Strategic Plan: 2017-2020

Administrative Services Projects

SOUTHWESTERN AN OREGON COMMUNITY COLLEGE

The **Strategic Plan** 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.

Core Theme	Objective	Strategic Plan Projects	Administrative Services Projects	Success Indicator	Champion	Start Date Projected End Date
		LA.1.2: Title III – improve persistence through student success projects implementation **(SI 28, SI 47, SI 48, SI 53, SI 54, SI 55)**				
	LA.2: Students complete certificates, degrees, and transfer degrees, and transfer	**LA.2.1:** Identify program enhancements to increase student success and improve student completion**(SI 11, SI 46, and SI 56)**	**LA.2.1.1ASP:** Develop and implement a chef training program (Dining Services)			
		LA.2.2: Credit for Prior Learning Project – process development development **(SI 11)**				
		LA.2.3: Title III – improve graduation rates through Student Success program projects implementation **(SI 11 and SI 46)**				
	LA.3: Students demonstrate that they have met learning outcomes	**LA.3.1:** Outcomes Assessment – Multi-State Collaborative and Program Student Learning Outcomes **(SI 50 and SI 51)**				
		LA.3.2: Course and program outcomes developed and assessed including Title III student assessment project **(SI 8, SI 13 and SI 50)**				

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Access	**A.1: Students access varied learning opportunities**	**A.1.1:** Enhance opportunities for students to access learning opportunities (dual credit, articulated agreements, extended 4-year campus) **(SI 2, SI 3, SI 35 and SI 39)**				
	A.2: Students access services that support learning	**A.2.1:** Title III - student support projects implementation to enhance and improve student services; lean audit change implementation and tutor/writing center redesign **(SI 38)**	**A.2.1.1ASP:** Residence Life software solution. Review options and devise a timeline to implement a stand-alone Student Housing software to assist with room assignments (Student Housing)			
			A.2.1.2ASP: Develop a renewal and replacement plan for food service delivery/design (Dining Services)			
		A.2.2: Title III – implement Jenzabar retention module; assess advising and placement policies and process development **(SI 38)**				
	A.3: Students access relevant curricula that support lifelong learning and achievement	**A.3.1:** New Program and Course Development (degree/certificate programs, community education opportunities, student engagement activities, etc.) **(SI 7, SI 14A, SI 29, and SI 37)**				
Community Engagement	**CE.1: Southwestern serves our communities by providing quality training and business development to address the changing community workforce needs**	**CE.1.1:** Develop new training and business development programs based on participant survey feedback and other community needs**(SI 14B, SI 32, and SI 33)**				
	CE.2: Southwestern provides our	**CE.2.1:** Enhance Internal and External Relationships-Encourage people to serve on state level committees and				

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	community members access to a wide range of quality, lifelong learning opportunities	belong to organizations related to position. **Board Goal 2** – Advocate for Oregon community colleges by: Increasing attendance at the Legislative Session in Salem, Participating in campus Legislative Teleforums during Session, Establishing an ad-hoc committee for legislative support, Enhancing Board member participation in community events and **Board Goal 3** – Investigate fostering and enhancing government-to-government relationships with federally recognized Tribes in the College's district to develop a framework for how the College and these Tribes will continue to communicate and collaborate in the future. **(SI 34)**				
		CE.2.2: Student and staff support and engage in community activities – both on-campus and off-campus. **Board Goal 1 –** Collaborate with the Southwestern Foundation Board to Support and participate in Foundation activities, support the development of a Health and Science Technology building matching funds campaign, increase unrestricted donations **(SI 22A, SI 22B, SI 34)**				
	CE.3: Our community members participate and contribute to the Foundation in support of the college	**CE.3.1:** Promote the value of contributing to the Foundation and identify sources of support for new programs and the Health & Science Building **(SI 42, SI 43, SI 45)**				
Sustainability	**S.1: Southwestern provides responsible fiscal management**	**S.1.1**: Multi-year budget and cashflow reports **(SI 15 and SI 17)**	**S.1.1.1ASP:** Integration of payroll operations into the Budget and Finance Office (Business Office)			
		S.1.2: Enhance planning process to fully integrate into the budget process based on mission fulfillment success indicator planning, academic and facility planning, ITS planning, Strategic Enrollment Management planning, and program review planning (academic and operational) including implementation of electronic tools/resources for reporting **(SI 16A, SI 16B, SI 17)**	**S.1.2.1ASP:** Research and develop an action plan to redesign student meal plans. (Dining Services)			

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	S.2: Southwestern builds and maintains a sustainable infrastructure of human, technology, and facility resources	**S.2.1:** Ensure compliance and submit required reports consistent with accreditation requirements, HEOA, federal and state requirements, grant requirements and the like. **(Compliance)**	**S.2.1.1ASP:** Develop a Safety/Admin Services training template to be used with new and current employees. (Admin. Svcs)			
			S.2.1.2ASP: Develop a chemical disposal plan for removal of excess chemicals on campus (Admin. Svcs.)			
		S.2.2: Complete the transition to administrative policies/procedures and review of policies and procedures at the department level. **Board Goal 4** – Review and revise Board policy sections 8000-10000.	**S.2.2.1ASP:** Facilities Policy & Procedures Develop a process to review and update necessary policies and procedures for department. (Facilities)			
			S.2.2.2ASP: Security Policy & Procedures Develop a process to review and update necessary policies and procedures for department. (Campus Security).			
			S.2.2.3ASP: Develop annual training schedule for Campus Security staff. (Campus Security)			
			S.2.2.4ASP: Develop and implement an annual schedule for ALICE training for staff and faculty (Campus Security)			
			S.2.2.5ASP: Financial Policy & Procedures Develop a process to review and update necessary policies and procedures for department. (Business Office)			
			S.2.2.6ASP Administrative Services Policy & Procedures. Develop 5 year schedule for review/update of Admin Policies/Procedures (Admin. Services)			
		S.2.3: Implement campus-wide plans including redesigning existing processes (Academic Master Plan, Planning software, Enrollment Management Plan, etc.); Strategic Plan process redesign and **Board Goal 5** – Work with administration to develop a long range vision (Master Plan), including deferred maintenance. **(SI 19 and SI 20)**	**S.2.3.1ASP:** Facility Planning Implement capital forecasting software, tying in deferred maintenance and current campus conditions (FCA) to serve as the foundation for the Facility Master Plan. (Facilities)			

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			S.2.3.2ASP: Facility Services Integration of housing facility operations into Plant Services. (Facilities)			
			S.2.3.3ASP: Video Surveillance Research options for, set aside funding, and install outdoor cameras that will be placed in parking lot areas in the Student Housing Complex (Student Housing)			
			S.2.3.3ASP: Conduct needs assessment, review options for, set aside funding, and purchase new furniture/appliances for apartments (Student Housing)			
		S.2.4: Planning work on new Health & Science Building **(AMP, FMP)**	**S.2.4.1ASP:** Develop a Capital Asset Management system inventory. (Business Office)			
		S.2.5: Upgrade technology requirements per the ITS plan and to support identified campus-wide projects including Title III projects **(SI 19)**				
		S.2.6: Foster positive relationships between faculty, staff, and administration. **(SI 9)**				
	S3: Southwestern delivers viable quality instruction	**S.3.1:** Further develop and provide faculty support **(SI 9)**				
		S.3.2: Program Review implementation with integrated planning and budgeting and rollout of LiveText pilots **(SI 40)**				
		S.3.3: Program Viability development and integration into program review **(SI 41)**				