

Strategic Priority Implementation Plan

Staff & Organizational Development Committee Roles and Responsibilities

- Christine Park, Staff & Organizational Development Committee Chair and Coordinator
- Christi O'Connor, Bookstore
- Edward Pai, Dean of Institutional Effectiveness and Research
- Alex Vaughan, Dean of Economic Development and Workforce Education
- Andrew Walzer, Professor of Basic Skills
- Dan Wanner, Chair of Chairs, Chair of Music Department

Subcommittee Roles and Responsibilities

- Create strategic plan for Staff and Organizational Development Committee
- Develop purpose and need for Staff and Organizational Development Committee
- Create strategic priorities to begin implementation of goals and outcomes

Processes:

- Each September the S&OD Committee will review this document, review past action items, and determine new action items.
- Activities should be requested through the Individual Presentation/Project Form, available online. Campus committees should link requests for activities directly to their internal review of their own strategic plans.
- The Staff and Organizational Development Committee will prioritize requests for activities based on how well they connect to the goals of this plan.



Staff Organizational Development Committee

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Strategic Priority B: Success - Increase Student Success and Academic Excellence

Objective SP1 B-3: Improve Essential Skills Outcomes for all Students

Objective 1.1: Increase student persistence/retention in **2009-2010** by **5%** from **2008-2009** (note: date needs to be tracked/compared - quantitative measurement)

Objective 1.2: Improve student success with in-class best practices (note: instructors will need to conduct entry/exit surveys on best practices - qualitative measurement)

ACTION STEPS		S & OD Committee	LACC	Person Responsible for Task	START DATE	END DATE	OUTCOMES	ASSESSMENT	EVALUATION	CHANGE
Addresses Accreditation Recommendation: 1, 3, 5										
1.1	Develop and administer student survey to identify what overall experiences students' are passionate about that would engage them and keep them returning to LACC.	Develop questions for survey and design survey instrument	Solicit questions and interest from faculty	Administer survey to students	Q3 2009 Q1 2010	Q4 2009 Q1 2010				
1.1	Work with Department Chairs on identifying and collecting best practices from Faculty and compiling for review and assigning measurement tool to assess student success outcome for skill attainment	Review and comment on standardizing format for measurement consistency	Retrieve best practices from faculty and/or Student Services		Q4 2009	Q4 2009				
1.2	Develop communication fact sheet to disseminate throughout LACC community to inform everyone how this area is for the purpose of ensuring accreditation consistency.	Profile update?			Q4 2009	Q4 2009				



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Objective SP2 B-4: Expand the Role of Staff and Organizational Development and Create Opportunities that Assist Faculty in Addressing Students' Academic Preparedness										
Objective 2.1: Delivery of two personal assessment training workshops adopted by LACC and delivered by each academic/administrative department by 12/09 (quantitative)										
Objective 2.2: Delivery of two project management training workshops adopted by LACC and delivered by each academic/administrative department by 1/10 (quantitative)										
ACTION STEPS		S & OD Committee	LACC	Person Responsible for Task	START DATE	END DATE	OUTCOMES	ASSESSMENT	EVALUATION	CHANGE
Addresses Accreditation Recommendation: 2, 3										
	Identify and select training areas that will enhance and develop personal and professional skill sets	Review StrengthsQuest materials			Q4 2009	Q4 2009				
	Identify training delivery methods to be used across all department for highest priority personal development, especially those which have potential to impact dynamics between faculty, staff, and students	Select initial training		Submit training outlines for consideration	Q4 2009	Q4 2009				
	Develop and implement mandatory intranet self-paced training project management workshop with tutorial and default system which identifies level of completion and individual completing training.	Review existing models/materials to develop project management benchmark, and selection of training modules	Provide recommendation of materials	Revise as necessary and submit training materials	Q4 2009	Q1 2010				
	Develop calendar for training workshops				Q3 2009	Q4 2009				



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ACTION STEPS		S & OD Committee	LACC	Person Responsible for Task	START DATE	END DATE	OUTCOMES	ASSESSMENT	EVALUATION	CHANGE
Objective SP 3B-6: Completed the Implementation of Student Learning Outcomes and Assessment Process Objective 3.1: Delivery of one planning training workshop by 1/10 (note: what type of planning training would impact this objective?) (quantitative measurement)										
ACTION STEPS		S & OD Committee	LACC	Person Responsible for Task	START DATE	END DATE	OUTCOMES	ASSESSMENT	EVALUATION	CHANGE
Addresses Accreditation Recommendation: 5										
	Establish working group to build capacity for seamless services providing planning training	Solicit interest in and sign up for working group			Q3 2009	Q1 2010				
	Identify internal services, specialties, and capacities at each department that can be used by college community.				Q1 2009	Q1 2010				

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Technology Strategic Priority: Provide Access to Current Technologies									
Objective TP1 G-2: Increase the Computer Proficiency of the Campus Community Objective 1.1: Provide on-going training and deliver one Digital Ed e-Folio training workshop by 1/10 (quantitative measure) Objective 1.2: Provide on going training and deliver one @One staff training development workshop by 2/10 (quantitative measure) Objective 1.3: MOUS Certification									
ACTION STEPS	S & OD Committee	LACC	Person Personable for Task	START DATE	END DATE	OUTCOMES	ASSESSMENT	EVALUATION	CHANGE
Addresses Accreditation Recommendation: 1, 2, 3, 4									
1.1				Q4 2009	Q1 2010				
1.2				Q4 2009	Q1 2010				
1.3				Q4 2009	Q1 2010				
Objective TP2 G-3: Foster the Instructional Integration of Information Technology Objective 2.1: Provide four E-Tudes update training workshops by 2/10 to ensure all courses support a standard course management system (quantitative measure)									
ACTION STEPS	S & OD Committee	LACC	Person Personable for Task	START DATE	END DATE	OUTCOMES	ASSESSMENT	EVALUATION	CHANGE
Addresses Accreditation Recommendation: 1, 2									
2.1				Q4 2009	Q1 2010				
2.1				Q1 2010	Q1 2010				
2.1									



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ACTION STEPS		S & OD Committee	LACC	Person Personisible for Task	START DATE	END DATE	OUTCOMES	ASSESSMENT	EVALUATION	CHANGE
Objective TP3 G-4: Expand the Use of Management Information Technology in Campus Planning, Research, and Administrative Activities Objective 3.1: Conduct an annual IT survey/needs assessment colledge-wide to students, staff, faculty to identify technology literacy needs/training by 1/10 (quant.) Objective 3.2: Use research compiled from college-wide surveys to update processes/systems/training (qaulitative measure)										
ACTION STEPS		S & OD Committee	LACC	Person Personisible for Task	START DATE	END DATE	OUTCOMES	ASSESSMENT	EVALUATION	CHANGE
Addresses Accreditation Recommendation: 3, 4										
3.1					Q4 2009	Q1 2010				
3.1										
3.2										

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#	Strategic Priority B	2009				2010												Implemented By
		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1.1	Increase Student retention in 2009-2010 by 5% from 2008-2009																	
1.2	Improve student success with in-class best practices																	
2.1	Delivery of two personal assessment training workshops adopted by LACC and delivered by each academic/administrative department by 12/09																	
2.2	Delivery of two project management training workshops adopted by LACC and delivered by each academic/administrative department by 12/09																	
3.1	Delivery of one planning training workshop by 1/10																	
	Technology Strategic Priority	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Implemented By
1.1	Provide on-going training by delivering one Digital Ed e-Folio training workshop by 1/10																	
1.1	Provide on-going training by delivering one @One staff training development workshop by 2/10																	
2.1	Provide four E-tudes update training workshops by 2/10 to ensure all courses support a standard course management system																	
3.1	Conduct an annual IT survey/needs assessment college-wide to students, staff, and faculty to identify technology literacy needs/training by 1/10																	
3.2	Use research compiled from college-wide surveys to update processes/systems/training capabilities and delivery on-going																	



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ACCREDITATION RECOMMENDATIONS	Strategic Priority	ACCJC Review	ACCJC Standard ID by LACC
1. Program Review for Institutional Improvement			
"In order to increase institutional effectiveness and meet standards, the team recommends that the college more systematically use the results of program/unit reviews to continually refine and improve program practices resulting in appropriate improvements in student achievement, learning, support services, and institutional processes. Lead: Mary annes Des Vignes, Chair of Learning Skills and Edward Pai, Dean of Institutional Effectiveness	SP1B-3		
	TP1 G-2		
	TP2 - G-3		
2. Staff Development			
"In order to meet the standards, the team recommends that the college develop a robust and comprehensive professional development program to both enhance institutional effectiveness practices and promote institutional engagement by all employee groups. Lead: Christine Park, Coordinator of Staff Development	SP2B-4		
	TP1 G-2		
	TP2 - G-3		
3. Institution Engagement			
"In order to increase institutional effectiveness, the team recommends that the college engage in succession planning to increase leadership capacity, institutional consistency, and employee involvement and engagement. Lead: Kim Perry, VP of Academic Affairs and Ken Sherwood, Academic Senate President	SP1B-3		
	SP2B-4		
	TP1 G-2		
	TP3 - G4		
4. Research			
"To meet the standards, the team recommends that the college strengthen the research function in order to provide continuous and meaningful analysis of data and apply the finding to program improvement. Lead: Edward Pai, Dean of Institutional Effectiveness and Anna Badalyan, College Researcher	TP1 - G2		
	TP3 G-4		
5. Student Learning Outcomes			
"In order to meet the Commission standards by 2012, the team recommends that the college fully implement the development and assessment of student learning outcomes at the course and program level and to use the assessment results for program improvement. Lead: Patricia Schmolze, Coordinator of Student Learning Outcomes	SP1B-3		
	SP3B-6		