	2012-2012 LCC Action Plan 13 Strategies – 4 require multi-area reporting	Status October 31, 2012	Status January 31, 2013	Status May, 2013
CIMP	**Improving Institutional Effectiveness – Accreditation Self- Evaluation** • Complete the initial draft of the 2013 Accreditation Self Evaluation	**CIMP:** • **Initiated:** Self-evaluation teams established, On-campus Accreditation Orientation delivered August 16, 2012, Initial Standard subcommittee meetings establishing timelines September 4, 2012.	**CIMP:** • **Initiated:** Standards Drafts submitted to the Accreditation Chair December 2012 compiled into a preliminary draft. Draft Standards returned to self-evaluation teams January 2, 2013. Preliminary draft self-evaluation presented to President's Cabinet January 7, 2013 and Consultation Council January 9, 2013. Review of individual Standards by President's Cabinet and Consultation Council initiated late January.	**CIMP:** • **Initiated:** Standard I draft completed February • Standard IIA and Standard IIIB draft completed April • Standard IIB completed May • Standard IIIA, IIIC, IV, Eligibility Requirements and Responses to Previous Recommendations reviewed by Cabinet and Consultation Council May 2013
EMP	**Assessment of Student Learning:** • Improve campus-wide dialog concerning student learning assessment and use of the results of those assessments by the establishment of on-going systematic discussion during division meetings and Round Tables. • Effectively integrate assessment results of student learning into the planning and budget development processes to improve student learning	**EMP:** • **Initiated:** WEAVE online trainings began August 16, faculty accounts and permissions being created • **Initiated:** IPR 10th ed. Handbook approved by Senate August 30, 2012 now has assessment of SLOs included as a regular part of IPR (no longer optional) and direct input of IPR recommendations into planning and budget development processes is set up.	**EMP:** • **Initiated:** Seventy-eight faculty submitted assessment results from fall 2012 via Weave Online • **Not yet completed:** on-going refinement to the implementation process	**EMP:** • **Initiated:** Training for non-instructional staff on administrative unit outcomes and entry into Weave Online occurred spring 2013, Strategic Goals adopted as Institutional Administrative Unit Outcomes by Consultation Council May 6, 2013 • **Not yet completed:** on-going refinement to the implementation process
EMP/ SSMP	**Transfer by Design:** • Develop a minimum of ten transfer degrees based on the Transfer Model Curriculum (TMC) – SB 1440.	**EMP:** • **Initiated:** Eighth AA-T approved by Chancellor's Office effective August 2012. AA-T in English and Communication Arts being developed for approval and submission by Dec 2012. AA-T	**EMP:** • **Not yet completed:** AA-T in English approved by the Governing Board December 11, 2012. Change of direction AA-T in Communication Arts no longer planned. AA-T Kinesiology in development. AA-T Psychology in	**EMP:** • **Not yet completed:** AA-T in English approved by the Governing Board December 11, 2012. AA-T Kinesiology delayed until next year. AA-T Psychology approved by the

		Kinesiology in development.	development. AA-T in Anthropology being considered.	Governing Board April 9, 2013. Approval pending at Chancellor's Office AA-T in Anthropology adopted by Curriculum/Academic Standard Committee May 21, 2013.
	• Develop a two-year academic calendar and implement a two-year course schedule, which promotes seamless and timely completion of educational goals.	• **Initiated:** Division Chairs reviewed and updated all two-year advising plans and master course scheduling plan summer 2012. 2012-2013 Two-Year Advising Plans on Website.	• **Not yet completed:** Two-year academic calendar approved by the Governing Board November 12, 2012. 2013-2014 class schedule in development.	• **Not yet completed:** Summer and Fall 2013 schedules on WebAdvisor March 21, 2013 Spring 2014 draft schedule being reviewed by Division Chairs. 2013-2014 Two-Year Advising Plans being updated. Three-year institutional scheduling plan being updated.
	• Market "Transfer by Design" internally and in outreach efforts to the community	• **Initiated:** Lassen College counselor visited our feeder high school classrooms and evening presentations to discuss the transfer model, including our Reg-To-Go process. Lassen College counselors have visited the college English classrooms to provide a presentation on important dates, process in transferring, and resources available to assist the students through the process.	• **Initiated:** Lassen College Counselor continues to meet with the various local high schools. Of the feeders schools located within the LCC District, there remain two high schools that have not been visited. Reg-To-Go continues to happen each and every spring semester	• **Completed:** All local feeder high schools were visited by and LCC Counselor. Reg-To-Go occurred in April and was a success.
EMP	**Program Development - Strengthening/Enhancing Existing Programs:** • Determine the future of Allied Health programs at the college, including the development of RN Bridge curriculum • Redesign the curriculum, modify the facility and purchase equipment to provide an ASE pathway in the Automotive Technology program. • Develop and submit an application for AWS certification for the Welding program	**EMP:** • Not yet begun: Efforts focused on the maintenance of the LVN program • **Initiated:** Curriculum rewrite in progress • **Not yet begun:**	**EMP:** • Initiated: Full-time Nursing instructor hired January 8, 2013. • **Initiated:** Curriculum rewrite in progress; Equipment purchases being made with VTEA funding • **Initiated:** Welding Technology instructor attended training and testing manual in development	**EMP:** • Completed: Open Forum to discuss status of Nursing program held April 23, 2013 • **Completed:** Curriculum rewrite completed ; Initial Equipment purchases made with VTEA funding • **Initiated:** Funding to completed certification prioritized in next year's budget

	• Monitor feasibility and implement as appropriate recommendations from instructional program reviews	• **Initiated:** Appropriate recommendations from IPRs incorporated into EMP	• **Initiated:** Appropriate recommendations from IPRs incorporated into EMP and SSMP	• **Completed:** Appropriate recommendations from IPRs incorporated into EMP and SSMP
EMP	**Outreach Implementation – Contract Education, Continuing Education, and Community Service** • Complete evaluation of the community needs and feasibility for offering contract education, continuing education and community services classes • Create infrastructure within the college that will oversee contract education, continuing education and community services classes • Initiate a Community Lecture Series • Implement a system for submitting proposal from the community for college led expansion (i.e. Performing Arts Center)	• **Initiated:** Revision of Community Service packets initiated included fee calculation worksheet –sent to Academic Senate August 2012. AP 4400 updated September 5, 2012.	**EMP:** • **Initiated:** Contract education contracts in development for Herlong, Sierra Army Depot • **Initiated:** Administrative Assistant to support community service and contract education included in 2013-2018 EMP • Revised community service packets completed • **Not yet begun:** Deferred to a later date • **Not yet begun:** Deferred to a later date	**EMP:** • **Initiated:** Evaluation of community needs delayed until next year. Project to be assigned to Director of Institutional Effectiveness. • **Initiated:** Delayed until next year assigned to newly hired Dean of Instructional Services • **Not yet begun:** Deferred to a later date • **Not yet begun:** Deferred to a later date
SSMP	**Student Success Strategies:** • Initiate "WALC" • Complete development of an Early Alert System	**SSMP** • **Change of Direction:** The "WALC" was tabled for fall 2012 • **Initiated:** In the early planning phases. Currently in discussion with members of the faculty and their involvement.	**SSMP** • **Change of Direction:** The "WALC" was tabled for fall 2012 • **Initiated:** Still in the early planning phases. Being discussed with the counseling department and what they feel would be beneficial.	• **Change of Direction:** The "WALC" has been tabled indefinitely. Instead LCC will move to bring back face to face orientation as part of the Student Success Act. • **Initiated:** An early alert system has been talked about as meeting the requirements of the Student Success Act. Different possibilities are being considered such as Degree Audit and Online Ed Plans.
SSMP/ITMP	**Maximize the Student Experience:** • Improve student affair supervision to coordinate clubs,	**SSMP** • **Initiated:** ASB is developing a list of all clubs in need of advisors.	**SSMP** • **Initiated:** ASB has not been able to complete the list of all the clubs that	• **Initiated:** ASB has still not completed their list of all clubs. A point person for completing the

	assist in student leadership development, develop an advisor's manual • Offer LCC assigned student email addresses for all current students.	Advisor's manual not yet begun. • **Initiated:** Student emails are linked to CCC Apply implementation scheduled for Spring 2013	needs advisors. Advisor's manual not yet begun. • **Not yet completed:** Student emails are still targeted to occur at the same time as Open CCC implementation that is scheduled for March 2013	Advisor's Manual has not been designated. • **Not yet completed:** Progress has been slow and is currently slated for a late summer completion. This is due to IT related problems and the unavailability of our contracted person to work on the project.
SSMP	**Student Access Strategies:** • Assess and implement steps to increase student access and the actual awarding of financial aid • Update the Student Equity Plan • Develop an International Student program and recruit 15-20 students from the Pacific Rim	**SSMP** • **Initiated:** This is a continual process that is constantly being improved. Financial Aid awarded more Pell Grants for Fall 2012 and at earlier date than ever before. • **Initiated:** Initial Research begun. • **Not yet begun:** Being reevaluated by the administration.	**SSMP** • **Initiated:** This is a continual process that is constantly being improved. • **Initiated:** Initial Research begun but not the writing of the document has not begun. • **Initiated:** There are plans to hire both a counselor dedicated to international students and a non-academic coordinator who will be assisting in the recruitment and retention of non-resident students.	• **Initiated:** This is continual process that is constantly being improved. • **Initiated:** Initial research is complete but the document has not been started. • **Directional Change and Completed:** The international counselor was not hired but an outreach coordinator was hired for fall 2013 who is also minimally qualified to be an adjunct counselor.

			TR101, 103, 104, VT101, 104. Once additional resources are available the remaining classrooms, requiring replacement floor covering, will be completed.	128, TR101, 103, and 104.
	• Complete the expansion of the Graphic Design facility	• Initiated: Power, technology, and painting upgrades have begun. Additional work to be scheduled as funding becomes available.	• Not completed: Additional work to be scheduled as funding becomes available.	• Not completed: Additional work to be scheduled as funding becomes available.
	• Complete the modification of the Automotive Technology facility	• Initiated: Technology upgrades and interior painting have been completed. Additional work to be scheduled as funding becomes available.	• Not completed Additional work to be scheduled as funding becomes available.	• Not completed Installed new pneumatic air distribution system. Additional work to be scheduled as funding becomes available.
	• Categorize and maintain a list of program review facility requests	• Completed	• Completed	• Completed Included in the current FMP
	• Implement the District's Scheduled Maintenance Five-Year Plan	• Initiated: Tasks are being completed as funds become available. Zero 2012-13 funds available from the State	• Initiated: Tasks are being completed as funds become available. Zero 2013-14 funds available from the State	• Initiated: Tasks are being completed as funds become available. Zero 2013-14 funds available from the State
HRMP	**Professional Development - Training:** • Provide for training on delivery methods in the Center for Excellence in Learning and Teaching including online delivery for instruction and student services, alternative instructional technologies and on-course. • Secure and implement the Keenan and Associates disaster preparedness online training program & create a District-wide staff training schedule	**HRMP** • **Initiated:** Initial training provided August 16 & 17, 2012; Ongoing trainings are scheduled trough June 30, 2013. New trainings are being added throughout the year for mandatory trainings and as specific requests are made. • **Initiated:** Disaster Preparedness was given to Dave Trussell to prepare the training and to train staff.	**HRMP** • **Not yet completed:** Monthly calendar of professional development training occurring in the TECC published on the website and emailed to the campus.	**HRMP** **Completed:** Monthly calendar of professional development training occurring in the TECC published on the website and emailed to the campus. Disaster Preparedness Training took place during February 2013 Convocation. District-wide staff trainings and drills are ongoing.

HRMP	**Human Resources – Staffing:** • Replace Vocational Nursing, Automotive Technology, Psychology instructors	**HRMP** • **Initiated:** Automotive Technology instructor hired fall 2012; Director of Allied Health and Vocational Nursing instructor ongoing advertisement; Psychology instructor being reviewed for spring 2013 hire. Replacement of Math/Physics Instructor spring 2013 being reviewed. Business Instructor being reviewed.	**HRMP** • **Completed:** Automotive Technology instructor hired fall 2012; Vocational Nursing instructor hired January 2013; Psychology instructor staffed through reassignment; Business Instructor hired December 2012 Replacement of Math/Physics Instructor delayed	
EMP/ HRMP/FMP/ SSMP	**Administrative Procedures:** • Develop a distance education plan to include the development and implementation of consistent standards and practices for faculty engaging in alternate modes of instruction • Create the Disaster Preparedness Plan • Publish Classified Handbook • Complete annual comprehensive review of student services processes, administrative procedures and Board policies. • Complete annual comprehensive automation projects list for Student Services • Define an annual data-gathering regimen for student services.	**EMP** • **Initiated:** Handbook for Online Instructors approved by Academic Senate September 25, 2012. **FMP** • **Completed:** **HRMP:** • Initiated: Classified Handbook in development **SSMP** • **Initiated:** SSMP Committee scheduled for Fall 2012. • **Initiated:** All projects being compiled and list is being prepared. • **Initiated:** Determining best method for annual data-gathering regimen.	**EMP** • **Initiated:** Handbook for Online Instructors and Handbook for Correspondence Instructors on website. Faculty evaluated fall 2012 on all modes of delivery. **FMP** • **Completed:** **HRMP:** • Initiated: Classified Handbook in development **SSMP** • **Completed:** The annual review was completed by means of the SSMP. The committee met and completed the SSMP in December 2012. • **Initiated:** List is currently being developed in conjunction with the Title 3 coordinator. Several areas have already been suggested such as Degree Audit. • **Initiated:** Still determining how to define an annual data-gathering regimen for student services.	**EMP** • **Completed:** Handbook for Online Instructors and Handbook for Correspondence Instructors on website. Faculty evaluated fall 2012 on all modes of delivery. **FMP** • **Completed:** **HRMP:** • **Not Yet Complete:** Classified Handbook is still in the development stage. **SSMP** • **Not Yet Complete:** The beginnings of the list have been developed and progress is being made in implementing these projects such as Degree Audit and online ed plans. • **Initiated:** Still determining how to define an annual data-gathering regimen for student services.

Explanations:

1. Resources: Please address how progress on the strategy was resourced: e.g., existing personnel/funds, additional funds, short-term staffing. Is the progress sustainable? If yes, are additional resources needed?

2. Desired Outcome: How will you measure the achievement of this strategy on June 30, 2013? To what level will you achieve this outcome?

3. Status:
   • Not yet begun
   • Completed – strategy achieved to the level intended
   • Initiated – strategy begun and in early stages
   • Not Yet Complete – strategy in progress on pace for completion as planned or with new completion date as indicated
   • Directional Change – strategy no longer feasible with explanation provided