| **TASK-A****Beginning AY2012-2013** | to SUSTAIN ACCREDITATION THROUGH Improved Training programs AND An enhanced participatory governance process  |
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| 1. **Specific Activities to Address Task**
 | Develop a process for systematically evaluating non-credit courses, workshops, and training sessions for content and effectiveness, in alignment with the assessment process that is in place for credit courses. |
| Person/CommitteeResponsible | Chair and members, Standard 2 CommitteeOffice of Continuing Education |
| Timeline | Fall 2014 (By spring 2013, CE&WD closed the loop once) |
| Status | Plan to address ACCJC recommendation approved by AVP |
| Performance Measure | Evaluation tool for evaluating non-credit courses, workshops and training sessions for content and effectiveness showing participants’ feedback and results is developed and implemented and is aligned with the institutional assessment system schedule and requirements. |
| Percent Completed | 75% |
| Next Steps | Incorporate the assessment of courses listed in the 2012-2013 CE&WD Catalog for Fall 2013. Begin collecting statistics on these courses, SLOs, and curriculum age. |
| Comments | CE&WD submitted their assessment plan before October 8, 2012 deadline and their assessment report by the March 11, 2013 deadline. Both the plan and report have been rated approved by the CCA. The unit is on track with the established 2-year Assessment Cycle Schedule.  |
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| 1. **Specific Activities to Address Task**
 | Evaluate existing governance policies and practices to ensure that all constituents have the opportunity for appropriate and ongoing participation in decision-making. Additionally, implement an enhanced evaluation process to examine the overall effectiveness of participatory governance policies and processes among faculty, staff, and students. |
| Person/Committee Responsible | Chair and members, Standard 4 CommitteeFaculty and staff senates and CGC, COPSA |
| Timeline | Fall 2014 |
| Status | Survey evaluation tool for evaluating governance policies and practices not started. Staff Governance has been created and actively in operation. |
| Performance Measure | Develop evaluation survey tool to evaluate the overall effectiveness of the college’s participatory governance policies and processes. Survey is conducted on an annual basis. Staff Participatory Governance is created and actively in operation. |
| Percent Completed | 1% |
| Next Steps | Gather research on best practices from the field. |
| Comments | Reference the tool used last semester. Information gathered from the RP Group Strengthening Student Success conference in fall 2012 show one approach used was interviews conducted to determine the extent of communication between and among committees.  |
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| **TASK-B** | TO Link program Review and Assessment, Institutional Planning and resource allocation to student learning outcomes |
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| 1. **Specific Activities to Address Task**
 | Foster dialogue among program faculty and the Learning Outcomes Committee (LOC) to provide standards for grading and awarding of credit by strengthening language in the course guide Curriculum Manual. The awarding of credit discussion should be guided by the federal definition of credit hour. |
| Person/Committee Responsible | Chair and members, Standard 2 CommitteeLearning Outcomes Committee, AVP Office |
| Timeline | Fall 2014 |
| Status | Ongoing |
| Performance Measure | Standards for grading and awarding of credits are written and forwarded through governance. |
| Percent Completed | 10% |
| Next Steps | The 2012 Curriculum Manual incorporates changes to better address “orphaned” curriculum so that substantive and non-substantive changes to curriculum are all routed through the Learning Outcomes Committee for a complete review. |
| Comments | Insert verbiage from the credit hour document. The credit hour discussion is a separate issue from standards on grading and awarding of credit. |
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| 1. **Specific Activities to Address Task**
 | Review resource allocation of the college to ensure that there are sufficient funds to provide training, maintenance, equipment and software support and implement the college’s technology plan (i.e., ITSP) to better promote student learning activities. |
| Person/Committee Responsible | Chair and members, Standard 3 CommitteeCollege Technology Committee |
| Timeline | Fall 2014 |
| Status | Ongoing |
| Performance Measure | Technology plan is implemented, which incorporates and addresses resource allocation for technology that will ensure program and course-level SLOs are achieved.  |
| Percent Completed | 5% |
| Next Steps | Follow the process and progress on the DE Strategic Plan. Assessment plans and reports should all be tied to Budget Related Goals, Performance Indicators, and Proposed Outcomes. |
| Comments | The Distance Education (DE) Strategic Plan Development Bid Announcement GCC-FB-13-015 had a bid opening date of July 16, 2013; however, there were no bid submissions. There were some questions from potential bidders specifically related to DE programs at GCC and financial aid for students. |
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| 1. **Specific Activities to Address Task**
 | Allocate a percentage of funds for supporting additional resources (such as demand for additional resources i.e. e-book readers and computer tablets) in the Learning Resource Center (LRC) when new programs are developed or when existing programs are significantly modified. |
| Person Responsible | Chair and members, Standard 2 CommitteeDepartment Chair, LibraryCollege Technology Committee |
| Timeline | Fall 2014 |
| Status | Not started |
| Performance Measure | Process for the allocation of funds to the LRC for supporting for new programs is developed and implemented.  |
| Percent Completed | 0% |
| Next Steps | CTC should tie this activity into the EA/ITSP Strategic Goals. |
| Comments | LOC should include this part as part of the review process and link to ITSP should be spelled out. |

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| 1. **Specific Activities to Address Task**
 | Increase compliance rate of curriculum revision process to ensure courses and programs are not over five years old and that they are current with community and industry standards. |
| Person/Committee Responsible | Chair and members, Standard 2 CommitteeLOC; Job Specs Committee |
| Timeline | Fall 2014 |
| Status | Ongoing |
| Performance Measure | By 2014, 100% of courses and programs will be up-to-date and current with community and industry standards. |
| Percent Completed | 5% |
| Next Steps | Communicate with LOC if the five year rule includes NSR dates. |
| Comments | LOC should address this the same way CCA addresses assessment. The 13th AIAR will include an Appendix of the Course and Program Audit of curriculum based on the five year rule.  |

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| 1. **Specific Activities to Address Task**
 | Evaluate the safety and security of physical records, and consider various alternative ways (including electronic means) to protect the integrity of student records at all times. |
| Person/Committee Responsible | Chair and members, Standard 2 CommitteeRegistrar, Program Coordinator 2, Admissions and Registration Office |
| Timeline | Fall 2014 |
| Status | Not started |
| Performance Measure | An evaluation tool to audit and evaluate the safety, security, and integrity of students’ records is developed and implemented. An alternative security measure to protect records is identified and fully operational by fall 2014.  |
| Percent Completed | 0% |
| Next Steps | An inventory of such records needs to occur. Initial findings indicate the storage of redundant records and outdated records which should be destroyed or archived electronically. |
| Comments | Based on available resources, the best method for security of records should be assessed. |