



Appendix 3.C

Academic Program and Operational Planning 2015-2016

The Academic Program and Operational Planning projects are derived from the program reviews conducted across campus and from the planning process that occurs at the unit, reporting unit, functional areas, and institutional levels of the College. Planning and project development provide the basis for the administration to allocate resources, adapt to changes in the environment, and coordinate activities leading to fulfillment of the College Mission. From the academic program and operational planning process along with the planned projects identified in the Success Indicator reports, the institutional strategic plan is developed. Note: SP = Strategic Plan – with objectives S.#; AMP = Academic Master Plan; FMP = Facilities Master Plan

Academic Programs

See List from Instruction and Student Services – excel document

Operational

Administrative Services Supervision

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
Customer service satisfaction survey	Carol Richards			Sustainability	SI 9	
Office procedure manual	Carol Richards			Sustainability	SP – S.2	
Send remaining policies for review out/set up schedule for review of policies	Carol Richards			Sustainability	SP – S.2	
Develop written personal protective equipment plan.	Carol Richards			Sustainability	SP – S.2	

Safety Orientation- Work with HR in implementing checklist created in 2012 to be used by supervisors in onboarding new employees.	Carol Richards			Sustainability	Program Review Checklist	
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Admissions

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
<i>Compliance with all necessary organizational rules and regulations is satisfactory in the Admissions department. Reporting for HEOA will continue on a regular basis moving forward.</i>	Jemiah Wassman	03/06/2015	03/06/2019	Sustainability	Mandatory Reporting and Compliance	
<i>There will be a meeting every term with the executive director, admissions coordinator, and the admissions assistant to discuss how effectively policies and procedures are being followed, and where we can improve.</i>	Jemiah Wassman	03/06/2015	03/06/2019	Sustainability		Policies, Procedures, Process
<i>There will be more in-depth discussion about <u>improving access to programs and services for non-traditional students, including students coming out of a correctional institution looking to get retraining. There will be a per term meeting targeting how to increase these areas of enrollment, and facilitate access to the college. <u>Effective partnerships</u> need to be discussed, and improved during the 2015-2016 school year.</u></i>	Jemiah Wassman	03/06/2015	03/06/2019	Access	SP – A.1 AMP	Qualitative Checklist
<i>(1) There will be a better review process in place to ensure that staff is completing quality work within established timelines. To do this, the executive director, admissions assistant, and admissions coordinator will meet every term to ensure this process is efficient and effective (2) A more defined review process will be developed for student ambassadors for completing quality assigned work within acceptable timelines. (3) A professional development plan</i>	Jemiah Wassman	03/06/2015	03/06/2019	Sustainability	SP – S.2	Resources and Staffing Checklist

will be created for the 2015-2016 school year. The development plan will also apply to the student ambassadors beginning 2015-2016 school year.

Athletics

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
New-hire coaches packet.	M. Herbert/ T. Woodworth			Sustainability	SP – S.2	
Student-athlete handbook produced in Spanish, championship budget is inadequate for the department needs.	M. Herbert Budget			Access	SP – A.2	
Championship budget is inadequate for department needs, emerging athletic teams are underfunded to allow for growth, travel expenses are increasing for all sports.	M. Herbert Budget			Sustainability	SP – S.1	
Lack of budget for professional development and training, lack of standards or requirements for coaching development.	M. Herbert/ T. Woodworth			Sustainability	SP – S.2	

Business Services

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
Update purchasing policy	Kathy	May 2015	Sept 2015	Sustainability	Policies, procedures SP – S.2	

Establish detailed business office procedures	Staff	Jan 2015	Dec 2015	Sustainability	Policies, Procedures SP – S.2	
Develop plan for staff development	Kathy, Staff	July 2015	Continuous	Sustainability	Resource allocation SP – S.2	In-house training

Bookstore

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
Create Policy and Procedure Handbook for bookstore	Manager	1/1/2015	1/1/2016	Sustainability	SP – S.2	
Expand course materials to more than just textbooks	Manager	1/1/2015	1/1/2016	Sustainability	SP – S.1	
Update web page with comparative software and up to date merchandise	Manager	1/1/2015	1/1/2016	Access	SP – A.2	
Receive Faculty Adoptions by the due date	Manager	1/1/2015	1/1/2016	Access	SP – A.2	

College Now

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
Confirm ADA Statement is on all documents	Jenny Silva	01/04/2016	01/30/2016	Access	SP – A.2	Program Review Checklist compliance
Create Course Evaluation Survey Procedure	Jenny Silva	08/01/2016	12/10/16	Sustainability	SP – S.3 AMP	

Develop data plan to increase data-driven prioritization	Jenny Silva	01/04/2015	On-going	Sustainability	SP – S.2	Title III
Student Survey Procedure	Jenny Silva	08/01/2016	05/01/2017	Community Engagement	SP – CE.	
Procedure Manual	Jenny Silva	06/15/2016	9/15/2016	Sustainability	SP – S.2	Program Review Checklist compliance
Student/Faculty Handbooks Updated	Jenny Silva	06/15/2016	9/15/2016	Access	SP – A.2 AMP	Program Review Checklist compliance
Create Professional Development Plan	Jenny Silva	01/04/2016	On-going	Sustainability	SP – S.2 AMP	

Communications and Marketing

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
Develop a Marketing Plan with the assistance of an agency.	Anne	April 2015	April 2016	Sustainability	SP – S.2	
Undergo FERPA training.	Anne	April 2015	April 2016			Program Review Compliance
Create documents that define work-flow, departmental procedures, policies and annual projects.	Anne	April 2015	April 2016	Sustainability	SP – S.2	
Create a Customer Service survey for department.	Anne	April 2015	April 2016	Sustainability	SP – S.2	

Cooperative Work Experience

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
Expanding services to Curry campus	Trish McMichael	2/15	Ongoing	Access Community Engagement	AMP; A3.1; CE1.1; C1.4; C2.3; C3.3,	
Marketing project that highlights Internships every term: Fall term - Collaborate with HD staff to improve student exposure to internships during college success courses; Winter term – Internship Fair; Spring term – creation of video marketing pieces of students sharing their experiences in internships	Trish McMichael	11/14	Ongoing	Access Community Engagement	AMP; A3.1; CE1.1, C2.3; CE3.3	New Student Orientation; Possible expansion of HD courses
Work with Administration to discount costs of internship courses to attract students	Trish McMichael	3/15	Ongoing	Access Community Engagement	AMP ; LA 2.1; LA 2.3; LA3.1; A3.1; CE1.1	

Dining Services

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
Student/Dining Services Committee	Chef & Student Sous Chef	September/October		Sustainability	SP –S.2	
Set up Smokers to be used on Core Menu & weekly Rotational Menus	Chef & Student Sous Chef	October				
Set up Community Engagement Fundraisers with Local Businesses	Chef & Ice Team	September	January	Community Engagement	SP – CE.2	

Fresh Tuna Canning Cycle with Local Vender for premium quality & education.	Chef & Student Sous Chef	September/October	November	Community Engagement	SP – CE.1	
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Extended Learning Dean

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
Unit Handbook created	Karen			Sustainability	SP – S.2	
Develop a professional development plan for staff	Karen			Sustainability	SP – S.3	

Foundation

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
The Foundation will raise \$160,000 to fund the Forestry Program professor position for the two-year start up.	Executive Director	7/1/14	6/30/16	Community Engagement Access	SP - CE.3 SP – A.1	SWOCC development of a 2-year articulated natural resources degrees with OSU
The Foundation will create and host a new annual fundraising event in partnership with OCCI to raise funds for annual scholarships.	Executive Director	7/1/14	Ongoing	Community Engagement	SP – CE.2/CE.3	
The Foundation will work in partnership with the College to raise \$8 million for construction of a Health & Science Building.	Executive Director	3/1/15	6/30/17	Community Engagement	SP – CE.3	H&S Building Construction

Human Resources

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
Performance Management/360 Feedback	Jan			Sustainability	SP – S.2	
Leadership SWOCC	Team			Sustainability	SP – S.2	
Job Description and classification consistency	Contractor/Jan			Sustainability	SP – S.2	
Salary Adjustments for MASSC	Jan/Patty			Sustainability	SP – S.1	
Position Control Numbers	HR			Sustainability		
New Employee Orientation/On Boarding	HR			Sustainability	SP – S.2	
New Supervisor Orientation	HR			Sustainability	SP – S.2	
Employee Recruitment and Selection Training	HR			Sustainability	SP – S.2	
Online, prepopulated, fillable forms	Julee			Sustainability	SP – S.2	

Institutional Research

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
Implement Izenda reporting software to produce Institutional level dashboards that support data-decision making for the Success Indicators including disaggregated data and program- specific data.	IT and IR	7/1/2015	6/30/17	Sustainability	Strategic Plan – S.2; Accreditation	AMP analytics; SEMP analytics;
Develop comprehensive data sets for Success Indicators that allow staff to thoroughly analyze data and determine the extent to which the mission has been fulfilled.	IR – IT support	7/1/2015	6/30/17	Sustainability	Strategic Plan – S.2; Accreditation	AMP analytics;

						SEMP analytics;
Develop program dashboards to support operational program review and instructional program review.	IR – IT support	1/1/2016	6/30/17	Sustainability	Strategic Plan – S.2; Accreditation	AMP analytics; SEMP analytics;
Support Title III data requirements.	IR	10/1/2016	9/30/2021	Sustainability	Grant	TBD
Implement LiveText to support program review, planning, accreditation processes.	IR	09/01/2015	11/1/2015	Sustainability	Strategic Plan S.2/S.3; Accreditation	AMP analytics; SEMP analytics;
Advanced SQL training; data visualization training	IR	1/1/2016	6/30/2016	Sustainability	Performance Evaluation	Support data reporting
Izenda advanced training	IR	1/1/2016	6/30/2016	Sustainability	Performance Evaluation	Support data reporting
LiveText training	IR	7/1/2015	6/30/2016	Sustainability	Strategic Plan – S.3; Accreditation	Support data reporting

Integrated Technology Services

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
VOIP expansion \$10,000/year	JTaylor / RLavoie	July 2014	continuing	Sustainability	SP – S.2	
Net Enforcer Appliance \$19,000 with \$5000 licensing	JTaylor	July 2015	Sept 2015	Sustainability	SP – S.2	

Lifecycle equipment replacement plan \$1.27M	ITS		continuing	Sustainability	SP – S.2	
SAN expansion	Carl Gerisch		continuing	Sustainability	SP – S.2	
Jenzabar Retention	RLavoie & campus departments	October 2015	continuing	Learning and Achievement	AMP	
Data Analytics and Business Intelligence	Programmers – IR	Sept 2013	Continuing	Innovation and Sustainability	AMP	
PCI and EMV point of sale compliance	RLavoie	July 2015	October 2015	Sustainability	FMP AMP	
Technology trainer and documentation specialist	RLavoie	July 2015		Sustainability	AMP	
Expand Streaming academic, athletic and public events. 1 FTE streaming technician	DBall	July 2015	continuing	Community Engagement	AMP	
Campus security – integrated entrance control and surveillance system	BParker , JWhitey, JThomas	July2014		Sustainability	FMP	

2015	Sustainability	S2	PC image deployment	Instructor specific images for computer classrooms	\$ -		Planning
2015	Sustainability	S2	Expand VDI	Expand VDI to extend replacement plan, while providing better security for end user pc's	\$ -		Planning
2015	Sustainability	S2	Replace Cluster hosts	Replace cluster servers	\$ 35,000	General Fund	complete
2015	Sustainability	S2	MAC lab	MAC lab for Music department	\$ 20,000	Grant	not funded
2015	Sustainability	S2	Smart Classroom Sumner	Enhanced multi projector classroom	\$ 50,000	Grant	In Process
2015	Sustainability	S2	VDI for labs and staff	Expand VDI to labs and staff	\$ -		Planning

2015	Access	A2	Smart Classroom Controller	100% of the college classrooms have multi-media devices. Many are 'smart classrooms'. A controller will make it possible for the technician to support the classrooms from one location.	\$ 200,000	Grant	not funded
2015	Sustainability	S2	Reorganize ITS	This would provide a better structure for supporting the college technology requirements	\$ 45,000	General Fund	complete
2015	Access	A2	Wire Ballfields	Permanently wire baseball and softball fields for live streaming of games	\$18,000.00	General Fund	not funded
2015	Sustainability	S2	Streaming Cameras	Purchase 2 Cannon XA-25 HD cameras for streaming to replace our older JVC cameras	\$6,000.00	General fund	Not funded

Instructional Computing Labs

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
Install Smart projectors in classrooms T-401 and T-403	Keith Lehman	7-1-2015		Access	SP – A.3	
Upgrade computers in 1 classroom with new SSD	Brian Parker	7-1-2015		Access & Sustainability	SP – S.2 SP – A.3	
Upgrade computers in 2 classrooms with more RAM	Brian Parker	7-1-2015		Access & Sustainability	SP – S.2 SP – A.3	

Instructional Supervision

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
E-CATALOG	TOMLIN	Fall 15-16		Access	Improve student and staff accessibility of the annual academic catalog with accurate	Improved accessibility of program information and supports student completion.

					offerings, requirements, and program information. AMP SP – A.2	
SCHEDULING SOFTWARE	TOMLIN	Summer 15-16		Access	Improve student and staff accessibility of course offerings through searchable software that supports program planning and accurately outlines class availability for degree completion. AMP SP – A.2	Improved accessibility of course information and supports student completion.
NEW COPIER LEASE-OFFICE OF INSTRUCTION	CHAVEZ	July 2, 2015		Sustainability	Replacement of out of date, low functioning equipment.	Improved productivity for academic administration.
LEADERSHIP SWOCC ACTIVITIES	TOMLIN	Fall 15-16		Sustainability	Nine session activity designed to cultivate leadership skills, promote comradery, and growth among employees over the course of an academic year. Helps to familiarize staff with all aspects of SWOCC. AMP SP – 2.2	Leadership and team building to foster more productive and positive college culture.

Library

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
Expansion of resources in various languages and formats	Jessie Milligan	Winter 2015	ongoing	Access	SP – A.2	
Expand library hours	Jessie Milligan	Fall 2016	ongoing	Access	SP – A.2	

Textbook affordability/Write Course Reserve Policy	Jessie Milligan	Spring 2015	ongoing	Learning & Achievement		
Plan for space use in reference section	Jessie Milligan	Spring 2015	Summer 2015	Learning & Achievement		
Open Education Resources plan	Jessie Milligan	Spring 2015	ongoing	Access	SP – A.2	

Lower Division Collegiate and Developmental Education Dean

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
Complete scheduled discipline/program reviews	Rod Keller	Fall 2015	Spring 2016	LA	AMP	
Align discipline/program reviews with JBAC outcomes	Rod Keller	Fall 2015	Spring 2016	LA	AMP	
Review and update scheduled course outlines	Rod Keller	Fall 2015	Spring 2016	LA		
Complete the scheduled SWOCC Outcomes Assessment and/or program reviews	Rod Keller	Fall 2015	Spring 2016	LA, S	AMP	
Complete all faculty evaluations in accordance to Federation contract	Rod Keller	Fall 2015	Spring 2016	S	SP – S.3	
Participate annual in department, division, Office of Instruction, and institution budget development	Rod Keller	Fall 2015	Spring 2016	S	SP – S.2	

Media Services

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
Purchase and install 10 New Smart Projectors in classrooms.	Dean Ball Keith Leman	7-1-2015	6-30-2016	Sustainability	SP – S.2 ITS	

					AMP	
Purchase and install large format TVs on movable carts in Lakeview rooms E, F, and G	Dean Ball Keith Lehman	7-1-2015	6-30-2016	Sustainability	SP – S.2 ITS AMP	
Upgrade Audio systems in Lakeview E, F, and G rooms	Dean Ball Keith Lehman	7-1-2015	6-30-2016	Sustainability	SP – S.2 ITS AMP	
Wire softball and baseball fields for Live streaming setup	Dean Ball	7-1-2015	6-30-2016	Sustainability	SP – S.2 ITS AMP	
Purchase and install Wowza streaming engine Wire Cast encoder software for streaming directly from SWOCC not the Live Stream site	Dean Ball	7-1-2015	6-30-2016	Sustainability	SP – S.2 ITS AMP	
Install new sound system in OCCI	Dean Ball	7-1-2015	6-30-2016			
Purchase 2 Go pro cameras and begin streaming live home soccer matches	Dean Ball	7-1-2015	6-30-2016	Community Engagement	SP - CE.2	
Purchase software for closed captioning live streamed events	Dean Ball	7-1-2015	6-30-2016	Access	SP – A.2	

OCCI – Operational

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
<ul style="list-style-type: none"> • <i>Add the AA/EO statement to all docs two pgs or more</i> • <i>FERPA Checklist</i> • <i>Checklist for health department sanitation compliance</i> 	Hanlin			Sustainability	SP – S.2	Program Operational checklist
<ul style="list-style-type: none"> • <i>Standardize and create checklists for follow-up</i> • <i>Clearly update staff on purchasing procedures, PO's, spending in general</i> • <i>Externship processes clearly spelled out to instructors and students (WIP)</i> 	Hanlin			Sustainability	SP – S.2	Program Operational checklist

President Supervision

Project	Person(s) Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
Establish fundraising timeline for Health and Science building	Patty/Erik/Ross /Elise/Anne	07/01/15	06/30/16	Community Engagement	Foundation Instruction SP – CE.3	Fundraising
Establish construction timeline for Health and Science building	Patty/Erik/Ross	07/01/15	06/30/16	Sustainability	Instruction SP – S.1	
Develop College compliance list	Patty/Deb	07/01/15	06/30/16	Sustainability	Institutional Research SP – S.2	Compliance

Implement 360° evaluations for MASSC staff	Erik/Jan	07/01/15	06/30/16	Sustainability	Human Resources SP – S.2	360° Evaluations
Develop archiving process for historical College documents and photos	Deb	07/01/15	06/30/16	Sustainability	SP – S.2	
Develop a matrix tool for planning and tracking various initiatives and reports	Deb	07/01/15	06/30/16	Sustainability	SP – S.2	
Incorporate Unit and Ex-Officio reports into regular Board meetings	Marcia/Patty/Deb	07/01/15	06/30/16	Sustainability	SP S.2	
Incorporate unit program presentations into regular Board meetings					SP – S.2	
Incorporate Public Comment section on regular Board meeting agendas	Marcia/Patty/Deb	07/01/15	06/30/16	Community Engagement	SP – CE.2	
Provide in-kind support as well as correspondence in support of community partners' initiatives	Patty/Deb	07/01/15	06/30/16	Community Engagement	SP – CE.1/CE.2	
Arrange State of the College addresses	Patty	07/01/15	06/30/16	Sustainability	SP – S.2	

Small Business Development Center

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
Train staff and volunteers to fully utilize all resources and tools available to the SBDC	Director	10/1/14	12/31/15	Community Engagement	SP – CE.1	
Add training to meet the needs of businesses facing changes due to the prospective Jordan Cove Energy Project	All staff	7/1/14	12/31/18	Community Engagement	SP – CE.1	

Student Life

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
MLK day event	Kyle Croy	April 15	January 16	Community engagement	SP – CE.2	
Easter egg hunt	Kyle Croy	January 15 Yearly	March 15	Community engagement	SP – CE.2	
get an online NSO orientation up and running	Kyle Croy	January 15	August 15	Access	SP – A.2	

Student First Stop

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
Remodel the Student First Stop Center to enhance services and improve student engagement in Dellwood hall.	Shared			Access	SP – A.2	
Continue to develop collaborate processes to enhance student services.	Shared			Access	SP – A.2	

Talent Search and Upward Bound Grants

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
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<i>Write both Talent Search Grants. \$900 for consultant and \$750 for DOE meeting regarding Grant.</i>	Sharilyn Brown			Sustainability	SP – S.1	
<i>Work with Office Coordinator to update all Office Procedures and Policies.</i>	Chris Smith			Sustainability	SP – S.2	Program Operational checklist
<i>More forms in Spanish. Could use additional financial support from institution to serve larger population.</i>	Sharilyn Brown			Access	SP – A.2	

Tutoring

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
Ferpa training needs to be completed for all tutors Confirm ADA statements are on all documents Procure an ADA compliant monitor \$2500 Staff training on ADA, cultural diversity	Tutoring Lead Staff			Sustainability	SP – S.2	Program Operational checklist
The institution needs to confirm all policies and procedures are applied equally and enforced equally	Tutoring Lead Staff			Sustainability	SP – S.2	Program Operational checklist
We have recently received feedback that the wait time for tutors is too long. This may have led to fewer students using the lab. If this is the case, it has been a direct result of hours cut due to increased minimum wage. The budget has not increased to an amount commensurate with the level of tutoring hours needed.	Tutoring Lead Staff			Access	SP – A.2	

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