| **Physical Master Plan** | enhAnce and monitor the College’s facilities master plan to keep pace with institutional growth and educational projections and priorities. |
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| 1. **Specific Activities to Address Task**
 | Update the Facilities Master Plan, a component of the ISMP that is up for an update in 2015. Assessment data informs the decisions and planning incorporated into the document updates.  |
| Person/CommitteeResponsible | RPF |
| Timeline | 2015 |
| Status | Ongoing |
| Performance Measure | The Vice President for Finance and Administration and the Assistant Director for AIER have updated the budget training and requirements and the TracDat assessment management system configuration to align budget goals, performance indicators and performance outcomes with assessment unit student learning outcomes, means of assessment, and assessment report/results and implementation. |
| Percent Completed | 20% |
| Next Steps | Extract of data to support the Facilities Master Plan and its updates. |
| Comments | The upgrades that have been made to the campus, from the solar parking lights to the new buildings that have been constructed, reflect the results of the collaboration and data-driven plans that went into the last Facilities Master Plan. |

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| 1. **Specific Activities to Address Task**
 | Administer the Community College Survey of Student Engagement (CCSSE), an assessment tool that provides information on student engagement, a key indicator of learning and, therefore, of the quality of community college.  |
| Person/Committee Responsible | AIER |
| Timeline | Annually |
| Status | Ongoing |
| Performance Measure | The CCSSE is scheduled to be administered in the Spring of 2015 and every spring thereafter, funding allowed. The College had administered the Faces of the Future Survey instrument in the past; however, ACT has discontinued its survey services.  |
| Percent Completed | 50% |
| Next Steps | 50% of the AIER budget has been uploaded onto Banner. Process requisition. |
| Comments | The survey is comprised of items that assess institutional practices and student behaviors that are highly correlated with student learning and student retention. It is a versatile, research-based tool appropriate for multiple uses. Identifying what students do in and out of the classroom, knowing students’ goals, and understanding external responsibilities can help the college create an environment that can enhance learning, development, and success. |
| **Participatory Governance** | strengthen the participatory governance process to ensure that all stakeholders understand their role in collaborative governance. |
| 1. **Specific Activities to Address Task**
 | Develop a participatory governance structure handbook containing a detailed description of each governance unit, i.e. Faculty Senate, Staff Senate, and Council for Postsecondary Student Affairs (COPSA), to serve as a guide for the campus. |
| Person/Committee Responsible | Deans |
| Timeline | Fall 2014 |
| Status | Ongoing |
| Performance Measure | The Participatory Governance Structure Handbook contains the history of participatory governance at the College and presents a diagram of the current structure in place with a detailed description of each body within the structure. |
| Percent Completed | 90% |
| Next Steps | A campus-wide training on the Participatory Governance Structure Handbook, as requested by various constituents, is scheduled for January 2015. Associate Dean Gary Hartz will lead this training. |
| Comments | With the formalized documentation of the participatory governance structure through the handbook, the groundwork for the campus-wide governance survey begins. The Office of Assessment, Institutional Effectiveness & Research will lead this campus-wide study and reporting targeted for academic year 2015-2016. |

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| 1. **Specific Activities to Address Task**
 | Coordinate the documentation and recording of the activities and accomplishments of each governance unit into a regular and systematic archive of evidence at AIER and online on MyGCC. |
| Person/Committee Responsible | Faculty Senate, Staff Senate, COPSA and Communications and Promotions Department. |
| Timeline | Annually |
| Status | Ongoing |
| Performance Measure | With the upgrade of the MyGCC portal, each governance body and the committees under each have a dedicated web site where agendas, minutes, and other committee documentation may be uploaded for access by everyone; and, the portal sites have various collaboration tools that are available, such as blogs, message boards, calendars, events, and other online resources that support anytime, anywhere access and feedback. A comprehensive inventory of archived governance documents available online on the MyGCC portal. |
| Percent Completed | 50% |
| Next Steps | Committee documentation has been sporadic and inconsistent; however, with publication and training on the Participatory Governance Structure Handbook, there is now a renewed effort to provide these critical documents to the AIER Office, the designated repository for all accreditation-related documentation. Also, the |
| Comments | annual year-end governance reports submitted by the Faculty Senate, Staff Senate, and COPSA provide a self-report by each body on its effectiveness in achieving its goals for the academic year and setting the theme for the goals of the upcoming academic year. A standard report template is being finalized by AIER. |