| **TASK-A** | to develop a marketing plan which helps to enhance GCC’s brand identity |
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| 1. **Specific Activities to Address Task** | Convene Taskforce to compile, review, and develop a measurement orientation program |
| Person Responsible | Assistant Director, Planning and Development |
| Timeline | December 2010 |
| Status | Solicited for interested taskforce participants |
| Performance Measure | Establish Dedicated Planning Taskforce |
| Percent Completed | 5% |
| Next Steps | Finalize taskforce membership |
| Comments | Since the retirement of the VP for Administrative Services Division (September 30, 2010), this task had been reassigned by President to the Assistant Director, Planning and Development (October 1, 2010). |
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| 1. **Specific Activities to Address Task** | Develop qualitative assessments for each project (plan) identify by task force (e.g., ISMP, Technology, Assessment, and Facility) |
| Person Responsible | Assistant Director, Planning and Development |
| Timeline | March 2011 |
| Status | Gathered key documents to develop matrix |
| Performance Measure | Develop assessment template/metrics, based on qualitative assessments for Goal #1, #2, #3, and #4 |
| Percent Completed | 10% |
| Next Steps | Finalize assessment template. |
| Comments | Since the retirement of the VP for Administrative Services Division (September 30, 2010), this task had been reassigned by President to the Assistant Director, Planning and Development (October 1, 2010). |

| **TASK-B** | utilize the existing two-yer Assessment Planning Cycle |
| --- | --- |
| 1. **Specific Activities to Address Task** | Publish scheduled timetable which follows the 2-year assessment cycle to disseminate status of plans |
| Person Responsible | Assistant Director, Planning and Development |
| Timeline | March 2011 |
| Status | Initiated discussion |
| Performance Measure | Development of a scheduled timetable |
| Percent Completed | 10% |
| Next Steps | Finalize timetable. |
| Comments | Since the retirement of the VP for Administrative Services Division (September 30, 2010), this task had been reassigned by President to the Assistant Director, Planning and Development (October 1, 2010). |
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| 1. **Specific Activities to Address Task** | Present 2-year measure of institutional effectiveness to DCs, MTM, and Board |
| Person Responsible | Assistant Director, Planning and Development |
| Timeline | January 2012 |
| Status | Developed a template to report institutional effectiveness |
| Performance Measure | Submission of 2-Year measure |
| Percent Completed | 10% |
| Next Steps | Finalize 2-Year Measure of Institutional Effectiveness |
| Comments | Since the retirement of the VP for Administrative Services Division (September 30, 2010), this task had been reassigned by President to the Assistant Director, Planning and Development (October 1, 2010). |