to petition to graduate

Consider

? Create a Task Force made up of College Evaluators and Counselors

College Redesign Plan - E. Completing Student Strategies

- ? Review the DOE Federal Financial Aid Regulations on transfer credits Consider
- ? Do we evaluate for only general education coursework (since we don't know what the student's major is going to be?)
- ? Do we evaluate once the student has met with a counselor so that a major can be determined? The counselor would alert the designated evaluator to evaluate credits with the chosen major.

Action Year(s): 2019 - 2020

Lead Responsible Party: Dean of Student Affairs (Enrollment Services)

Expected Month of Completion: 06 - June Expected Year of Completion: 2020

Map to Various Institutional Plans

College Redesign Strategies

E. Completing Student Strategies - 2 - Increase Hartnell College Degrees and Awards File

Plan for Engagement: Actions and Action Updates



Plan for Engagement

Action Description: Sharing of Information

Examine and evaluate how information is shared with and feedback is obtained from faculty and staff within academic affairs areas and non-instructional offices, including the length of the cycle through feedback

Action Year(s): 2019 - 2020

Lead Responsible Party: Director of Institutional Research

Other Responsible Parties: deans and directors Expected Month of Completion: 04 - April Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies

Strategy 1 - Improve Communication & Communication Flow

Action Description: Increased input and feedback

Increase opportunities for expanded audiences to provide input and feedback, including the potential for anonymous submissions, by providing a link on each governance council's web page; comments will be sent to the council chair(s) and/or executive assistant in advance of scheduled meetings, allowing council members to view these comments

Action Year(s): 2019 - 2020

Lead Responsible Party: Council chairs

Other Responsible Parties: Executive assistants Expected Month of Completion: 12 - December

Expected Year of Completion: 2019

Map to Various Institutional Plans

Plan for Engagement Strategies

Strategy 1 - Improve Communication & Communication How

Action Description: Website Communication

Structure the college website to more effectively communicate essential information and to provide for meaningful search results

Action Year(s): 2019 - 2020

Lead Responsible Party: Online Services Committee

Expected Month of Completion: 05 - May Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies

Strategy 1 - Improve Communication & Communication Flow

Action Description: Develop and implement a website-based communication portal that includes campus-wide communications as a preferred alternative to use of email, particularly concerning campus events.

Develop and implement a website-based communication portal that includes campus-wide communications as a preferred alternative to the use of email, particularly concerning campus events.

Action Year(s): 2019 - 2020

Lead Responsible Party: Director of Communications

ΙT

Other Responsible Parties: Marketing & Public Relations

Expected Month of Completion: 01 - January

Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies

Strategy 1 - Improve Communication & Communication Flow

Action Description: College Re-design Clarity

More effectively communicate that college re-design is not just another initiative, but a mindset and approach to making improvements that integrates across many initiatives

Action Year(s): 2019 - 2020

Lead Responsible Party: College Re-design/Guided Pathways Coordinators

Other Responsible Parties: Director of Communications, Marketing & Public Relations

Expected Month of Completion: 12 - December

Expected Year of Completion: 2019

Map to Various Institutional Plans

Plan for Engagement Strategies

Strategy 1 - Improve Communication & Communication Flow

Action Description: Data Driven Employee Engagement

Conduct survey to obtain data on employee engagement

Action Year(s): 2019 - 2020

Lead Responsible Party: Director of Institutional Research

Expected Month of Completion: 11 - November

Expected Year of Completion: 2019

Map to Various Institutional Plans

Plan for Engagement Strategies

Strategy 2 - Boost Participation in Institutional Dialogue about Strategic Priorities

Action Description: Management Training

Lead Responsible Party: Associate Vice President of Human Resources

Other Responsible Parties: vice presidents Expected Month of Completion: 12 - December

Expected Year of Completion: 2019

Map to Various Institutional Plans

Plan for Engagement Strategies

Strategy 2 - Boost Participation in Institutional Dialogue about Strategic Priorities

Action Description: Part-time Faculty Participation

Identify funds to encourage part-time faculty to participate

Action Year(s): 2019 - 2020

Lead Responsible Party: Vice President of Administrative Services

Other Responsible Parties: College Re-design/Guided Pathways Coordinators

Expected Month of Completion: 04 - April Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies

Strategy 2 - Boost Participation in Institutional Dialogue about Strategic Priorities

Action Description: Student Participation

Improve student participation and otherwise incorporating the student voice, such as but not limited to identifying internship opportunities and funds to be used to conduct student focus groups in college re-design

Action Year(s): 2019 - 2020

Lead Responsible Party: Vice President of Advancement and Development Other Responsible Parties: college re-design/guided pathways coordinators

Expected Month of Completion: 05 - May Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies

Strategy 2 - Boost Participation in Institutional Dialogue about Strategic Priorities

Action Description: Employee Recognition

Increase recognition for the work accomplished by employees

Action Year(s): 2019 - 2020

Lead Responsible Party: Vice Presidents Expected Month of Completion: 05 - May Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies

Strategy 3 - Strengthen Cooperative Interactions

Improve collaboration to ensure student success, and reinforce collegiality via equitable power dynamics in governance

Lead Responsible Party: Superintendent/President Other Responsible Parties: governance council chairs

Expected Month of Completion: 05 - May Expected Year of Completion: 2020

Strategy 4 - Increase Responsiveness

Action Description: Workflow Efficiency

Ensure that established gueues are followed in responding to requests/tasks/work required, and shorten gueues as possible

Action Year(s): 2020 - 2021

Lead Responsible Party: Workflow Efficiency and Digitized Paperwork Task Force

Other Responsible Parties: vice presidents Expected Month of Completion: 11 - November

Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies

Strategy 4 - Increase Responsiveness

Action Description: Align Institutional Purpose and Goals

Align the purpose of institutional units with institutional goals; stop doing things that matter less to concentrate on things that matter more

Action Year(s): 2020 - 2021

Lead Responsible Party: Executive Cabinet Expected Month of Completion: 01 - January

Expected Year of Completion: 2021

Map to Various Institutional Plans

Plan for Engagement Strategies

Strategy 5 - Align Activities with Institutional Goals & Strategic Priorities

Action Description: Strategic Priority Work Assignments

Ensure that time and energy are placed on strategic priorities and other high priority issues in employee work assignments

Action Year(s): 2020 - 2021 Lead Responsible Party: President

Other Responsible Parties: vice presidents and managers

Expected Month of Completion: 01 - January

Expected Year of Completion: 2021

Map to Various Institutional Plans

Plan for Engagement Strategies

Strategy 5 - Align Activities with Institutional Goals & Strategic Priorities

Action Description: Strategic Priorities at Governance Meetings

Make sure that time and energy are placed on strategic priorities and other high priority issues at participatory governance meetings

Action Year(s): 2019 - 2020 Lead Responsible Party: president Other Responsible Parties: chairs Expected Month of Completion: 04 - April Expected Year of Completion: 2020

Other Responsible Parties: Executive Cabinet Expected Month of Completion: 04 - April Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies

Strategy 6 - Expand Shared Leadership

Action Description: Leadership Development

Increase the pool of potential college leaders by providing opportunities for leadership development open to any interested employee, and that allow faculty, staff, students, and administrators to participate collaboratively in external workshops and to work jointly on internal issues

Action Year(s): 2020 - 2021

Lead Responsible Party: Professional Development Committee

Expected Month of Completion: 08 - August

Expected Year of Completion: 2020

Map to Various Institutional Plans

Plan for Engagement Strategies

Strategy 6 - Expand Shared Leadership

Quality Focus Essay Plan: Areas and Outcomes and Progress



QFE / Guided Pathways Plan

Action: QFE #1 GUIDED PATHWAYS Integrate College Re-Design

QFE#1 GUIDED PATHWAYSIntegrate College Re-Design Guided Pathways into the institution's governance structure by expanding College Planning Council responsibilities

Action Year(s): 2018 - 2019

Other Responsible Parties: Dean of Institutional Planning, Research, and Effectiveness

Expected Month of Completion: 05 - May

Map to Various Institutional Plans

College Redesign Strategies

A. Facilitating Strategies - 1 - Deepen engagement of faculty, staff, management, and students to increase Hartnell's leadership capacity

Action: QFE #1 GUIDED PATHWAYS Summer Inquiry Groups

QFE#1 GUIDED PATHWAYS Com[0 d2 JD.2(alyze data, cond stncil Resear Oupauctmodel0.2emeg(Otcg(Cols, disy FAreas)Tj0 g1 0 0 1378 550.09

a structure for College Re-Design

QFE#1 GUIDED PATHWAYS Develop and begin implementing a structure for College Re-Design

Action Year(s): 2018 - 2019

Other Responsible Parties: College Re-Design Coordinators

Expected Month of Completion: 11 - November

Map to Various Institutional Plans

Expected Month of Completion: 05 - May Expected Year of Completion: 2019

Map to Various Institutional Plans

College Redesign Strategies

A. Facilitating Strategies - 1 - Deepen engagement of faculty, staff, management, and students to increase Hartnell's leadership capacity

Action: QFE #1 GUIDED PATHWAYS: Map course sequences for all academic programs; program mapping will be achieved for full-time and part-time students schedules.

Map course sequences for all academic programs; program mapping will be achieved for full-time and part-time students schedules.

Lead Responsible Party: Vice Pr4 Pr4 Pr1 0 0 cm1 1 1 rg36 550 540 -50 540 -50Al be achAf F/for/Text /dMCID 9≯BCB1 0 0 1 36 507.4 Tm/F4 10 Tf

Action Year(s): 2019 - 2020

Lead Responsible Party: Vice President of Academic Affairs; Dean of Academic Affairs/Instructional Programs and Support

Expected Month of Completion: 12 - December

Expected Year of Completion: 2020

Map to Various Institutional Plans

College Redesign Strategies

D. Continuing Student Strategies - 1 - Scaling/Access of Key Services

Action: QFE #1 GUIDED PATHWAYS The College will also provide greater support to students concerning technology use.

QFE#1 GUIDED PATHWAYS The College will also provide greater support to students concerning technology use.

Action Year(s): 2019 - 2020

Lead Responsible Party: Vice President of Academic Affairs; Dean of Academic Affairs/Instructional Programs and Support

Expected Month of Completion: 12 - December

Expected Year of Completion: 2020

Map to Various Institutional Plans

College Redesign Strategies

D. Continuing Student Strategies - 1 - Scaling/Access of Key Services

Action: QFE #1 GUIDED PATHWAYS Improve student support infrastructure: the College will expand and improve facilities for academic and student services

QFE#1 GUIDED PATHWAYS Improve student support infrastructure: the College will expand and improve facilities for academic and student services

Action Year(s): 2019 - 2020

Lead Responsible Party: Executive Director, Facilities Planning and Construction Management; Vice president of Academic

Affairs; Vice President of Student Affairs Expected Month of Completion: 05 - May Expected Year of Completion: 2022

Resource Request: Funds for construction, building remodel, and hiring staff

Map to Various Institutional Plans

College Redesign Strategies

D. Continuing Student Strategies - 1 - Scaling/Access of Key Services

Action: QFE #1 GUIDED PATHWAYS:Dual/concurrent enrollment. a. Develop a plan for expansion b. Tracking mechanism to track success/improvement points (infrastructure)

QFE#1 GUIDED PATHWAYS Dual/concurrent enrollment. a. track success/improvement points (infrastructure)

Develop a plan for expansion b.

Tracking mechanism to

Action Year(s): 2019 - 2020

Lead Responsible Party: Office of College Readiness. Vice President of Academic Affairs, Dean of Academic Affairs/Instructional Programs and Support, Director of College Readiness

Expected Month of Completion: 09 - September

Expected Year of Completion: 2019

Request Type: 2 - Fixed Costs: Classified Personnel, 8 - Variable Costs: Supplies/Materials, 9 - Variable Costs: Training

Map to Various Institutional Plans

College Redesign Strategies

B. Pre-Enrolled Student Strategies - 2 - Expand systems that support high school students transition to Hartnell

Action: QFE #2 IMPROVED PROCESS FOR STUDENT TRANSFER: Transfer and Career Task Force meets to review data to analyze most recent transfer numbers and the number of transfers as a proportion of all students indicating an education goal of transferring

QFE#2 IMPROVED PROCESS FOR STUDENT TRANSFER: Transfer and Career Task Force meets to review data to analyze most recent transfer numbers and the number of transfers as a proportion of all students indicating an education goal of transferring

Action Year(s): 2018 - 2019

Lead Responsible Party: Dean of Counseling, Transfer and Career Center Coordinator, Task Force members (Faculty, staff,

students), Director of Institutional Research Expected Month of Completion: 09 - September

Map to Various Institutional Plans

College Redesign Strategies

E. Completing Student Strategies - 2 - Increase Hartnell College Degrees and Awards File

Action: QFE #2 IMPROVED PROCESS FOR STUDENT TRANSFER: Transfer and Career Task Force recommends list of most impactful action to increase transfers and recommendations are vetted with responsible parties to ensure they can be enacted

QFE #2 IMPROVED PROCESS FOR STUDENT TRANSFER: Transfer and Career Task Force recommends list of most impactful action to increase transfers and recommendations are vetted with responsible parties to ensure they can be enacted

Action Year(s): 2018 - 2019

Lead Responsible Party: Dean of Counseling Expected Month of Completion: 11 - November

Map to Various Institutional Plans

College Redesign Strategies

E. Completing Student Strategies - 2 - Increase Hartnell College Degrees and Awards File

Action: QFE #2 IMPROVED PROCESS FOR STUDENT TRANSFER: Actions identified in step two are enacted by responsible parties; progress reports on the status of carrying out each recommendation will be provided to the Task Force each semester

QFE #2 IMPROVED PROCESS FOR STUDENT TRANSFER: Actions identified in step two are enacted by responsible parties; progress reports on the status of carrying out each recommendation will be provided to the Task Force each semester

Action Year(s): 2019 - 2020

softwared system

QFE #3 IMPROVED CAREER PLACEMENT: Track student placements and progress using a college-wide career management softwared system

Action Year(s): 2019 - 2020

Lead Responsible Party: IT Department, Transfer and Career Center, Career Preparation and Placement Services, all programs

Expected Month of Completion: 08 - August

Expected Year of Completion: 2020

Map to Various Institutional Plans

College Redesign Strategies

E. Completing Student Strategies - 2 - Increase Hartnell College Degrees and Awards File

Action: QFE #3 IMPROVED CAREER PLACEMENT: Use canvas and Starfish early alert system which contains Kudos recognition or badging system and other pertinent information to connect students to information and resources related to career placement

QFE#3 IMPROVED CAREER PLACEMENT: Use canvas and Starfish early alert system which contains Kudos recognition or badging system and other pertinent information to connect students to information and resources related to career placement

Action Year(s): 2019 - 2020

Lead Responsible Party: IT Department, Career Preparation and Placement Services, all programs

Expected Month of Completion: 03 - March Expected Year of Completion: 2020

Map to Various Institutional Plans

College Redesign Strategies

E. Completing Student Strategies - 1 - Develop a communication plan targeting Completing Students

Action: QFE #3 IMPROVED CAREER PLACEMENT: New, designated staff create flexible activities with multiple options and services designed to address various points on the career continuum such as entry level, re-entry skill builders and continuing education, and students that have already taken Counseling 1 and 23.

QFE#3 IMPROVED CAREER PLACEMENT: New, designated staff create flexible activities with multiple options and services designed to address various points on the career continuum such as entry level, re-entry skill builders and continuing education, and students that have already taken Counseling 1 and 23.

Action Year(s): 2019 - 2020

Lead Responsible Party: Job Placement and Internship Coordinator, Counselors and Pathways Team, faculty and staff by metamajor

Resource Request: Hire and assign staff to plan and implement work-based learning events and activities to benefit all students

Map to Various Institutional Plans

College Redesign Strategies

E. Completing Student Strategies - 1 - Develop a communication plan targeting Completing Students

College Redesign Strategies

E. Completing Student Strategies - 1 - Develop a communication plan targeting Completing Students

Action: QFE #3 IMPROVED CAREER PLACEMENT:

Oreate web pages by meta-major that show career ladder information so that student can make informed decisions; list labor market demand and rate of pay information aligned with education or skills attainment and certificate and degree programs of study.

Action Year(s): 2019 - 2020

Other Responsible Parties: IT Department, Transfer and Career Center, Career Prep and Placement Services, programs within

meta-majors

Expected Month of Completion: 05 - May Expected Year of Completion: 2020

Map to Various Institutional Plans

College Redesign Strategies

C. Entering Student Strategies - 1 - Develop meta-majors, curriculum design & efficient program mapping

Action: QFE #3 DEVELOPMENT & IMPLEMENTATION OF CONTINUOUS IMPROVEMENT PROCESS FOR CAREER PLACEMENT

Counselor and cohort models by meta-major and/or special needs categories, such as nontraditional populations.

Action Year(s): 2019 - 2020

Lead Responsible Party: Counselors and Pathways Team, Pathways Coordinators

Expected Month of Completion: 07 - July Expected Year of Completion: 2020

Resource Request: Staffing needs: counselors and pathway team members for all service areas

Map to Various Institutional Plans

College Redesign Strategies

C. Entering Student Strategies - 1 - Develop meta-majors, curriculum design & efficient program mapping

Action: QFE #3 DEVELOPMENT & IMPLEMENTATION OF CONTINUOUS IMPROVEMENT PROCESS FOR CAREER PLACEMENT:

Oreate career interest inventories, career search, exploration and awareness activities, education planning, and seminars on time management, career readiness, transfer process, financial aid, etc.

Action Year(s): 2019 - 2020

Lead Responsible Party: Job Placement Internship Coordinators, Co-op Work Experience Coordinator

Expected Month of Completion: 07 - July Expected Year of Completion: 2020

Resource Request: Staffing needs: industry liaisons

Map to Various Institutional Plans

College Redesign Strategies

C. Entering Student Strategies - 1 - Develop meta-majors, curriculum design & efficient program mapping

Continuous Improvement Plan - Student Career Placement Task Force

locations.

Request Type: 1 - Fixed Costs: Certificated Personnel, 2 - Fixed Costs: Classified Personnel, 8 - Variable Costs: Supplies/Materials

Action: Monitor and Increase student participation in Career Prep & Placement Services

Use Career Management System to manage student career placement services, monitor progress and collect data as a program of continuous improvement

Lead Responsible Party:

Continuous Improvement Plan: Actions and Action Updates



Continuous Improvement Plan - Safe and Inclusive, Learner-Focused Facilities Task Force

Action: Aging Buildings will be modernized. (Building D)

Committees have and will be formed to ensure the modernizations will meet current and future program needs.

Action Year(s): 2019 - 2020

Lead Responsible Party: D of Facilities, Planning & Construction Management

Expected Month of Completion: 08 - August Expected Year of Completion: 2020

Action: Aging Buildings will be modernized. (King City expansion)

Committees have and will be formed to ensure the modernizations will meet current and future program needs.

Action Year(s): 2019 - 2020

Lead Responsible Party: ED of Facilities, Planning & Construction Management

Expected Month of Completion: 08 - August

Expected Year of Completion: 2020

Action: Aging Buildings will be modernized. (Soledad Out Reach Facility)

Committees have and will be formed to ensure the modernizations will meet current and future program needs.

Action Year(s): 2019 - 2020

Lead Responsible Party: ED of Facilities, Planning & Construction Management

Expected Month of Completion: 01 - January

Expected Year of Completion: 2021

Action: Aging Buildings will be modernized. (Nursing Health Science)

Committees have and will be formed to insure the modernizations will meet current and future program needs.

Action Year(s): 2019 - 2020

Lead Responsible Party: D of Facilities, Planning & Construction Management

Expected Month of Completion: 01 - January

Expected Year of Completion: 2021

Action: As part of the renovations technology will be updated to the latest technology. (Building D)

Standards have been developed and will be updated for each phase of work. As Technology changes the IT standards will be updated to reflect the latest developments to ensure the best learning experience for our students.

Action Year(s): 2019 - 2020 Lead Responsible Party: VP of IT

Expected Month of Completion: 08 - August

Continuous Improvement Plan - Safe and Inclusive, Learner- Focused Facilities Task Force

E); p82t 0c258862 fg. (20210) Tijr0 20ET EMC 1 0 0 1 0 0 cm 19Tj m [] 0 d 2 J 1 0 0 1 0 0 cm 0.88235 0.88235 0.88235 rg 36 684 540 -42

Action: As part of the renovations technology will be up dated to the latest technology. (King City expansion)

2020dards have8sadateel3629on2theduse up datedto thefMCleach31 13C1 0 0 1 0 0 cm 0 cm 24118T.snoloTe

Continuous Improvement Plan - Safe and Inclusive, Learner-Focused Facilities Task Force

Expected Year of Completion: 2020

Action: As part of the renovations safety features will be incorporated in to each of the projects. (Soledad Out Reach Facility)

The college has developed safety standards to be included in each of the projects. This will include keyless entry allowing all classrooms and building to be able to lock from a remote location. Safety cameras will also be placed on the exterior of the building and interior corridors.

Action Year(s): 2019 - 2020

Lead Responsible Party: Director of Campus Safety Expected Month of Completion: 01 - January

Expected Year of Completion: 2021

Action: As part of the renovations safety features will be incorporated in to each of the projects. (Nursing Health Science)

The college has developed safety standards to be included in each of the projects. This will include keyless entry allowing all classrooms and building to be able to lock from a remote location. Safety cameras will also be placed on the exterior of the building and interior corridors.

Action Year(s): 2019 - 2020

Lead Responsible Party: Director of Campus Safety Expected Month of Completion: 01 - January

Expected Year of Completion: 2021