

2007-08 Institutional Planning & Assessment Board Report Fall 2007, draft 01.09.08

IA #100 CREATE A VISION AND MASTER PLAN FOR THE NORTH CLACKAMAS/HARMONY CAMPUS			
CCC 3 Year Priority - Complete a comprehensive master plan for the college to meet expansion needs.			
Status	Tasks Completed To Date	Targeted Tasks/Timelines: •Hold 2 community forums and 1 open house; •Create a united vision statement and guiding principles for developing Harmony; •Attend community meetings on Harmony campus & roads	
In Progress	<ul style="list-style-type: none"> •Held 2 forums (300 attendees) •Attended Clackamas County Transportation open house •Attended Milwaukie work session on Harmony road improvements •Web survey completed •Participated in Harmony Rd Project review committee 	Data Source	
		2007-08 Outcomes	
		<ul style="list-style-type: none"> •Harmony Vision web-survey •Community forum #1 survey •Open house polls •Workshop feedback •Board of County Commissioner Interviews •College community feedback 	
Board Contact: Shelly Parini			
IA #101 BUILD HARMONY PHASE 1			
CCC 3 Year Priority - Increase access to services, technology, instruction and faculty.			
Status	Tasks Completed To Date	Targeted Tasks/Timelines: •Complete construction by July 1, 2008	
In Progress	Construction on time and on budget: <ul style="list-style-type: none"> •Broke ground July '07 •Completed foundation/slabs Oct '07 •Structural steel framing Oct '07 •Exterior building framing Dec '07 •Exterior building sheathing 80% completed •Masonry cladding started Dec '07 	Data Source	
		2007-08 Outcomes	
		<ul style="list-style-type: none"> •Construction schedule •Construction budget •Harmony program and staffing plan 	
Board Contact: Courtney Wilton			
IA #102 DEVELOP A SYSTEM FOR MEASURING EFFECTIVENESS AND REPORTING			
CCC 3 Year Priority - Provide state wide decision makers with accurate and timely in formation on which to base decision making for resources.			
Status	Tasks Completed To Date	Targeted Tasks/Timelines: •KPM and IA reporting template in place by Fall 2007 •Develop suite of institutional data reports that are in line with accreditation requirements by Fall 2007	
In Progress	<ul style="list-style-type: none"> •KPM/IA template implemented •Weekly enrollment reports distributed to Exec. Team, Deans and Dept Chairs •Hired strategic enrollment management consultant (SEM) •SEM process launched •New data reports in place as of fall '07 	Data Source	
		2007-08 Outcomes	
		<ul style="list-style-type: none"> •Institutional Planning & Assessment Documents •Quarterly updates and reports from Financial and Enrollment progress. 	
Board Contact: Baldwin van der Bijl			

Numbering is not in priority order

IA = Institutional Activities, KPM = State Key Performance Measures

For more information on this report contact: Shelly Parini 503-657-6958 Ext. 2545

IA #103 REPORT OUTCOMES TO OUR COMMUNITY AS PER ACCREDITATION

CCC 3 Year Priority - Strengthen CCC culture and environment.

Status	Tasks Completed To Date	Targeted Tasks/Timelines: •Develop new Institutional Planning & Assessment reporting templates •New Community Annual Report (Mail) •Improve CCC Schedule of Classes to be a better communication tool •Redesign Quarterly Board Report	
In Progress	<ul style="list-style-type: none"> •New Quarterly Board Report •New Institutional Planning & Assessment Reports (Department, Division, Institution) •Presentations to local Chambers & Rotaries •First phase of class schedule improvements implemented •Printed and distributed 137,000 class schedules 	Data Source	2007-08 Outcomes
		<ul style="list-style-type: none"> •Comment Forms •Feedback from Community meetings •Web survey 	
		Board Contact: Shelly Parini	

IA #104 COMPLETE THE EMERGENCY RESPONSE PLAN AND IMPLEMENTATION PROCESS

CCC 3 Year Priority - Complete a comprehensive master plan for the college to meet expansion (and security) needs

Status	Tasks Completed To Date	Targeted Tasks/Timelines: •Complete and install new building evacuation charts by March 1, 2008 •Complete comprehensive drill with emergency response team by May 30, 2008	
In Progress	<ul style="list-style-type: none"> •Conducted emergency drill in cooperation with Clackamas County •Participated in federal "Top-Off" exercise 	Data Source	2007-08 Outcomes
		<ul style="list-style-type: none"> •Status report on progress to date from emergency drill 	
		Board Contact: Courtney Wilton	

IA #105 DEVELOP PLANS, IDENTIFY FUNDING SOURCES AND SCHEDULE UPGRADES TO THE OREGON CITY CAMPUS ELECTRICAL SUPPLY SYSTEM

CCC 3 Year Priority - Increase campus systems and capacity that support good environmental stewardship and sustainability.

Status	Tasks Completed To Date	Targeted Tasks/Timelines: •Complete testing and maintenance on main power supply system •Completion of report by March 15, 2008 •Final report on condition due back from consultants	
In Progress	<ul style="list-style-type: none"> •Completed testing Dec 14, 2007 	Data Source	2007-08 Outcomes
		<ul style="list-style-type: none"> •Final report of main power supply system testing 	
		Board Contact: Courtney Wilton	

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IA #106 ADD TO OUR WEB PRESENCE, AND IMPLEMENT NEW ONLINE FEATURES

CCC 3 Year Priority - Increase the quality of existing web based services.

Status	Tasks Completed To Date	Targeted Tasks/Timelines: •Provide new students with the ability to apply online by Spring term 2008 •Make web splash page a better marketing tool •Improve institutional web pages for student access •Implement student email accounts and "My Clackamas" student portal April 2008	
In Progress	<ul style="list-style-type: none"> •New Splash Page •Designed web survey •Tested student online application •Conducted student and staff focus/information groups on student portal 	Data Source	2007-08 Outcomes
		<ul style="list-style-type: none"> •Winter web-survey •Spring customized client/program surveys •Research best practices 	
		Board Contact: Shelly Parini	

IA #107 UPDATE OUR INSTITUTIONAL SATISFACTORY ACADEMIC PROGRESS POLICY FOR RETENTION EFFORTS

CCC 3 Year Priority - Develop a strategy for increased retention of degree/certificate seeking students.

Status	Tasks Completed To Date	Targeted Tasks/Timelines: •Provide degree seeking students with academic standing information in support of increased retention by Winter term 2008	
In Progress	<ul style="list-style-type: none"> •Academic standing functionality •ISP Policy in review •Student surveys for Fall 07 term in progress •Student enrollment management task force convened 	Data Source	2007-08 Outcomes
		<ul style="list-style-type: none"> •Datatel Academic Standing report •SAP reports •Student Retention reports •Prime Time Team activities template 	
		Board Contact: Baldwin van der Bijl	

IA #108 DEVELOP SYSTEMS AND SUPPORT FOR HIGH SCHOOL CONNECTIONS ACTIVITY

CCC 3 Year Priority - Create and implement an institutional recruitment and enrollment strategy.

Status	Tasks Completed To Date	Targeted Tasks/Timelines: •Create goals and parameters for High School Connections by Feb 2008 •Develop and implement process and procedures for High School Connections by May 2008	
In Progress	<ul style="list-style-type: none"> •Held two meetings •Identified goals and challenges 	Data Source	2007-08 Outcomes
		<ul style="list-style-type: none"> •College staff analysis •Progress reports •Meeting Action list 	
		Board Contact: Baldwin van der Bijl	

IA #109 DEVELOP SYSTEMS AND SUPPORT FOR CAREER PATHWAYS

CCC 3 Year Priority - Institutionalize career pathways.

Status	Tasks Completed To Date	Targeted Tasks/Timelines: •Create awareness with all instructional departments about career pathways and their possible involvement •Incorporate pathways language in new course development and new program development forms •Hire pathways coordinator •Assess need and develop business related career pathway and roadmap •Update existing manufacturing and retail career pathways/roadmaps •ABS Pre-Bridge Writing curriculum written by 03/31/08 •Abs Pre-Bridge Writing curriculum testing completed by 06/30/08 •Hiring of pathways coordinator completed by January 1, 2008	
In Progress	<ul style="list-style-type: none"> •Pathways language incorporated in new course development completed in fall 2007 •Business department collaborated with industry 	Data Source	2007-08 Outcomes
		<ul style="list-style-type: none"> •Minutes from campus committees •Pathways grant deliverables for CCWD •Published curriculum •Career pathways roadmaps 	
		Board Contact: Baldwin van der Bijl	

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IA #110 ESTABLISH LEARNING OUTCOMES FOR TRANSFER DEGREES THAT ARE CONSISTENT WITH STATE GUIDELINES AND RECOMMENDATIONS

CCC 3 Year Priority - Create more interdisciplinary classes to prepare students for real world application.

Status	Tasks Completed To Date	Targeted Tasks/Timelines: •Complete Gen. Ed. Outcomes for entry into 08-09 Catalog •Establish a Gen. Ed. Task force for the development of transfer degree outcomes Fall term 2007 •Present draft of Gen. Ed. Outcomes to College Council, Deans, Department Chairs and Faculty Fall term 2007	
In Progress	•Presented draft of Gen. Ed. Outcomes to College Council, Deans, Department Chairs and Faculty during Fall 2007	Data Source	2007-08 Outcomes
		Board Contact: Baldwin van der Bijl	

IA #111 IMPROVE RESPONSIVENESS TO STUDENTS IN FINANCIAL NEED

CCC 3 Year Priority - Reduce barriers to student success.

Status	Tasks Completed To Date	Targeted Tasks/Timelines: •Improve FA awarding turnaround during peak period to 4-6 weeks by Spring 2008 •Improve FA awarding turnaround during non-peak period to 2-6 weeks by Spring 2008	
In Progress	•FA awarding improved to 2-4 week turn around •Projections for full utilization of Federal Work Study on target •Customer satisfaction assessment in progress	Data Source	2007-08 Outcomes
		•Retention reports of FA students •FA awarding audit reports	
		Board Contact: Baldwin van der Bijl	

IA #112 INCREASE SCHOLARSHIPS

CCC 3 Year Priority - Reduce barriers to student success.

Status	Tasks Completed To Date	Targeted Tasks/Timelines: •Secure new scholarships funded annually or through endowments •Launch Student Access Campaign •Incorporate alumni into scholarship development plan	
In Progress	•35 new scholarships to date •Launched Student Access Campaign •Formed task forces for each campaign goal (ELC, Nursing & Allied Health, Military Families Scholarship Endowment) •Mailed Alumni fundraising letter	Data Source	2007-08 Outcomes
		•Raisers Edge data base •Donor surveys •Alumni data base	
		Board Contact: Shelly Parini	

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IA #113 DEVELOP AND IMPLEMENT INSTRUCTIONAL TRAINING & DEVELOPMENT OPPORTUNITIES

CCC 3 Year Priority - Provide faculty and staff with adequate training and support to be successful in their jobs.

Status	Tasks Completed To Date	Targeted Tasks/Timelines: •Determine the training needs of staff by Feb 2008 •Prepare budget and identify funding sources by April 2008 •Create ongoing process for providing training by June 2008	
In Progress	<ul style="list-style-type: none"> •Preliminary survey of needs completed •Increased funding for professional development in collective bargaining agreements 	Data Source	2007-08 Outcomes
		<ul style="list-style-type: none"> •Staff Development Committee •Staff survey •Enrollment & Completion figures •Workshop Evaluations 	
		Board Contact: Baldwin van der Bijl	

IA #114 IMPLEMENT THE HUMAN RESOURCES, COLLEGE FINANCIALS MODULE DATATEL AUDIT RECOMMENDATIONS PHASE 1

CCC 3 Year Priority - Provide faculty and staff with adequate training and support to be successful in their jobs.

Status	Tasks Completed To Date	Targeted Tasks/Timelines: •Complete phase 1 of project by June 30, 2008	
In Progress	<ul style="list-style-type: none"> •Completion of phase 1 / reimplementation plan 	Data Source	2007-08 Outcomes
		<ul style="list-style-type: none"> •Phase 1 report outlining reimplementation plan •Strategic technology plan activity schedule 	
		Board Contact: Courtney Wilton	

IA #115 IMPLEMENT THE STUDENT MODULE DATATEL AUDIT RECOMMENDATIONS PHASE 1

CCC 3 Year Priority - Provide faculty and staff with adequate training and support to be successful in their jobs.

Status	Tasks Completed To Date	Targeted Tasks/Timelines: •Increased Datatel proficiency and skill of end users by Spring 2008 •Increased utilization of Datatel applications by Spring 2008	
In Progress	<ul style="list-style-type: none"> •Pre/Post skill level assessments completed •Hosted Admission/Recruitment, Accounts Receivable, Financial Aid and Communications Management Datatel trainings •Participated in Degree Audit and IPEDS training 	Data Source	2007-08 Outcomes
		<ul style="list-style-type: none"> •07-08 Datatel Regional Training pre/post surveys •Datatel Audit findings 	
		Board Contact: Baldwin van der Bijl	

IA #116 DEVELOP AND DELIVER HIGH PRIORITY STAFF DEVELOPMENT AND TRAINING OPPORTUNITIES

CCC 3 Year Priority - Provide faculty and staff with adequate training and support to be successful in their jobs.

Status	Tasks Completed To Date	Targeted Tasks/Timelines: •Determine the training needs of staff by Feb 2008 •Prepare budget and identify funding sources by April 2008 •Create ongoing process for providing training by June 2008	
In Progress	<ul style="list-style-type: none"> •Preliminary survey of needs completed •Various trainings including veterans' and "millennial" •Staff computer skills assessment provided 	Data Source	2007-08 Outcomes
		<ul style="list-style-type: none"> •Staff Development Committee Prepare budget and identify funding sources by April 2008 Create ongoing process for providing training by June 2008	
		Board Contact: Courtney Wilton	

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IA #117 DEVELOP AND BEGIN IMPLEMENTATION OF STRATEGIES FOR SUCCESSION PLANNING

CCC 3 Year Priority - Strengthen CCC culture and environment.

Status	Tasks Completed To Date	Targeted Tasks/Timelines:	
Under Review		Data Source	2007-08 Outcomes
		Board Contact: Courtney Wilton	

IA #118 ADDRESS ACCREDITATION RECOMMENDATIONS

CCC 3 Year Priority - Strengthen CCC culture and environment.

Status	Tasks Completed To Date	Targeted Tasks/Timelines: •Develop transfer degree student learning outcomes •Demonstrate effective planning and assessment •Establish clear college financial business practices and policies	
In Progress	<ul style="list-style-type: none"> •Identified Consultant and task force to prepare for spring 08 visit •Presented work in progress to Board of Education Sept 12, and Dec 12, 2007 •Revised and approved ten policies out of 12 relating to financial and business practices 	Data Source	2007-08 Outcomes
		<ul style="list-style-type: none"> •Comprehensive Evaluation Report •Board Policy updates •Institutional Planning & Assessment Document •Student learning outcomes 	
		Board Contact: Baldwin van der Bijl	

IA #119 ASSESS, EVALUATE AND MAKE RECOMMENDATION FOR IMPROVED COMMUNICATION

CCC 3 Year Priority - Strengthen CCC culture and environment.

Status	Tasks Completed To Date	Targeted Tasks/Timelines: •Improve FYI Today •Develop "Fireside Chats" with President & Executive Team •Create Monthly President Messages •Organized annual communication plan to enhance campus connectivity	
In Progress	<ul style="list-style-type: none"> •Improved access, FYI Today •Held first Fireside Chat with campus community Dec 2007 •Started monthly President messages in Dec 2007 •Developed annual communication matrix approved by presidents council 	Data Source	2007-08 Outcomes
		<ul style="list-style-type: none"> •Climate Survey Results •On-line communication survey •Feedback from Fireside Chats •Number of participation in each activity 	
		Board Contact: Shelly Parini, Baldwin van der Bijl	

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For more information on this report contact: Shelly Parini 503-657-6958 Ext. 2545

IA #120 DEVELOP A PLAN FOR AND TRACK ACCREDITATION RECOMMENDATIONS AS WELL AS SELF STUDY DISCOVERIES

CCC 3 Year Priority - Provide state wide decision makers with accurate and timely information on which to base decision making for resources (and accreditation purposes).

Status	Tasks Completed To Date	Targeted Tasks/Timelines: • Create timelines •Identify Key Personnel •Organize team to write and edit accreditation report by Jan 2008	
In Progress	<ul style="list-style-type: none"> •Timelines Created •Identified key personnel to assist in the tracking and report writing of the accreditation report 	Data Source	2007-08 Outcomes
		<ul style="list-style-type: none"> •Presidents Council, College Council, Dept Mtg minutes, work group mtgs, VP mtg minutes, Board of Education minutes report 	
		Board Contact: Baldwin van der Bijl	

IA #121 DEVELOP AN ACTION PLAN TO ADDRESS KEY AREAS OF CONCERN RELATED TO DECISION MAKING AS DESCRIBED IN THE CAMPUS CLIMATE SURVEY

CCC 3 Year Priority - Strengthen CCC culture and environment.

Status	Tasks Completed To Date	Targeted Tasks/Timelines: •Review decision making processes for President's Council, Executive Council and College Council •Establish communication pathways for council decisions	
In Progress	Changes include: <ul style="list-style-type: none"> •Presidents' Council reflecting a shared leadership model •College Council being more interactive/inclusive •Executive Council is now Exec Team, a weekly managers meeting 	Data Source	2007-08 Outcomes
		<ul style="list-style-type: none"> •Presidents' Council Minutes •College Council Minutes •Exec Team Notes 	
		Board Contact: Joanne Truesdell	

IA #122 INITIATE THE DIVERSITY CONVERSATION AT THE MANAGERIAL LEVEL

CCC 3 Year Priority - Assess the need for, evaluate and make recommendation for a college wide diversity and cultural awareness training plan.

Status	Tasks Completed To Date	Targeted Tasks/Timelines: •Bring preliminary Diversity Committee dialog to Presidents Council Fall 2007 •Sponsor and send staff to Oregon Diversity Conference (ODC) •Conduct 2 discussion sessions using OSU Faculty •Increase student diversity	
In Progress	<ul style="list-style-type: none"> •CCC Sponsored ODC conference •CCC attended ODC conference •Presidents' Council hosted it's first discussion on campus wide diversity issues 	Data Source	2007-08 Outcomes
		<ul style="list-style-type: none"> •State KPM #18 	
		Board Contact: Joanne Truesdell	

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IA #123 COMPLETE CAMPUS STORM WATER CONTAINMENT PLANS AT ELC

CCC 3 Year Priority - Re-build OC campus storm water system.

Status	Tasks Completed To Date	Targeted Tasks/Timelines: •Complete wetland permit process with Division of State Lands, Army Corps of Engineers and Oregon Dept of Fish and Wildlife April 1, 2008 •Incorporate revisions suggested by regulators into the storm water plan and complete the design set June 30, 2008	
In Progress		Data Source	2007-08 Outcomes
		<ul style="list-style-type: none"> •Department reports •Application for Permits •Revision of permit per authorizing agency 	
		Board Contact: Courtney Wilton	

IA #124 ESTABLISH A SUSTAINABILITY COMMITTEE FOR REVIEW OF CCC PRACTICES AND POLICIES AT ALL CAMPUSES AND MAKE RECOMMENDATIONS

CCC 3 Year Priority - Increase campus systems and capacity that support good environmental stewardship and sustainability.

Status	Tasks Completed To Date	Targeted Tasks/Timelines: •Join AASHE Fall 2007 •Assess campus sustainability using Campus Sustainability Assessment Project guidelines Winter term 2008 •Develop Sustainability Committee with bi-weekly meetings Fall term 2007	
In Progress	<ul style="list-style-type: none"> •Joined AASHE •Established cross-campus sustainability committee 	Data Source	2007-08 Outcomes
		<ul style="list-style-type: none"> •Association for the Advancement of Sustainability in Higher Education (AASHE) •www.AASHE.org 	
		Board Contact: Courtney Wilton, Baldwin van der Bijl	

IA #125 COMPLETE CAMPUS ACCESS IMPROVEMENTS

CCC 3 Year Priority - Increase campus systems and capacity that support good environmental stewardship and sustainability.

Status	Tasks Completed To Date	Targeted Tasks/Timelines: •Complete Barlow / Randall ADA remodel	
Complete	<ul style="list-style-type: none"> •Completed ADA compliant handicapped parking 	Data Source	2007-08 Outcomes
		<ul style="list-style-type: none"> •Campus master plan •Construction schedule updates 	<ul style="list-style-type: none"> •Project opened for use Sept 1, 2007
		Board Contact: Courtney Wilton	

IA #126 COMPLETE MASTER PLAN FOR OREGON CITY CAMPUS

CCC 3 Year Priority - Complete a comprehensive master plan for the college to meet expansion needs.

Status	Tasks Completed To Date	Targeted Tasks/Timelines: •Resolve traffic mitigation issues •Forward to Oregon City Planning Commission for adoption by the City of Oregon City in Feb 2008	
In Progress		Data Source	2007-08 Outcomes
		<ul style="list-style-type: none"> •Oregon City commission minutes •Draft Master Plan 	
		Board Contact: Courtney Wilton	

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