

WCC Annual Action Plan (2014-2015)

Goal is related to	Strategy/Action Name	Strategy/Action	Target Date	Long Term or Short Term	Method of Assessment	Responsible Party
Continuous Improvement (EMP #9)	Clarify College-District Processes	Clarify the process for seeking and applying for grants, including who will apply, how will sustainability be addressed and what the college/district roles are. (Also supports Strategic Plan Goal #5 - Communication)	fall 2014	Short Term (1-3 Years)	- Documented district and college process for applying for grants	President, Vice Chancellor
Curriculum (EMP #1)	Develop and incorporate a Distributive Education Philosophy into curriculum and establish a DE sub-committee to develop and monitor inherent processes and procedures	Work with the District DE committee to: <ul style="list-style-type: none"> - Complete assessment of DE functions and responsibilities - Provide support for the Vice Chancellor in determining the expectations of district-provided services - Revise functional map - Disseminate information 	Fall 2014	Short Term (1-3 Years)	Minutes/agendas from district DE committee, deliverables to campus, documentation of delineation of responsibilities for DE functions.	WCC DE representative, Vice Chancellor
Curriculum (EMP #1)	Establish Seamless curriculum pathways, including a science pathway	<ul style="list-style-type: none"> - Work with community partners on strengthening partners in adult education (re: AB 86) - Identify achievement gaps and strategies to address these gaps (student equity plan, institutional set standards.) - Encourage the establishment of pathways from MS/HS to WCC to 4-year/Careers (Seamless transition pathways and partnerships with school districts/articulations) and the Early Alert Program. 	On Going	Long Term (>3 Years)	<ul style="list-style-type: none"> - AB 86 District Plan - Student Equity Plan - Revised institutional set standards - Curriculum Pathway Plan - Early Alert Plan (EAP) - Increased enrollment of high school graduates 	Curriculum Committee Co-Chairs, Student Success Committee, VP, President, Vice Chancellor
Curriculum (EMP #1)	Integrate CTE programs with traditional academic programs	<ul style="list-style-type: none"> - CTE Partnerships: Establish small Business Management/Entrepreneurship program - Provide regional leadership in workforce and economic development through DSNs in agriculture and business - Enhance CTE curriculum and instruction through outreach to high schools, contextualized learning, short-term CTE programs that respond to adult education and AB 86 mandates - Continue to work with Advisory Boards to respond to industry needs in CTE - Leverage external funds and community 	On Going	Long Term (>3 Years)	Modification of current programs that lead to a degree to include CTE courses	<ul style="list-style-type: none"> - CC Division Representatives - Pertinent Departmental Faculty

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		partnerships to develop new directions for CTE such as SB 1070, SB 70 and Perkins - Systematically review of existing degrees to determine if they include new courses that may be appropriate				- CC Division Representatives - Pertinent Departmental Faculty
Curriculum (EMP #1)	One Time Equipment Requests for 2014-2015	- Submit request for funding for equipment needs for Biology/Ecology (via instructional equipment funds) - Submit request for funding for equipment needs for Physics (via instructional equipment funds) - Submit request for funding for equipment needs for Greenhouse (via Perkins)	Fall 2014	Short Term (1-3 Years)	Program Reviews will provide documentation of receiving/not receiving these request as well as the impacts on students.	VP, Vice Chancellor
Facilities (EMP #6)	Establish/Maintain/Repair WCC Facilities	1a. Facilities (Safety): Building 600 Renovation – Benches in room 625 (Deferred Maintenance) 1b. Facilities (Safety): Building 600 Renovation – Chemistry Lab Renovation (Deferred Maintenance) 1c. Facilities (Safety): Building 600 Renovation – Fume Hood Repair (Deferred Maintenance) 1d. Facilities: Building 600 Renovation – Cadaver Room Repair (Deferred Maintenance) 1e. Greenhouse/Propagation House (Measure J) 1f. Other Measure J/Deferred Maintenance Projects per plans	June 2015	Short Term (1-3 Years)	- Facilities inspection reports - Safety committee reports (addressing safety hazards) - Program Reivews	President, Vice Chancellor, M&O
Improvement Indicators (EMP #10)	Accreditation	Collaborate with the district to meet district recommendations 1-4, and college recommendation 3. (Also related to WCC's Strategic Plan Goal #3 - Campus Growth and Development.)	Fall 2014	Short Term (1-3 Years)	Follow-up visit report from ACCJC removing the college from sanctions	Vice Chancellor
Scheduling (EMP #2)	Efficient , Flexible and Innovative Scheduling such that students can finish a program or certificate	- WCC ownership of schedule and catalog - Develop criteria for reduction/expansion of course offerings.	Fall 2014	Long Term (>3 Years)	- Approved Scheduling Committee process - Approved catalog development process	Scheduling Criteria Committee, VP, Vice Chancellor
Scheduling (EMP #2)	FTEF allocation model developed and updated.	- Work with District Budget Advisory team information to carry out the revised resource allocation model - Use the resulting allocations to, locally, plan and develop our local Division	October 2014	Short Term (1-3 Years)	Program Reviews (meeting resource requests), Accreditation report	Schedule Criteria Committee, Budget Task Force, Vice Chancellor.

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		allocations at the college. (Relates to Accreditation recommendation)				Schedule Criteria Committee, Budget Task Force, Vice Chancellor.
Staffing (EMP #5)	Hire and retain diverse staff to assist faculty and administrators in their assignments.	Identify administrative positions needed that meet the staffing criteria such as permanent Dean of Instruction and Dean of Student Services, as well as their support staff.	Ongoing	Long Term (>3 Years)	Data report, hiring of needed admin support staff.	Staffing Committee; EEO Committee; Diversity Committee.
Staffing (EMP #5)	Update Staffing Plan	Develop a new list of positions to be filled based upon established tiered criteria.	Fall 2014	Long Term (>3 Years)	Completed and approved District staffing plan.	Staffing Committee, HR Department
Student Support Services (EMP #4)	Develop matriculation and student success plan (SSSP)	-Work with planning groups and support personnel. -Monitor and share data and indicators of student success. -Implement recommendations from Basic Skills Initiative. - Hire counselor (1 FTE), outreach specialist (PT), and A&R transcript evaluator	Fall 2014	Short Term (1-3 Years)	-Agendas and minutes -Program Reviews -Reports (i.e. SSSP plan, Student Equity, etc.) -Basic Skills Action Plan and follow up.	Student Success Committee, VP, Dir. A&R, Basic Skills Committee, Counselors.
Student Support Services (EMP #4)	Flexible Counseling	-Mandatory orientations. -On-line tutorials. -Increase general counseling staff. -Administer/ Interpret Myers/SDS/Strong/Eureka.	Fall 2014	Long Term (>3 Years)	-All students completing orientation. -Hiring Staff. -Using counseling tests.	Counselors, Director of Admissions, Student Success Committee.
Student Support Services (EMP #4)	Integrate Technology for Efficient and Effective Student Services	-Work with IT to incorporate technology in student support services, i.e. degree audits, e-advising, counseling appointment system, online student ed plans, online counseling. -Incorporate tracking/accounting mechanism for Career Center Use. -Use WCC Portal as platform to store student Ed plans. -Refine Student Services content on WCC website and add links to student Portal. -Load counseling appointment through SARs; paperless schedules; online transcript ordering; degree audits through Datatel. -Establish system for e-advising.	Fall 2014	Long Term (>3 Years)	-Implementation of degree auditing, e-advising and online counseling appointment system -Ability to track Career Center Use -Track traffic on portal and end user satisfaction -Use and functionality of Student Services website -Online Student Ed Plans	IT, Technology Committee, A&R Director, Student Success Committee, Vice Chancellor.
Student Support Services	One Stop Matriculation	- Develop/Implement Student Achievement Center via HSI grant - Leverage financial and resources	Spring 2015	Long Term (>3 Years)	- Successful HSI grant application for Student Achievement Center - Opening of 700 with access to One Stop	V.P, Dean of Student Services, User Group.

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(EMP #4)		available to HSIs, including research, best practices, internships, staff development to meet the mandates of the completion agenda, achievement gaps and student equity - Renovate Bldg. 700 in concert with One Stop Functions (complete)			Functions.	V.P, Dean of Student Services, User Group.
Student Support Services (EMP #4)	Support Student-Led Initiatives	- Work to identify transportation solutions (i.e. Yolo Bus pass feasibility) - Develop intramural sports options - Identify Fitness Facilities - Work towards providing expanded food services on campus (Also supports Strategic Plan Goal #3 - Campus Growth and Development)	Ongoing	Long Term (>3 Years)	- Yolo Bus Pass: ridership numbers - Intramural sports/fitness facilities: user count, return count, number and types of sports/activities offered - Food service: Student surveys re: food satisfaction	President, VP, ASWCC President
Technology (EMP #7)	Communicate to staff and faculty new initiatives and value of technology on campus.	Work to identify and increase the usage of technological solutions for organizing and communicating among groups and college-wide.	Spring 2015	Short Term (1-3 Years)	Survey to faculty and staff re: ease/usefulness of various technological solutions for communicating.	Communication Resource Committee and IT.