College of Marin

Strategic Plan 2009-2012

Action Step Update

Dr. David Wain Coon
Superintendent/President

Dr. Chialin Hsieh
Director of Planning, Research & Institutional Effectiveness

July 19, 2012
## Strategic Plan 2009-2012
### Action Step Progress

<table>
<thead>
<tr>
<th>2009-2010 Progress</th>
<th>2010-2011 Progress</th>
<th>2011-2012 Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total of 22 action steps</td>
<td>Total of 22 action steps</td>
<td>Total of 22 action steps</td>
</tr>
<tr>
<td>Completion:</td>
<td>Completion:</td>
<td>Completion:</td>
</tr>
<tr>
<td>11 action steps--100%</td>
<td>16 action steps--100%</td>
<td>22 action steps--100%</td>
</tr>
<tr>
<td>3 action steps--80%</td>
<td>5 action steps--90%</td>
<td></td>
</tr>
<tr>
<td>4 action steps--50%</td>
<td>1 action step--60%</td>
<td></td>
</tr>
<tr>
<td>4 action steps--25%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 additional action steps were added since July 27, 2010 related to Technology (range from 0-100%)</td>
<td></td>
<td>7 additional action steps were added since July 27, 2010 related to Technology (range from 5-100%)</td>
</tr>
</tbody>
</table>
# College of Marin
## Strategic Plan 2009-2012 Progress Report

### College Priority 1: Improve Student Access

#### Strategic Objective 1.1: Analyze class scheduling practices and make changes to address identified deficits with special attention to providing access at both campuses and to commuters and working adults.

1. **1.1.1 Use fall 2007 and 2008 to prepare a matrix such as seen in SAMPLE MATRIX 1 (attached document) for each discipline.**
   - Progress: 100% (7/27/2011), 100% (7/17/2011), 100% (7/17/2012)

2. **1.1.2 Analyze the patterns for each discipline to determine if all disciplines provide appropriately equitable student access both at Kentfield and Indian Valley campus. Use the chart prepared in Action Step 1.1.1 as well as current program review data that includes workload and FTES data. Establish targets for Spring 2010 and Fall 2010 semester schedules to (a) correct any identified deficits in scheduling patterns and (b) specifically address student access for commuters and working adults.**
   - Progress: 100% (7/27/2011), 100% (7/17/2011), 100% (7/17/2012)

3. **1.1.3 Repeat Action Step #1 with spring and fall 2010 data to assess changes in class scheduling patterns.**
   - Progress: 100% (7/27/2011), 100% (7/17/2011), 100% (7/17/2012)

4. **1.1.4 Analyze the patterns for each discipline to determine if all disciplines provide appropriately equitable student access at Kentfield and IVC. Establish targets for fall 2011 and spring 2012 semester schedules to (a) correct any identified deficits in scheduling patterns and (b) specifically address student access for commuters and working adults.**
   - Progress: 100% (7/27/2011), 100% (7/17/2011), 100% (7/17/2012)

#### Strategic Objective 1.2: Analyze class scheduling practices and make changes to increase the number of credit hours offered through distance education.

1. **1.2.1 Create a structure and protocol for distance education courses that includes an advisory committee to plan and assess instructional technology at COM, a supervisor of the program, a teacher-resource person, technical support for staff and students, and a mid to long-term instructional technology plan.**
   - Progress: 100% (7/27/2011), 100% (7/17/2011), 100% (7/17/2012)

2. **1.2.2 Based on the data generated in Action Step 1.1.1 and the analysis conducted in Action Step 1.1.2, determine specific targets for distance education course offerings by discipline for fall 2010 semesters. These targets are contingent on progress on providing infrastructure to support distance education offerings.**
   - Progress: 50% (7/27/2011), 90% (7/17/2011), 100% (7/17/2012)

3. **1.2.3 Based on the targets set in Action Step 1.2.2 and progress on providing infrastructure support for distance education: (a) identify specific faculty members to be trained in distance education pedagogy; (b) identify appropriate local training opportunities; and (c) ensure that identified faculty members participate in the training.**
   - Progress: 80% (7/27/2011), 90% (7/17/2011), 100% (7/17/2012)

4. **1.2.4 Based on the data generated in Action Step 1.1.3 and the analysis conducted in Action Step 1.1.4, determine if the specific targets were met: (a) for distance education course offerings for fall 2010 semester; and (b) for faculty training.**
   - Progress: 50% (7/27/2011), 90% (7/17/2011), 100% (7/17/2012)
# 22 Action Steps Progress Details (2 of 3)

## College of Marin

### Strategic Plan 2009-2012 Progress Report

#### Strategic Objective 1.3: Analyze career technical education offerings to verify that business and community needs are being met.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1.3.1 Draw from current community advisory groups and other available workforce projections to prepare a report on the status and the future of career technical education courses for the Academic Senate including: (a) changes in the business/community needs for career technical education, and (b) opportunities for new career technical programs.</td>
<td>50%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>1.3.2 Fully implement the transfer pathway at Indian Valley campus as set forth in the San Francisco State University and Conservation Corps partnership agreement. (Refer to equitable access plans to be identified in Action Step 1.1.2)</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

#### College Priority 2: Improve Student Learning and Success

### Strategic Objective 2.1: Develop a tool to systematically track student retention and success.

<table>
<thead>
<tr>
<th>Action Step</th>
<th>Progress As of 7/17/2010</th>
<th>Progress As of 7/17/2011</th>
<th>Progress As of 7/17/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1.1 Develop and document the College of Marin protocol for: (a) practical and measurable definitions of retention and success at the course, program, and pathway levels and (b) accessible data elements that best reflect those definitions.</td>
<td>80%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>2.1.2 Validate the courses to be included in each pathway.</td>
<td>25%</td>
<td>90%</td>
<td>100%</td>
</tr>
<tr>
<td>2.1.3 Use the decisions regarding data elements reached in Action Step 2.1.1 to develop an IT-based tracking system that evaluates retention and success by section, course, program, pathway, and student demographics.</td>
<td>25%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

### Strategic Objective 2.2: Implement and evaluate the tool for tracking student retention and success.

<table>
<thead>
<tr>
<th>Action Step</th>
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<th>Progress As of 7/17/2012</th>
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<tr>
<td>2.2.1 Revise the program review reporting requirements to include responses to: (a) the discipline's strengths and weaknesses as identified in the Student Success and Retention Report (product of Action Step 2.1.3); and (b) at least one specific strategy that will be used in the coming academic year to address identified weaknesses in student success and retention.</td>
<td>25%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>2.2.2 At the conclusion of the program review cycle, survey Deans and Dept. Chairs regarding the data elements included in and the ease of use of the Student Success and Retention Report.</td>
<td>25%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

### Strategic Objective 2.3: Establish a college-wide plan to improve student retention and success by annually documenting the results of the discipline-specific strategies to improve student retention and success.

<table>
<thead>
<tr>
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<th>Progress As of 7/17/2010</th>
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<th>Progress As of 7/17/2012</th>
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<tbody>
<tr>
<td>2.3.1 Prepare a report on both instructional and student services discipline-specific strategies to improve student retention and success for inclusion in the College of Marin Institutional Effectiveness 2009-2010.</td>
<td>80%</td>
<td>90%</td>
<td>100%</td>
</tr>
<tr>
<td>2.3.2 Identify specific strategies to promote student retention in student services program reviews.</td>
<td>50%</td>
<td>60%</td>
<td>100%</td>
</tr>
</tbody>
</table>
### College Priority 3: Improve Instructional Technology

**Strategic Objective 3.1:** Prepare a College of Marin Technology Plan 2010-2016 that identifies the current needed improvements in policies, hardware, software, and training.

1. **3.1.1 Analyze the status of the 2004-2007 College of Marin Technology Plan and other relevant data to identify the remaining unmet needs related to technology policies, hardware, software, and training.**
   
   Status: 100% complete.

2. **3.1.2 Compile the technology requests from all prior year Program Reviews.**
   
   Status: 100% complete.

3. **3.1.3 Collaborate with on-campus IT staff to develop a list of needed improvements to hardware and software.**
   
   Status: 100% complete.

4. **3.1.4 Integrate the lists prepared in Action Steps 3.1.1, 3.1.2, and 3.1.3 and prioritize the needs identified by these two college resources, with special attention to the hardware and software needed to meet the College of Marin Educational Master Plan 2009-2019 recommendation related to distance education.**
   
   Status: 100% complete.

5. **3.1.5 Prepare a College of Marin Technology Plan 2010-2016 that identifies the current needed improvements in policies, hardware, software, and training.**
   
   Status: 100% complete.

### New Action Steps

6. **3.1.6 Accessibility. VP for Student Learning. Section 508.**

   Status: 5% progress.

7. **3.1.7 Online/distance education. VP for Student Learning. Moodle migration: product is installed, initial training was funded, 3-course summer pilot is on, anticipate all necessary integration tools will be available and course shells for all courses for fall.**

   Status: 70% progress.

8. **3.1.8 Lab computer replacement. VP for Student Learning. Two labs fully replaced.**

   Status: 100% progress.

9. **3.1.9 DegreeWorks. Contracted needed consulting hours. Formed the project team. Purchased and installed the server.**

   Status: 0% progress.

10. **3.1.10 E-911 (Enhanced 911). Remaining: staff training and inventory data entry into the system.**

    Status: 5% progress.

11. **3.1.11 Wireless network. Spring 2012: Designed and released an RFP. Hosted nine vendors for Q&A.**

    Status: 10% progress.

12. **3.1.12 Student ‘computer’ domain–Expand services to labs and other instructional spaces. Winter 2011: Set up infrastructure and tested in all large PC labs. Deployment will be room by room starting this summer.**

    Status: 10% progress.
Evidence

http://www.marin.edu/com/ODP/SP2010_11Tracking.htm

### Strategic Plan 2009–2012

#### Strategic Plan 2009–2012 Tracking

**Priority**
- 1. Improve Student Access
- 2. Improve Student Success
- 3. Improve Instructional Technology

#### Strategic Objective

<table>
<thead>
<tr>
<th>Strategic Objective</th>
<th>Strategic Plan Action Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>1.2</td>
</tr>
</tbody>
</table>

- **Strategic Plan 2009-2012 Action Step Update to the BOT** *(7-19-2011)*
- **Action Steps Evidence** *(7-19-2011)*
- **Strategic Plan 2009-2012 Action Step Update to the PRAC** *(2/7/2011)*
- **Strategic Plan Action Steps 2009-2010 Update to the Board** *(7-27-2010)*
- **Strategic Plan Action Steps 2009-2010 Update** *(7-27-2010)*

#### Click on the "percentage" to view the evidence.

<table>
<thead>
<tr>
<th>Priority</th>
<th>STRATEGIC OBJECTIVE</th>
<th>STRATEGIC PLAN ACTION STEPS</th>
<th>Progress as of July 2010</th>
<th>Progress as of July 2011</th>
<th>Progress as of July 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Improve Student Access</td>
<td>1.1 Analyze class scheduling practices and make changes to address identified deficits with special attention to providing access at both campuses and to commuters and working adults.</td>
<td>1.1.1 Use fall 2007 and 2008 to prepare a matrix such as seen in SAMPLE MATRIX I (attached document) for each discipline. 1.1.2. Analyze the patterns for each discipline to determine if all disciplines provide appropriately equitable access to courses based on demand and student ability.</td>
<td>100% Completed</td>
<td>100% Completed</td>
<td>100% Completed</td>
</tr>
</tbody>
</table>

7/19/2012 Planning, Research, and Institutional Effectiveness 10
Significant Accomplishments

• Improved access to student services for IVC and online students
• Developed and completed the Distance Education Plan
• Provided training for use of Data Dashboard; used data for completing full program reviews
• Completed the development and began the assessments of both academic and student services’ Student Learning Outcomes
• Enhanced focus upon both program success and resource allocations for various processes
• Single course management system (Moodle)
• Completed the new Technology Plan
• Close to completion of new Facilities Plan
What’s next?

• Development of the Strategic Plan 2012-2015
• Strategic Plan Priorities:
  – Student Access
  – Student Learning and Success
  – College Systems
  – Community Responsiveness
Mission

Educational Master Plan (2009-2019)

Strategic Plan (2009-2012)

College Priority 1: Improve Student Access
- Strategic Objective 1.1
- Strategic Objective 1.2
- Strategic Objective 1.3

College Priority 2: Improve Student Learning and Success
- Strategic Objective 2.1
- Strategic Objective 2.2
- Strategic Objective 2.3

Strategic Plan (2012-2015)

College Priority 1
- Strategic Objective 1.1

College Priority 2
- Strategic Objective

College Priority 3
- Strategic Objective

Strategic Plan (2015-2019)

College Priority 2
- Strategic Objective

College Priority 3
- Strategic Objective