



# College Planning Team (CPT)

## 2015-16 Year End Summary Report

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### **Purpose**

The primary purpose of the College Planning Team (CPT) is to facilitate a comprehensive and cohesive approach to planning furthering the College's implementation and evaluation of the 2013-18 Strategic Plan. The CPT is assisted in this work by teams representing the five strategic plan themes: Institutional Sustainability, Transfer and Articulation, Workforce Development, Basic Skills and Lifelong Learning. The complete 2015-16 CPT Charter is available in *Attachment 1*.

## **2015-16 CPT Goals**

### **GOAL 1: Communication and Structure**

**What we set out to do:** Continue to develop a clear, sustainable communication plan and structure for CPT and Theme Teams. To meet this goal, CPT set out to implement eight recommendations for improving communications established in 2014-15 by CPT, as well as update the 2013-18 Strategic Plan brochure. Full list of recommendations and status are available in *Attachment 2*.

#### **What was accomplished:**

- Committee web page established and includes CPT meeting agendas, notes and forms templates
- Maintained keeping the N:Drive folders up-to-date for CPT and Theme Team members
- Refined indexing of N:Drive and web pages pertaining to the CPT committee
- The 2013-18 Strategic Planning brochure updated to reflect changes made in 2014-15

#### **What still needs to happen:**

- Adopt CPT posting brief announcements to College community and redirecting to the CPT web page for further information
- Five of the original eight recommendations were more directed to improving college-wide infrastructure and practice around communication and they will be addressed by College Relations

### **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:

- Continue 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:**

- Theme Teams, in partnership with the Office of Institutional Effectiveness (IE), continued their work developing indicators that would allow the College to measure progress towards achieving the strategic plan

- CPT, in partnership with the Institutional Effectiveness Office, developed the [2013-18 Strategic Plan Status](#) web page to display the indicator information developed by Theme Teams

**What still needs to happen:**

- Stabilize the indicator development process and finish building out indicators to a point that is reasonable and meaningful
- Analyze the indicator data and determine how well the College is doing at achieving the strategic plan and if the strategic plan is helping the College achieve its mission

### **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 set out to accomplish the following:

- Inventory the College’s planning documents
- Redesign the Planning webpage to achieve greater clarity on College planning efforts

**What was accomplished:**

- An inventory of College planning documents was reviewed and compiled
- The [College Planning](#) webpage was redesigned with the intent of...
  - Recognizing the Strategic Plan as the primary COCC plan
  - Providing a planning landing page to connect the strategic plan to operational plans and CPT’s new web resources
  - Creating the structure for a plan index to provide context to the operational plans listed, including date, contact, analysis and reports and status
  - Encourage planning through the transparency provided by referencing the index

**What still needs to happen:**

- Build in sustainability by transitioning the maintenance of the planning Web pages to IE
- Communicate the presence of the planning pages to COCC community
- Refer to these pages frequently so they are used
- If CPT determines that this goal is still a priority, turn attention to the glossary

### **SUMMARY OF NEXT STEPS:**

Following the work and learning of 2015-16, the CPT Charter will undergo review and adaption fall 2016 to include facilitating a comprehensive and cohesive approach to assessment, as well as planning. CPT will also work to communicate activity and progress more frequently with the College community. In that communication, it will be important to reference the planning webpages and instill an interest and need for their use. The Office of Institutional Effectiveness will transition to providing the monitoring and maintenance of the planning webpages. IE will also stabilize the indicator development process and assist CPT in beginning to analyze the results and use the results to implement necessary change. There continues to be a substantial amount of work ahead, but CPT has had a successful year in achieving the 2015-16 goals that were established.

# 2015-16 Planning Committee Members

## College Planning Team

<b>Co-Chairs:</b> Matt McCoy, Administration	Jenni Newby, Administration (Instruction)
<b>Facilitator:</b> Brynn Pierce	
Lew Cousineau, Faculty	Patty Hammer, Faculty
Denise Hatch, Classified	Glenda Lantis, Administration
Samantha Loza, Classified	Ron Paradis, Administration
Christin Sands, Classified	Paula Simone, Faculty
Kathy Smith, Faculty	Vickery Viles, Administration
Lee Heckman, Student	
<b>Support:</b> Chris Egertson, <i>Inst Effectiveness</i>	Jennifer Peters, <i>Administrative</i>

## Institutional Sustainability

<b>Co-Chairs:</b> Matt McCoy, Administration	Shirley Metcalf, Administration
Sharla Andresen, Administration	Kevin Grove, Faculty
Alicia Moore, Administration	Kathy Smith, Faculty
Erica Waldbillig, Classified	Erika Wooler, Classified
<b>Support:</b> Brynn Pierce, <i>Inst. Effectiveness</i>	Jennifer Peters, <i>Administrative</i>

## Transfer and Articulation

<b>Co-Chairs:</b> Chad Harris, Administration	Tony Russell, Faculty
David Dona, Administration	Sarah Fuller, Faculty
Melissa Monette, Classified	Kevin Multop, Administration
Greg Nigg, Classified	Alisa Schneider, Faculty
<b>Support:</b> Brynn Pierce, <i>Inst. Effectiveness</i>	Eric Weller, <i>Administrative</i>

## Workforce Development

<b>Co-Chairs:</b> Michele Decker, Faculty	Michael Fisher, Administration
Shannon Waller, Faculty	Laura Boehme, Administration
Tracy Crockett, Classified	Colette Hanson, Classified
Paula Simone, Faculty	
<b>Support:</b> Chris Egertson, <i>Inst. Effectiveness</i>	Lisa Bacon, <i>Administrative</i>

## Basic Skills

<b>Co-Chairs:</b> Doug Nelson, Faculty	Jenni Newby, Administration
Amy Stancliff, Faculty	Shawna Elsberry, Administration
Debbie Hagan, Administration	Carrie McCormick, Classified
Layla Solar, Classified	
<b>Support:</b> Chris Egertson, <i>Inst. Effectiveness</i>	Mary Nelson, <i>Administrative</i>

## Lifelong Learning

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

## **COLLEGE PLANNING TEAM 2015-16 CHARTER & MEMBERSHIP**

### Charge

The College Planning Team (CPT) facilitates a comprehensive and cohesive approach to planning furthering the College's implementation and evaluation of the 2013-18 Strategic Plan. In pursuit of this purpose the CPT's scope of work includes the following:

- Guide the Theme Teams to ensure alignment with the Strategic Plan to achieve College mission fulfillment
- Evaluate the 2013-18 Strategic Plan
- Facilitate communications on College planning to internal and external audiences
- Support and document College planning activities, including maintaining a master planning calendar.

For more information about this committee, see section **G-6-9.4** of COCC's [General Procedures Manual](#).

### 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 meet once a month.

 = Complete

 = Work Still Needed

**COLLEGE PLANNING TEAM**  
**2015-16 GOAL 1: COMMUNICATION AND STRUCTURE**  
 Tasks in Order of Priority

	TASK	STATUS	NOTES
1	Store blank templates for “meeting notes” and “agenda” in COCC’s employee forms page		Complete! Decided to store templates on CPT web page noting they are available for any committee to use.
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		Complete! Web pages developed allowing for CPT agendas and meeting notes to be available for public viewing <a href="https://www.cocc.edu/college-planning-team/">https://www.cocc.edu/college-planning-team/</a>
3	Assign committee member as responsible person for updating Staff Commlines (when appropriate) for brief, important announcements/ direct people to web page for more information		To align with other COCC committee updates, CPT to post brief announcements to Commlines, directing readers to the CPT web page for further information. Practice to be adopted.
4	Continue to keep the N:Drive folders up-to-date for CPT and Theme Team members to access notes, agendas, handouts and archives		Complete! N:Drive folder is accessible and up-to-date. Organizational practices have been adopted.
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)		This is more of a college-wide task and is being addressed by the Communication Work Group lead by College Relations
6	Train employees to search the committee web pages for information rather than Outlook folders for all committees		This is more of a college-wide task and will be addressed by College Relations.
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		This is more of a college-wide task and will be addressed by College Relations.
8	Refine indexing of N:Drive and web pages to make it easier to find committee information		This is more of a college-wide task and has yet to be reassigned
<b>ADDITIONAL TASKS AS ASSIGNED</b>			
	Oversight of the redesign of the current Strategic Planning brochure.		Complete!