

From: [Chialin Hsieh](#)
To: [Al Harrison](#); [Arnulfo Cedillo](#); [Bob Balestreri](#); [Cari Torres](#); [Cathy Summa-Wolfe](#); [Charles Lacy](#); [Chialin Hsieh](#); [David Cook](#); [David Snyder](#); [Greta Siegel](#); [Janice Austin](#); [Jim Arnold](#); [Laura McCarty](#); [Linda Beam](#); [Lyda Beardsley](#); [Marshall Northcott](#); [Matt Markovich](#); [Nanda Schorske](#); [Nick Chang](#); [Peggy Isozaki](#); [Robert Thompson](#); [Roz Hartman](#); [Susan Andrien](#)
Cc: [Al Harrison](#)
Subject: Creation of the possible New Action Steps
Date: Tuesday, August 24, 2010 1:11:00 PM
Attachments: [Memo ActionSteps 8 20 10.docx](#)
[Template NewActionSteps 2010 2012.doc](#)

Dear Managers:

I would like to invite you to participate in the creation of possible new action steps for our Strategic Plan 2009-2012. Please see the memo below (and attached) for details. Please make sure you discuss your new action steps with your supervisor.

The deadline is October 1, 2010.

The template for creation of the new action step(s) is also attached.

Chialin

Dr. Chialin Hsieh
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To: Managers
From: Dr. Chialin Hsieh, Planning, Research and Institutional Effectiveness
Subject: Instructions for Creation of New Action Steps for Strategic Objectives 2009-2012
Date: August 20, 2010
Cc: Al Harrison, President

Instructions for Creation of New Action Steps for Strategic Objectives 2009-2012

Purpose

For the purpose of continuous improvement for College of Marin, please continue working on completing the existing action steps that have not been accomplished.

For those action steps already accomplished, we would like to encourage your creative ideas in the development of **new action steps that are aligned with either Priority #1 Student Access and**

its defined strategic objectives or Priority #3 Technology and its defined strategic objectives.
(This is *your* opportunity to represent your stakeholder's contribution to College of Marin's strategic progress.)

Background

On July 27, 2010, we updated the Board of Trustees on the progress of action steps in our Strategic Plan 2009-2012. We accomplished 11 out of 22 action steps. Thank you for all the hard work!

These 11 accomplished action steps were:

1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.2.1

1.3.2,

3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5

Please go to the following link to view the details on the progress of action steps.

<http://www.marin.edu/WORD-PPT/StrategicPlanActionStepsToolIIISummary.pdf>

Requirements for New Action Steps

Please discuss your creative idea(s) for new action steps with your supervisor prior to submitting them to me.

Timeline for the New Action Steps

Please indicate the timeline for each action step in the template.

Responsible Person for New Action Steps

Please indicate the responsible person for each new action step in the template.

Deadline for submission of the new Action Steps to **Chialin** will be:

October 1, 2010

Progress Report of the Action Steps (Summary)

Progress of the action steps will be reported to PRAC twice a year (December and May).

Template is attached.
