



College Planning Team

2014-15 Year End Summary Report (January to June 2015)

Purpose

The primary purpose of the College Planning Team (CPT) is to coordinate College planning efforts, including the work of the five College Theme Teams: Institutional Sustainability, Transfer and Articulation, Workforce Development, Basic Skills and Lifelong Learning. The CPT monitors the activities of the Theme Teams and provides guidance. The CPT facilitates a comprehensive and cohesive approach to planning furthering the College's adoption of the 2013-2018 Strategic Plan. The complete 2014-15 CPT Charter is available in *Attachment 1*. Following the work and learning of 2014-15, the CPT Charter and Membership will undergo review and improvement fall 2015.

Due to administrative changes, the College Planning Team and Theme Teams had a late start to the planning process for 2014-15 and did not get up and running until January 2015. The activity outlined in this report summarizes the work that took place from January to June 2015.

2014-15 CPT Goals

GOAL 1: Communication and Structure

What we set out to do: Improve communication among CPT and Theme Team membership. Improve communication from the CPT to the Theme Teams. Improve communication to the broader College community. To meet this goal, CPT and the five Theme Teams set out to accomplish the following:

- Determine what information needed to be managed and communicated
- Identify the target audience(s) to whom it should be communicated
- Research how it is currently being done at the College and what could be done to improve

What was accomplished:

- The information to communicate includes information about each committee (members, purpose, charge, etc.) agendas, handouts, meeting notes, minutes and important information regarding topics and decisions of the committee.
- This information needs to be shared with committee members and the campus (possibly the public at large). Some handouts and other in-progress notes should be shared only with committee members.
- After researching current communication structures, CPT outlined eight recommendations for improving communication. Summary of recommendations available in *Attachment 2*.

What still needs to happen:

- CPT needs to prioritize the recommendations, establish a timeline for accomplishing the recommendations, and determine how and who best to put them in action.

GOAL 2: Evaluate the 2013-18 Strategic Plan

What we set out to do: Develop a process to collect and analyze data that will illustrate progress the College has made in implementing the Strategic Plan. To meet this goal, CPT and the five Theme Teams set out to accomplish the following:

- Confirm the strategic objectives in the 2013-18 Strategic Plan
- Begin to define indicators of achievement for each strategic objective in the plan
- Develop a reporting template/structure for displaying strategic plan indicators

What was accomplished: CPT and the five Theme Teams accomplished the following:

- Strategic objectives reviewed by the Theme Teams and proposed changes to CPT May 2015. CPT discussed the revisions and drafted a document with proposed changes, discussion and recommendations for Board review at their Fall Board Retreat in October.
- CPT, in partnership with the Institutional Effectiveness Office, put together a structured indicator exercise to walk the Theme Teams through developing indicators – identifying the right data, establishing a clear rationale and setting a benchmark. The Theme Teams participated in the exercise and provided one fully developed indicator, for one objective to the CPT by the end of May 2015. Summary of established indicators available in *Attachment 3*.
- CPT, in partnership with the Institutional Effectiveness Office, developed a web page template that can be used to display the indicator information once available. The information will be available from the main COCC planning webpage: <http://www.cocc.edu/college-planning/>

What still needs to happen:

- COCC Board of Directors needs to be informed regarding the proposed changes to the Strategic Objectives. This will take place at their Board Retreat in early October 2015. Once the Board has had an opportunity to contribute/endorse, CPT will update the strategic objectives for the remainder of the planning cycle, through spring 2018.
- Continue to develop indicators for all strategic objectives outlined in the Strategic Plan.
- Pilot the web page template/structure by populating it with indicator information generated by the Theme Teams.

GOAL 3: Advancing Culture of Planning and Assessment

What we set out to do: Broaden understanding and support of planning and assessment. Develop a consistent approach to College wide planning that links strategic objectives to the College mission statement. To meet this goal, CPT and the five Theme Teams set out to accomplish the following:

- Further develop and implement a glossary of commonly used planning terms to provide clarity to College planning efforts.
- Theme Team members will guide the process of creating a standardized Theme Outcome Guide (TOG) document.

What was accomplished:

- The glossary was reviewed and terms that needed more clarification were identified – program, curriculum, student.
- Progress on developing a standard process for TOGs was shifted to Instructional Administration and linked to student learning outcomes assessment efforts.

What still needs to happen:

- Take the terms from the “working” glossary that have been adopted and make them available online – central resource for planning and assessment.
- Terms needing further clarification need to be vetted by a team of content experts coordinated by a CPT subcommittee. The CPT subcommittee would then propose updates/revisions to CPT for approval.

GOAL 4: Accreditation

What we set out to do: Support the College’s Accreditation efforts as they relate to College Planning. To meet this goal, CPT and the five Theme Teams set out to accomplish the following:

- Ensure that members of the CPT were on the Accreditation Coordinating Team (ACT)
- Keep communication channels open to have a continuous flow of accreditation information shared with College constituencies

What was accomplished:

- The Accreditation Coordinating Team (ACT) was assembled with three CPT members as participants in accreditation preparations and activities
- The three CPT members serving on the ACT traveled to Seattle for accreditation training with other key members of College staff
- The CPT members were involved in drafting the spring 2015 Mid-Cycle Self-Evaluation Report and disseminating related communications to the broader publics interested in accreditation
- The full CPT participated in the spring 2015 evaluation visit, meeting with both evaluators

What still needs to happen:

- Once the NWCCU Mid-Cycle Peer-Evaluation report (feedback from the spring visit) is received, CPT needs to continue in its support and coordinating role, as guided by the report
- CPT members need to serve as key members of any accreditation, continuous improvement related efforts
- CPT needs to continue to act in a supporting role for Instructional efforts in assessment and accreditation efforts

2014-15 Committee Members

College Planning Team

Co-Facilitators: Matt McCoy, Administration Deena Cook, Classified MaryBeth Hamilton, Classified Denise Hatch, Classified Nick Sphatt, Administration	Vacant, Administration Lew Cousineau, Faculty Patty Hammer, Faculty Ron Paradis, Administration Justin Warren, Student Jennifer Peters, Administrative
Support: Brynn Pierce, Inst. Effectiveness	

Institutional Sustainability

Co-Chairs: Matt McCoy, Administration Sharla Andresen, Administration Alicia Moore, Administration Erica Waldbillig, Classified Vacant, Administration (Instruction)	Shirley Metcalf, Administration Kevin Grove, Faculty Kathy Smith, Faculty Erika Wooler, Classified
Support: Brynn Pierce, Inst. Effectiveness	Jennifer Peters, Administrative

Transfer and Articulation

Co-Chairs: Chad Harris, Administration Nancy Butler, Classified David Dona, Administration Kevin Multop, Administration	Tony Russell, Faculty Stephanie Clark, Classified Sarah Fuller, Faculty Alisa Schneider, Faculty
Support: Brynn Pierce, Inst. Effectiveness	Konnie Handschuch, Administrative

Workforce Development

Co-Chairs: Michele Decker, Faculty Lisa Bacon, Classified Dianne Capozzola, Administration Paula Simone, Faculty	Michael Fisher, Administration Laura Boehme, Administration Colette Hanson, Classified Shannon Waller, Faculty
Support: Chris Egertson, Inst. Effectiveness	Brenda Turner, Administrative

Basic Skills

Co-Chairs: Doug Nelson, Faculty Blair Brawley, Faculty Debbie Hagan, Administration Layla Solar, Classified	Jenni Newby, Administration Shawna Elsberry, Administration Carrie McCormick, Administration
Support: Chris Egertson, Inst. Effectiveness	Mary Nelson, Administrative

Lifelong Learning

Co-Chairs: Deb Davies, Faculty Dan Alberghetti, Faculty AJ Middleton, Classified Karen Roth, Administration	Glenda Lantis, Administration Renee Brazeau-Asher, Classified Julie Mosier, Administration Jerry Schulz, Administration
Support: Susan Galecki, Inst. Effectiveness	Lani Sykes, Administrative

COLLEGE PLANNING TEAM 2014-15 CHARTER & MEMBERSHIP

Charge

The primary purpose of the College Planning Team (CPT) is to coordinate College planning efforts, including the work of the College Planning Theme Teams. The CPT is tasked with monitoring the activities of the Theme Teams and providing guidance. The CPT will facilitate a comprehensive and cohesive approach to planning furthering the College's adoption of the 2013-2018 Strategic Plan. In pursuit of this purpose, the CPT's scope includes the following activities:

- Develop and endorse the Theme Team charters.
- Monitor activities of the Theme Teams to ensure alignment with the Strategic Plan to achieve College mission fulfillment.
- Where appropriate, develop and/or adopt templates for use across the institution.
- Review Strategic Objectives, Indicators and Measurements to ensure uniformity.
- Coordinate communications on College planning to internal and external audiences.
- Support and document planning activities, seeking to develop a comprehensive, uniform approach to planning based on best practices that will assist the College with Student Success, Accreditation, Achievement Compact, Program Improvement and other initiatives.
- Assist the College address specific Accreditation Recommendations related to the Themes
- Establish a task list and calendar/timeline of completion dates
- Review the Strategic Planning process annually and update documentation

Membership

Membership is drawn from across the institution and includes employees with the knowledge, responsibility and authority to meet the responsibilities of the Charter, with the number of members determined by the President and serving at the discretion of the President. Faculty members shall be nominated by the Faculty Forum to the President for consideration. Classified staff members shall be nominated by the COCC Classified Staff Association to the President for consideration. The CPT will report to the President. The term of Committee Members will be two years, with initial membership terms staggered between one and two years to ensure a continuation of experienced members on the Committee. The Committee will initially meet once a month.

College Planning Team
Communications and Structure Sub-Committee
Summary of Recommendations to CPT
Wednesday, June 3, 2015

Our goal – to help CPT and Theme Teams communicate better to committee members, those on other planning teams and the broader campus community.

Our process was to determine what information needed to be managed and communicated, to whom it should be communicated, how it is currently being done and what could be done to improve communication from the committee(s).

The information to communicate includes information about each committee (members, purpose, charge, etc.) agendas, handouts, meeting notes, minutes and important information regarding topics and decisions of the committee. This information should be shared with committee members and the campus (possibly the public at large). Some handouts and other in-progress notes should be shared only with committee members.

We recommend the CPT do the following:

1. Store blank “meeting notes” and “agenda” templates in the employee forms page.
 - Add “Committee Forms & Templates” heading to the Forms Index (see example 1)
2. Assign committee member as responsible person for further developing content, and then updating, CPT committee and Theme Team web pages on College Committees web page.
 - Currently Matt is assigned as responsible person for the CPT Committee page, and must give authorization to other(s); same with chairs of TTs.
 - Add meeting agenda file to web page document library and post for public viewing.
 - Add meeting notes file to web page document library and post for public viewing.
3. Assign committee member as responsible person for updating Commlines (when appropriate) for brief, important announcements; direct people to web page for more information.
4. Continue to keep the N Drive folders up-to-date for CPT and Theme Team members to access notes, agendas, handouts and archives.
5. Continue to train and encourage the reading of Commlines as means for campus wide employee communications (work with College Relations in communicating process and changes)
6. Train employees to search the committee web pages for information rather than Outlook folders for all committees
7. Work with College Relations to create a dashboard style log in page (similar to the current Employee Log In page) with easy access to important communications and committee web pages
8. Refine indexing of N Drive and web pages to make it easier to find committee information
 - Fewer layers
 - More intuitive pathway (ie: create a “Committees” folder, with each committee inside this folder)

Central Oregon Community College College Planning Team 2013-18 Strategic Plan Evaluation

The work to define achievement indicators for each strategic objective in the 2013-18 Strategic Plan initiated in 2014-15.
A summary of proposed indicators provided below.

Strategic Objective	Indicator(s) of Success for Objective	Rationale for Indicators	Benchmarks
Institutional Sustainability (IS) Objective 10: Maintain student affordability while ensuring efficient and cost effective operations.	IS.10.A: Tuition and fees as related to affordability	Tuition and fees is a way to determine affordability for students. Comparative community college and historical statewide data is available.	COCC is among the five most affordable community colleges in Oregon, as measured by tuition and fees
Transfer and Articulation (TA) Objective 2: Maintain and strengthen student opportunities to make progress toward degree completion and/or transfer	TA.2.A: Percentage of certificate/degree seeking student population that earn a transfer related associates degree (AAOT, ASOT and AS) within three years	Demonstrates that students are completing transfer related associate degrees	Acceptable range 3.72 – 6.2%
	TA.2.B: Students transferring to a 4-year institution the following academic year	Demonstrates that students are taking credit classes at COCC and transferring to a 4-year institution	Acceptable range 15.4 – 22.4%
Workforce Development (WD) Proposed Objective: Students actively participating in Career Technical Education (CTE) programs will achieve the sought after program certificate/degree and when applicable attain a career-specific certification/licensure following completion	WD.#.A: Number of CTE completions during a five-year period	The majority of CTE students have an immediate goal of successfully completing the CTE program of study. COCC faculty and staff continue to emphasize retention of students and achievement of academic goals as emphasized in the Board priority area of student success.	Acceptable Five-Year Average 807 (\pm 100)
	WD.#.B: Percentage of certificate/degree seeking student population that earn a CTE related credential (AAS and Certificates) within three years		Acceptable Five-Year Average 10.48% (\pm 2%)

Strategic Objective	Indicator(s) of Success for Objective	Rationale for Indicators	Benchmarks
Basic Skills (BS) Objective 4: Students who successfully complete developmental writing and/or math courses will succeed in higher-level writing and math courses appropriate to their certificate or degree programs.	BS.4.A: Students who successfully complete Math 95 who succeed in Math 105, Math 111, Math 211, or MTH 243	This indicator shows students are successful in Math 105, Math 111, Math 211, or Math 243 when they successfully complete our Math 95 course	Acceptable Percentage 73%
	BS.4.B: Students who successfully complete Writing 65 and succeed in Writing 121	This indicator shows students are successful in Writing 121 when they successfully complete our Writing 65 course.	Acceptable Percentage 72%
Lifelong Learning Objective 2: Increase overall lifelong learning participation	LL.2.A: Students from previous year returning and taking at least one Continuing Education course the following year (repeat rate)	Overall lifelong learning participation rate is increased, when students take at least one Continuing Education course every year. The Learning Resources Network (LERN) suggests 30-50% repeat rate for a successful Continuing Education program.	Repeat Rate of 30-40%
	LL.2.B: Number of new students enrolling in Continuing Education courses	Maintaining a balance of new and returning student enrollment demonstrates healthy lifelong learning participation. Too many new indicates less repeat students and too few indicates not enough new students engaging in lifelong learning.	New student enrollment 30-40% of annual enrollment in Continuing Education
	LL.2.C: Overall student enrollment (new and returning students)	Lifelong learning increases when there is an overall increase in student enrollment (both new and returning students).	Benchmark TBD by analyzing overall student enrollment trends for the past 3-5 years