IEPI

INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE

Participate | Collaborate | Innovate

Institutional Effectiveness Partnership Initiative
Partnership Resource Teams
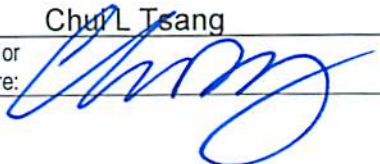### Institutional Innovation and Effectiveness Plan
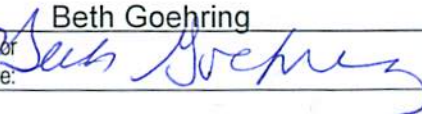### Date: 5/25/18

Name of Institution: Contra Costa College

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
A. Enrollment Management	1. Improve utility of data used for Enrollment Management 2. Expand access to data 3. Improve knowledge and use of strategic enrollment management practices 4. Develop and implement a schedule that maximizes enrollment, is responsive to the needs of the community and the students, and still preserves appropriate breadth and depth of course offerings 5. "Right-size" the schedule to maximize enrollment and productivity 6. Develop and implement scheduling priorities and criteria for expanding or contracting the schedule as needed 7. Develop and implement a long-term schedule, based on Student Educational Plans 8. Develop and implement a marketing plan to persuade students to register early	1. District Research and Senior Dean of Instruction 2. District Research, Senior Dean of Instruction, VP 3. SEM Team, Scheduling Committee 4. Scheduling Committee, Department Chairs, Division Deans 5. Scheduling Committee, Department Chairs, Division Deans 6. Scheduling Committee, Department Chairs, Division Deans 7. Senior Dean of Instruction, Dean of Students, Dean of Enrollment Services 8. Marketing and Recruitment Committee, Outreach Program Manager, Marketing Director	1. Spring, 2019 2. Fall 2018 3. Spring 2019 4. Spring 2019 5. Spring 2019 6. Spring 2019 7. Spring 2020 8. Spring 2019	a. Work with District Research to develop useful and effective templates to access relevant data b. Use Tableau to provide all department chairs with immediate access to Data Dashboards c. Obtain/provide training in use of Tableau d. Participate in IEPI Strategic Enrollment Management Academy; effectively disseminate the information gained through campus workshops or other activities; develop and implement an SEM Plan/System e. Attend Claremont Graduate University Summer Enrollment Management Academy and share information gained there f. Settle upon a responsive, right-sized schedule, and scheduling priorities and criteria, through inclusive dialog that respects all opinions, and implement them g. Create 2-year scheduling cycles for each program, and implement them as soon as feasible h. Marketing and Recruitment Committee will create and implement Early Registration marketing campaign	a. Creation and demonstrable use of research templates and data dashboards b. Desktop access by department chairs to data dashboards created in Tableau c. Group of trained end-users on campus who have begun training others d. Completion of IEPI SEM Academy activities; dissemination of SEM knowledge; Strategic Enrollment Management Plan/System established e. Completion of CGU Academy activities and sharing of information f. Enrollment growth with a WSCH/FTEF above 525 g. Fully vetted 2-year scheduling cycles for all defined programs of study (degrees and certificates) h. Published marketing materials and distribution implementation plan	
B. Guided Pathways	1. Continue to engage in the CA Guided Pathways Initiative 2. Continue to complete necessary stages to access the one-time Guided Pathways Award Program which will be allocated	1. Guided Pathways Steering Team 2. Guided Pathways Project Management Team 3. Guided Pathways Steering Team	1. Ongoing with regular updates 2. Determined by Chancellor's Office deadlines 3. Spring 2019	a. GP Steering Co-chairs will monitor Chancellor's Office and IEPI Websites for most current information and share actionable information as appropriate	a. Information posted in a common repository b. Application and/or reports submitted to Chancellor's Office in a timely manner	

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
	incrementally to colleges through June 30, 2022 3. Create a shared understanding across the College of CCC's vision for Guided Pathways, in part through broad, cross-functional participation 4. Develop and implement a clear communications plan designed to share Guided Pathways vision, progress, successes, goals, and timelines 5. Begin process to break down silos between Guided Pathways workgroups, and between other campus groups, in order to unify and move collectively as a college 6. Encourage faculty and classified professionals' participation and leadership, including the ongoing investigation of the best way to compensate individuals for their involvement in the development of Guided Pathways 7. Connect General Education and Transfer course/programs to career options	4. GP Communication Workgroup 5. College President and GP Leadership 6. College President, Vice President, Classified and Academic Senate Presidents 7. GP Steering Committee Chairs and VP	4. End of Fall 2018 5. End of Spring 2019 6. Fall 2018	b. GP Project Management Team will monitor timelines and create ad-hoc taskforces as needed to complete projects c. Develop and implement an inquiry plan that facilitates shared understanding of Guided Pathways through broad, cross-functional participation d. Engage consultants as needed to assist with facilitation and participatory visioning process e. Host forums, focus groups, brown bags, Q & A sessions, campus site visits, conferences, etc. f. Explore models and approaches to effective communication of status and progress; identify those most suitable for CCC and incorporate them in a communications plan; implement the plan g. Establish clear meeting schedule and formalize the charges of each Workgroup h. Formalize compensation structure and create time/space for participation i. Develop career options recommendations for General Education and Transfer courses/programs	c. Shared vision of GP at CCC created, widely circulated, and endorsed d. External expertise engaged e. Activities conducted; information gathered and incorporated into GP work f. Publicly visible mechanism for communication of status and progress, i.e., "wall of progress" and dedicated web site g. Published meeting calendar and charges h. Clearly identified compensation structure and release time process i. Recommendations developed	
C. Campus Morale	1. Resolve issues of campus morale	1. Executive Leadership	1. Fall 2018	a. Executive leadership team will attend a facilitated retreat focused on team building and using Equity principles to resolve conflict and provide campus leadership	a. Plan to address and resolve campus morale issues developed, and implementation begun	

Request for IEPI Resources to Support Institutional Innovation and Effectiveness Plan

Applicable Area(s) of Focus (Copy from table above.)	Applicable Objective(s) (Copy from table above.)	Description of Resource Needed (Refer to Action Steps above as appropriate.)	Cost of Resource

A. Enrollment Management	1. Improve utility of data used for Enrollment Management
	2. Expand access to data
	3. Improve knowledge and use of strategic enrollment management practices
		• Training in Enrollment Management best practices (SEM and CGU academies)
		  • Travel
		  • Lodging
		  • Food
		  • Registration
		  • (10 attendees for 2 conferences)
		• Training in effective use of data (Tableau training/conference)
		  • Travel
		  • Lodging
		  • Food
		  • Registration
		  • (9 attendees)
		• On-site Tableau training and Tech Support for Desktop and Server users
		
		Total
			$7000
			$10000
			$3250
			$6250
			
			$4000
			$5400
			$2250
			$14400
			
			$19,000
			
			$71,550

B. Guided Pathways	3. Create a shared understanding across the College of CCC's vision for Guided Pathways, in part through broad, cross-functional participation 5. Begin process to break down silos between Guided Pathways workgroups, and between other campus groups, in order to unify and move collectively as a college 6. Encourage faculty and classified professionals' participation and leadership, including the ongoing investigation of the best way to compensate individuals for their involvement in the development of Guided Pathways 7. Connect General Education and Transfer course/programs to career options	• Faculty release time salary and benefits • Refreshments for Workgroup meetings (6 per month), Summer Planning Retreat • Meeting supplies, training materials • Design-Thinking Training • GE mapping to Career options training • Travel for campus site visits and training/conferences	$34,000 $10,000 $3000 $25000 $38450 $13000
C. Campus Morale	1. Resolve issues of campus morale	• Conflict resolution training, using Equity principles	$5,000
Total IEPI Resource Request (not to exceed $200,000 per college)			$200,000

Approval			Collegial Consultation with the Academic Senate	
Chief Executive Officer			**Academic Senate President** *(As applicable; duplicate if needed for district-level I&EP)*	
Name: Chul L Tsang			Name: Beth Goehring	
Signature or E-signature:	Date: 6/7/18		Signature or E-signature:	Date: 6/11/18