

# College of Marin

College Priority	Strategic Objective	Action Step 2009-2012	Action Step Progress As of 7/27/2010
<b>College Priority 1: Improve Student Access</b>			
<b>Strategic Objective 1.1: Analyze class scheduling practices and make changes to address identified deficits with special attention to providing access at both campuses and to commuters and working adults.</b>			
		<b>1.1.1</b> Use fall 2007 and 2008 to prepare a matrix such as seen in SAMPLE MATRIX 1 (attached document) for each discipline.	100%
		<b>1.1.2.</b> Analyze the patterns for each discipline to determine if all disciplines provide appropriately equitable student access both at Kentfield and Indian Valley campus. Use the chart prepared in Action Step 1.1.1 as well as current program review data that includes workload and FTES data. Establish targets for Spring 2010 and Fall 2010 semester schedules to (a) correct any identified deficits in scheduling patterns and (b) specifically address student access for commuters and working adults.	100%
		<b>1.1.3</b> Repeat Action Step #1 with spring and fall 2010 data to assess changes in class scheduling patterns.	100%
		<b>1.1.4</b> Analyze the patterns for each discipline to determine if all disciplines provide appropriately equitable student access* at Kentfield and IVC. Establish targets for fall 2011 and spring 2012 semester schedules to (a) correct any identified deficits in scheduling patterns and (b) specifically address student access for commuters and working adults.	100%
<b>Strategic Objective 1.2: Analyze class scheduling practices and make changes to increase the number of credit hours offered through distance education.</b>			
		<b>1.2.1</b> Create a structure and protocol for distance education courses that includes an advisory committee to plan and assess instructional technology at COM, a supervisor of the program, a teacher-resource person, technical support for staff and students, and a mid to long-term instructional technology plan.	100%
		<b>1.2.2</b> Based on the data generated in Action Step 1.1.1 and the analysis conducted in Action Step 1.1.2, determine specific targets for distance education course offerings by discipline for fall 2010 semesters. These targets are contingent on progress on providing infrastructure to support distance education offerings.	50%
		<b>1.2.3</b> Based on the targets set in Action Step 1.2.2 and progress on providing infrastructure support for distance education: (a) identify specific faculty members to be trained in distance education pedagogy; (b) identify appropriate local training opportunities; and (c) ensure that identified faculty members participate in the training.	80%
		<b>1.2.4</b> Based on the data generated in Action Step 1.1.3 and the analysis conducted in Action Step 1.1.4, determine if the specific targets were met: (a) for distance education course offerings for fall 2010 semester; and (b) for faculty training.	50%
<b>Strategic Objective 1.3: Analyze career technical education offerings to verify that business and community needs are being met.</b>			
		<b>1.3.1</b> Draw from current community advisory groups and other available workforce projections to prepare a report on the status and the future of career technical education courses for the Academic Senate including: (a) changes in the business/community needs for career technical education, and (b) opportunities for new career technical education courses.	50%

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		<b>1.3.2</b> Fully implement the transfer pathway at Indian Valley campus as set forth in the San Francisco State University and Conservation Corps partnership agreement. (Refer to equitable access plans to be identified in Action Step 1.1.2)	100%
	<b>Other related activity to improve student access that is not included in the plan: Human Resources</b>		100%
	<b>Other related activity to improve student access that is not included in the plan: Communication/Marketing</b>		100%
	<b>Other related activity to improve student access that is not included in the plan: Modernization plans</b>		100%
<b>College Priority 2: Improve Student Learning and Success</b>			
	<b>Strategic Objective 2.1: Develop a tool to systematically track student retention and success.</b>		
		<b>2.1.1</b> Develop and document the College of Marin protocol for: (a) practical and measurable definitions of retention and success at the course, program, and pathway levels and (b) accessible data elements that best reflect those definitions.	80%
		<b>2.1.2</b> Validate the courses to be included in each pathway.	25%
		<b>2.1.3</b> Use the decisions regarding data elements reached in Action Step 2.1.1 to develop an IT-based tracking system that evaluates retention and success by section, course, program, pathway, and student demographics.	25%
	<b>Strategic Objective 2.2: Implement and evaluate the tool for tracking student retention and success.</b>		
		<b>2.2.1</b> Revise the program review reporting requirements to include responses to: (a) the discipline's strengths and weaknesses as identified in the Student Success and Retention Report (product of Action Step 2.1.3); and (b) at least one specific strategy that will be used in the coming academic year to address identified weaknesses in student success and retention.	25%
		<b>2.2.2</b> At the conclusion of the program review cycle, survey Deans and Dept. Chairs regarding the data elements included in and the ease of use of the Student Success and Retention Report.	25%
	<b>Strategic Objective 2.3: Establish a college-wide plan to improve student retention and success by annually documenting the results of the discipline-specific strategies to improve student retention and success.</b>		
		<b>2.3.1</b> Prepare a report on both instructional and student services discipline-specific strategies to improve student retention and success for inclusion in the College of Marin Institutional Effectiveness 2009-2010.	80%
		<b>2.3.2</b> Identify specific strategies to promote student retention in student services program reviews.	50%
	<b>Other related activity to improve student learning and success that is not included in the plan: Staff Development</b>		100%
	<b>Other related activity to improve student learning and success that is not included in the plan: Board Policies and Procedures</b>		75%
	<b>Other related activity to improve student learning and success that is not included in the plan: Participatory Governance</b>		100%
	<b>Other related activity to improve student learning and success that is not included in the plan: Fiscal Services</b>		100%

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<b>College Priority 3: Improve Instructional Technology</b>			
	<b>Strategic Objective 3.1: Prepare a College of Marin Technology Plan 2010-2016 that identifies the current needed improvements in policies, hardware, software, and training.</b>		
	<b>3.1.1</b>	Analyze the status of the 2004-2007 College of Marin Technology Plan and other relevant data to identify the remaining unmet needs related to technology policies, hardware, software, and training.	100%
	<b>3.1.2</b>	Compile the technology requests from all prior year Program Reviews.	100%
	<b>3.1.3</b>	Collaborate with on-campus IT staff to develop a list of needed improvements to hardware and software.	100%
	<b>3.1.4</b>	Integrate the lists prepared in Action Steps 3.1.1, 3.1.2, and 3.1.3 and prioritize the needs identified by these two college resources, with special attention to the hardware and software needed to meet the College of Marin Educational Master Plan 2009-2019 recommendation related to distance education.	100%
	<b>3.1.5</b>	Prepare a College of Marin Technology Plan 2010-2016 that identifies the current needed improvements in policies, hardware, software, and training.	100%
	<b>Other related activity to improve instructional technology that is not included in the plan: Modernization Plan</b>		100%
	<b>Other related activity to improve instructional technology that is not included in the plan: Staff Development</b>		100%