MOORPARK COLLEGE

2018-2019 WORKPLAN
END-OF-YEAR STATUS REPORT

STRATEGIC DIRECTION #1
STUDENT ACCESS

	INITIATIVES/ ACTIONS	HOW DO WE MEASURE PROGRESS IN THIS AREA?	WHO	WHAT	WHEN	FUNDING SOURCES	POINT PERSON	END OF YEAR STATUS	% COMPLETE
1	CLU connect w/diverse populations	Benchmarks as outlined in Grant met	Vice President of Student Support Vice President of Academic Affairs Vice President of Business Services	• Recruit faculty • Hire student coaches • Plan remodel of Student Success Annex 2	June 30, 2019		Amanuel		100%
2	Establish Rising Scholars and Safe Passages	A cohort of 15-20 7th grade students from our feeder schools and Safe passages are actively participating in the activities of the program	President Vice President of Student Support Outreach Specialist Director of Community Relations, Marketing, and Institutional Advancement Dean of Social & Behavioral Sciences	• Recruit students • Provide tutoring • Monthly activities with CLU • Provide academic advising	June 30, 2019		Dean of Behavioral & Social Sciences	27 students were recruited and selected for first year cohort. Monthly mentor sessions were completed in the Spring, however tutoring and activities with CLU did not occur due to delays with MOU's. As of May 2019, MOU's have been approved for the 19-20 so program will be 100% complete at start of Aug 2019.	60%

STRATEGIC DIRECTION #1 (~CONT'D)
STUDENT ACCESS

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STRATEGIC DIRECTION #1 (~CONT'D)
STUDENT ACCESS

	INITIATIVES/ ACTIONS	HOW DO WE MEASURE PROGRESS IN THIS AREA?	WHO	WHAT	WHEN	FUNDING SOURCES	POINT PERSON	END OF YEAR STATUS	% COMPLETE
3	Explore HSI funding	Submit Grant for Title 3/5 in Spring 2019	Vice President of Student Support Vice President of Academic Affairs Vice President of Business Services Dean of Institutional Effectiveness Director of Community Relations, Marketing, and Institutional Advancement	• Attend HACU Workshop • Develop a Title 3/5 Grant Submission in Spring 2019	June 30, 2019	Equity	Oleg/James	Grant posting was delayed, deadline is now July 15. We intend to pursue and should have all components in place by July 1.	100%
4	Increase corporate sponsorship	Generate $250,000 in College corporate sponsorships	Director of Community Relations, Marketing, and Institutional Advancement	• Get 10 major corporate sponsors with a minumum $25,000 commitment	June 30, 2019	Corporate sponsorships	James	Not enough bandwidth	0%

STRATEGIC DIRECTION #1 (~CONT'D)
STUDENT ACCESS

	INITIATIVES/ ACTIONS	HOW DO WE MEASURE PROGRESS IN THIS AREA?	WHO	WHAT	WHEN	FUNDING SOURCES	POINT PERSON	END OF YEAR STATUS	% COMPLETE
5	Develop AB19	Target populations are assigned to a coach, have 2-year Ed Plans, enrolled in a minimum of 12-15 units, meet with academic advisor twice per semester.	Vice President of Student Support Director of Community Relations, Marketing, and Institutional Advancement Vice President of Business Services Outreach Specialist Dean of Business, Child Dev & Student Engagement Student Success and Support Supervisor	• Identify cohort of GPS2 students • Hire success coaches • Outreach and coach special populations targeting student success and retention	Twice per semester with academic advisors	AB 19	Howard Student Success Supervisor		80%

STRATEGIC DIRECTION #1 (~CONT'D)
STUDENT ACCESS

	INITIATIVES/ ACTIONS	HOW DO WE MEASURE PROGRESS IN THIS AREA?	WHO	WHAT	WHEN	FUNDING SOURCES	POINT PERSON	END OF YEAR STATUS	% COMPLETE
6	Market to underrepresented populations	A marketing plan approved and ready to implement for 2019/20	Vice President of Student Support Outreach Specialist Director of Community Relations, Marketing, and Institutional Advancement	• Develop a marketing plan to outreach to underrepresented populations • Promote Honors Program in Outreach	June 30, 2019		James	Marketing plan completed	100%
7	Build adult-learner outreach (weekend college)	All program certificates developed and approved.	Vice President of Academic Affairs Vice President of Academic Affairs Dean of Physical Science & Career Education Dean of Business, Child Dev & Student Engagement Dean of Arts, Media & Communication Studies	• Develop Accounting Certificate/Computer Network System Engineering/Computer Information System/Early Childhood/Business Information Worker/ Performing Arts Certificates.	June 30, 2019		Oleg	Most cetificates developed and PACE launched.	80%

STRATEGIC DIRECTION #2
STUDENT RETENTION AND SUCCESS

	INITIATIVES/ ACTIONS	HOW DO WE MEASURE PROGRESS IN THIS AREA?	WHO	WHAT	WHEN	FUNDING SOURCES	POINT PERSON	END OF YEAR STATUS	% COMPLETE

1	Intervene with "D" and "F" students with implementation of Star Fish and case management tool	Participating faculty will have a debriefing meeting with StarFish Implementation "team" to discuss process. What worked? What did not? Did it appear to have helped the students improve their progress?
		
		Success coaches will conduct a follow-up call 2 weeks after the initial call to touch-base with students and to ask them questions about how the student perceived the Early Alert messages and assistance. Did students follow-up on the recommendations in the Early Alert?
			Lead Staff for StarFish implementation
			
			Success Coaches
			
			Counselor Assts
				• Fall 2018 Pilot: Identify 12 Math classes to participate in pilot
				  ○ Faculty members will use StarFish for Early Alert
				  ○ Early Alerts will be sent to students as well as Success Coaches and Counselor Assts
				  ○ Success Coaches and Counselor Assts will call students who receive Early Alert to ensure they received the message and to provide personal connection to help students stay on course as opposed to just dropping the class
				  ○ Spring 2019 Expanded Pilot: Identify larger participation of faculty
					Pilot: Fall 2018
					
					Expanded Pilot: Spring 2019
						Currently funded:
						
						• Existing staff will assist
						
						• Starfish is in imple-mentation phase
						
						• Pilot has already been discussed in Student Services group
							Howard	Starfish implementation team is finishing up the "nudge language" that will be sent to students to address attendance/participation and grade issues in the coure. We are running a pilot this summer.	80%

STRATEGIC DIRECTION #2 (CONT'D)
STUDENT RETENTION AND SUCCESS

	INITIATIVES/ ACTIONS	HOW DO WE MEASURE PROGRESS IN THIS AREA?	WHO	WHAT	WHEN	FUNDING SOURCES	POINT PERSON	END OF YEAR STATUS	% COMPLETE
2	Provide clear pathways for students to complete the requirements for transfer, degree attainment, and certificate of achievement completion.	15 Pathways will be completed (version 1) in Fall 2018. 15 Pathways will be made available (in both Print and Web versions) to students before Fall 2019 registration. 40 Pathways will be completed (version 1) by end of Spring 2019.	Guided Pathways Program Mapping WorkGroup Discipline Faculty Counseling Faculty	1. Fall 2018: Guided Pathways Program Mapping Work Group will draft the program mapping template. 2. Fall 2018: Discipline faculty and Counseling faculty will meet to draft 15 Pathways. 3. Spring 2019: Pathway Handouts will be designed by Graphic Designer for both Print and for posting to the Web 4. Mid-Spring 2019: Students will begin receiving and using the initial pathway handouts for Fall 2019 registration planning 5. Spring 2019: Discipline faculty and Counseling faculty will meet to draft 25 additional Pathways.	15 Pathways by December 19, 2018 25 additional Pathways by May 1, 2019	Guided Pathways grant	Lisa	GP mapping template complete. 20 disciplines being mapped; multiple pathways per discipline; maps have not yet been sent to graphic designer for completion (anticipated to be done over summer) Next milestone: All disciplines will identify at least one major pathway for their program and this pathway will have a program map completed by December 2019, and printed by March 2020.	50%

STRATEGIC DIRECTION #2 (CONT'D)
STUDENT RETENTION AND SUCCESS

	INITIATIVES/ ACTIONS	HOW DO WE MEASURE PROGRESS IN THIS AREA?	WHO	WHAT	WHEN	FUNDING SOURCES	POINT PERSON	END OF YEAR STATUS	% COMPLETE
3	Recognize academic improvement and excellence across student populations	Deans' Letter will be mailed Initiate a Deans' Letter for academic improvement Increase proportion of under-represented student populations participating in Honors Program	Office of Student Learning Director of Community Relations, Marketing, and Institutional Advancement Deans' Council Dean of Social & Behavioral Sciences (Honors)	• Re-draft the Deans' Letter to be personal/engaging. ○ Develop a mail-merge that will automatically update the semester information? • Recognize Deans' List on marquee and social media • Investigate possibility of, compose, and mail letter to students who improve their GPA by one grade from year to year/get off academic probation/other examples • Set targets for under-represented student populations participating in Honors Program	Spring 2018 academic improve-ment letter be composed and mailed Spring 2018: disagregate student populations in Honors Program Fall 2018 Letters will be updated and mailed	No funding needed for first two bullets.	Julius	For Honors program: Data reviewed to determine which underrepresented students were and were not participating in Honors. A direct postcard and direct marketing effort was established to recruit underrepresnted students which will occur in August.	25%

STRATEGIC DIRECTION #2 (CONT'D)
STUDENT RETENTION AND SUCCESS

	INITIATIVES/ ACTIONS	HOW DO WE MEASURE PROGRESS IN THIS AREA?	WHO	WHAT	WHEN	FUNDING SOURCES	POINT PERSON	END OF YEAR STATUS	% COMPLETE
4	Develop free text lending program - English/Math	Process will be developed before end of Fall 2018. Marketing of program will take place on marquees, social media, around campus, in new student orientations Students will receive information about the process when they receive their Fall 2019 registration date	Basic Skills/ BSSOT Director Dean of Institutional Effectiveness Library Staff English & Math Faculty and Deans	• 2018-19 Develop Process: Coordinate efforts with the development of a freshman cohort; if students enroll in both English and Math in their first semester, we will provide them with their English text and Math text at no cost (lend). At the end of the semester they will return the texts so that we can use them again in the following semester/cohort. • Fall 2019 Implementation	Fall 2018: Develop Process Marketing of program will begin February and March 2019. Spring 2019: Advertise program directly to students when they receive their Fall 2019 registration date. Fall 2019: Begin Lending Program Spring 2020: Evaluate Process	BSSOT grant Equity BSI	Sam	The lending Library has been established and we currently have books purchased for the following areas: English Math ESL Criminal Justice Biology The Library will be completing the processing of the titles to have them ready by August 12th. The reminding actions items are as follows: Marketing of the program Students receiving information about the program when they receive their registration dates These two items have not taken place yet, the second being a missed opportunity as the students have already been issued registration dates.	80%

STRATEGIC DIRECTION #3
RESPONSIVENESS TO MARKETPLACE THROUGH CAREER PREPARATION & TRAINING

	INITIATIVES/ ACTIONS	HOW DO WE MEASURE PROGRESS IN THIS AREA?	WHO	WHAT	WHEN	FUNDING SOURCES	POINT PERSON	END OF YEAR STATUS	% COMPLETE
1	Provide internship opportunities	>200 interns, double number of paid interns to 24	Dean of Physical Science & Career Education Dean of Business, Child Dev & Student Engagement	1. Hire intern specialist (implementor and coordinator) 2. Hire job placer (identifier) 3. Continue to provide student internships projects (software Symplicity)	1. Fall 2018-19 2. Fall 2018-19 3. Fall 2018-19	Regional Strong Workforce and Makerspaces	Mary		100%
2	Provide short term career training	# COR and certificates submitted, # FTES	Dean of Language & Learning Resources Dean of Physical Science & Career Education Academic Senate	1. Develop Non Credit Plan (Dean of Language & Learning Resources) 2. Develop 3 non-credit certificates (Dean of Physical Science & Career Education and Academic Senate) 3. Work with District to articulate adult ed programs (Dean of Physical Science & Career Education and VCCCD Director of Economic & Workforce Development)	1. Fall 2018-19 2. Fall 2018-19 3. Fall 2018-19	Local Strong Workforce	Mary		67%

STRATEGIC DIRECTION #3 (~CONT'D)
RESPONSIVENESS TO MARKETPLACE THROUGH CAREER PREPARATION & TRAINING

	INITIATIVES/ ACTIONS	HOW DO WE MEASURE PROGRESS IN THIS AREA?	WHO	WHAT	WHEN	FUNDING SOURCES	POINT PERSON	END OF YEAR STATUS	% COMPLETE
3	Improve CTE Online presence	# hits on site	Director of Community Relations, Marketing, and Institutional Advancement Dean of Physical Science & Career Education VCCCD Webmaster/ System Administrator	1. Provide redirect for CTE 2. Add counting mechanism to site 3. Provide additional online resources and links 4. Update program information	1. Fall 2018 2. Fall 2018 3. Fall 2018 4. Fall 2018	Regional Strong Workforce	Mary	Provided link with CE page Provided additional resources and links Will work with District on update	67%

STRATEGIC DIRECTION #3 (~CONT'D)
RESPONSIVENESS TO MARKETPLACE THROUGH CAREER PREPARATION & TRAINING

	INITIATIVES/ ACTIONS	HOW DO WE MEASURE PROGRESS IN THIS AREA?	WHO	WHAT	WHEN	FUNDING SOURCES	POINT PERSON	END OF YEAR STATUS	% COMPLETE
4	Develop Career Pathways for Middle School	# of Work Based Learning experiences provided to middle school students	Outreach Specialist Dean of Physical Science & Career Education CTE Faculty	1. Identify Middle Schools with interest in Career Pathways 2. Develop Career pathways starting in Middle Schools 3. Provide Career Exploration Opportunities 4. Evaluate role of GFSF	1. Fall 2018 2. Spring 2019 3. Spring 2019 4. Spring 2019	VC Innovates and Perkins	Mary		67%

STRATEGIC DIRECTION #4
EFFECTIVE USE OF ORGANIZATIONAL RESOURCES

	INITIATIVES/ ACTIONS	HOW DO WE MEASURE PROGRESS IN THIS AREA?	WHO	WHAT	WHEN	FUNDING SOURCES	POINT PERSON	END OF YEAR STATUS	% COMPLETE
1	Convene department chair meetings regularly	Simply have the department chairs meet	Vice President of Academic Affairs & Vice President of Student Support to possibly facilitate the first meeting and then ideally a senior chair will take on the leadership role for this group.	• Periodic meeting of faculty chairs (only) to facilitate collaboration, collegiality, mentoring of newer chairs, and information exchange across the entire college; Monthly, twice a semester, or other frequency as determined by the chairs at the first meeting; VP's Council time on off months: currently T 4-6pm	Starting Fall 2018	General Funds	Julius		75%

STRATEGIC DIRECTION #4 (~CONT'D)
EFFECTIVE USE OF ORGANIZATIONAL RESOURCES

	INITIATIVES/ ACTIONS	HOW DO WE MEASURE PROGRESS IN THIS AREA?	WHO	WHAT	WHEN	FUNDING SOURCES	POINT PERSON	END OF YEAR STATUS	% COMPLETE
2	Capitalize on grant opportunities	Number of grant applications; Number of approved grants; Dollars brought into college	Grant Development Advisory Group Director of Community Relations, Marketing, and Institutional Advancement Dean of Institutional Effectiveness	• Identification of grant opportunities, with first step included in the new imple-mentation of program plans; ideally will also have a short grant development plan outlining a coherent, overall plan for grants, including timelines (and dates for annual/periodic opportunities)	Starting Fall 2018—ID of grants and applica-tions are ongoing; Grant Opportuniti es Plan in Fall 2018 for Spring 2019 imple-mentation, which will help guide grant applica-tions for a focused, coherent approach	General Funds	Oleg/James	We applied to CVC-OEI grant, Veterans Resource Center grant and a few smaller grants but missed out on other grant opportunities like NSF	50%

STRATEGIC DIRECTION #4 (~CONT'D)
EFFECTIVE USE OF ORGANIZATIONAL RESOURCES

	INITIATIVES/ ACTIONS	HOW DO WE MEASURE PROGRESS IN THIS AREA?	WHO	WHAT	WHEN	FUNDING SOURCES	POINT PERSON	END OF YEAR STATUS	% COMPLETE
1	More classified staff professional development	Number of opportunities for staff PD and number of participants at each opportunity versus current numbers	Classified Senate President along with PD Committee and Supervisors (Deans/ Coordinators, etc.) for discussion of employee goals and aspirations	1. More opportunities for PD for classified staff. 2. Conduct a general survey or use the fairly recent survey to see what to offer in terms of PD opportunities. 3. An annual discussion of employee goals/aspirations ought to be institutionalized and be more uniform across the college. It often happens as part of the evaluation process, but more consistency would be ideal. District has a process for PD planning though HR. Another avenue is to be sure to communicate and advertise open positions widely within our ranks. 4. Ensure full and active classified representation on PD Committee	1. Fall 2018 2. Fall 2018 3. Spring 2019	PD Funds Grants	Dean of Behavioral and Social Sciences	A PD needs assessment survey went out in Spring (February) asking for topics of interest for PD	50%

STRATEGIC DIRECTION #4 (~CONT'D)
EFFECTIVE USE OF ORGANIZATIONAL RESOURCES

	INITIATIVES/ ACTIONS	HOW DO WE MEASURE PROGRESS IN THIS AREA?	WHO	WHAT	WHEN	FUNDING SOURCES	POINT PERSON	END OF YEAR STATUS	% COMPLETE
4	Make all classrooms "smart"	Number of "smart" classrooms (compared to current number)	IT Director Deans Department Chairs	• First must operationally define "smart" and then simply report on progress as classrooms are upgraded to smart classrooms.	This is ongoing and already in progress but not sure if snapshots of our current percentage is archived	Strong Workforce Program and other grants	Dan/Carol		60%

STRATEGIC DIRECTION #4 (~CONT'D)
EFFECTIVE USE OF ORGANIZATIONAL RESOURCES

	INITIATIVES/ ACTIONS	HOW DO WE MEASURE PROGRESS IN THIS AREA?	WHO	WHAT	WHEN	FUNDING SOURCES	POINT PERSON	END OF YEAR STATUS	% COMPLETE
5	Integrate Sustainability – Campus operations and environmental initiatives	1. Parking Lot Solar Panel Installation Plan developed. 2. Plan for reasonable environmental practices developed and submitted to Executive Council.	Director of Facilities Maintenance and Operations	1. The college works with District staff to install solar panels in select parking lots. 2. Campus Environment Advisory Committee develops recommendations for reasonable environmental practices to Executive Council. 3. Install solar panels in carparks. 4. Re-examine Campus Environment Advisory Committee to align with new emphasis on sustainability, including faculty, classified staff and students in its membership.	1. Throughout the academic year. 2. Recommen-dations submitted to Executive Council Spring 2019.		John		50%

STRATEGIC DIRECTION #4 (~CONT'D)
EFFECTIVE USE OF ORGANIZATIONAL RESOURCES

	INITIATIVES/ ACTIONS	HOW DO WE MEASURE PROGRESS IN THIS AREA?	WHO	WHAT	WHEN	FUNDING SOURCES	POINT PERSON	END OF YEAR STATUS	% COMPLETE
5	Comprehensive internal all-campus calendar	A working, up-to-date campus-wide activity/ opportunity calendar	IT Director for feasibility study Website workgroup	• This requires coordination and collation of information from quite a few sectors of campus for inclusion into a centralized calendar repository. It could include major committee meetings, PAC events/ performances, athletic events, associated student events, professional development opportunities, Census date, grade due dates, etc. It would be an awesome resource but likely would entail a significant reallocation of current human resources (like administrative assistants) as well as new technological resources to make this happen.	Presumably if a calendar option is available, then this could actually happen quickly, in Fall 2018, if we chose to use our current resources for this. There will be opportunity costs though…		Dan		0%

STRATEGIC DIRECTION #5
CAMPUS SAFETY AND SECURITY

	INITIATIVES/ ACTIONS	HOW DO WE MEASURE PROGRESS IN THIS AREA?	WHO	WHAT	WHEN	FUNDING SOURCES	POINT PERSON	END OF YEAR STATUS	% COMPLETE
1	Run emergency alerts including all campus areas and employees	Select system	Vice President of Business Services Director of Facilities, Maintenance & Operations Director of IT	• Ensure everyone can receive text messages throughout campus • Ensure all opt-in to the notification system	Review options/ possible pilot system		Silvia		50%
2	Provide more info on roles of employees in emergencies	Training and one-pager for faculty and staff in place	Emergency Response Team Workgroup	• Training and one-pager for faculty and staff	Within the year		Silvia		100%

STRATEGIC DIRECTION #5 (~CONT'D)
CAMPUS SAFETY AND SECURITY

	INITIATIVES/ ACTIONS	HOW DO WE MEASURE PROGRESS IN THIS AREA?	WHO	WHAT	WHEN	FUNDING SOURCES	POINT PERSON	END OF YEAR STATUS	% COMPLETE
3	Expand TIX awareness a and training to all MC students	When the online training is mandated and enforced	Title IX office in collaboration with the Registrar's office to ensure compliance	• Ensure all students are aware of and complete the online Title IX training available to them in the portal, as mandated by Title IX and the Department of Education.	Within the year		Jennifer	This year a new face to face training was deployed at welcome day and with athletes. in 19/20 we need to expand to more groups (theater, music, AS, etc.). Also, we have deployed an annual TIX training to students and student staff through the district work group.	67%
4	Inform students of safety/security efforts and tie to relevant social movements like #MeToo and anti-gun violence movements	Public posts and events through digital/social media efforts	Marketing team and associated student grassroots efforts	• Presence of posts and events to reinforce information on safety and security in various areas including Title IX, anti-gun violence, anti-hate crime, etc.	Begin in Fall 2018		Jennifer	No program on MeToo, etc. From a TIX perspective yet.	0%

STRATEGIC DIRECTION #5 (~CONT'D)
CAMPUS SAFETY AND SECURITY

	INITIATIVES/ ACTIONS	HOW DO WE MEASURE PROGRESS IN THIS AREA?	WHO	WHAT	WHEN	FUNDING SOURCES	POINT PERSON	END OF YEAR STATUS	% COMPLETE
5	Redesign BIT to become a CARE Team and hire a person who works as a case manager within BIT/Care and with Title IX. Related to this: enlist investigators for Title IX and conduct cases.	Case manager hired, change of name to CARE (webpage update) and open referral site to students, ongoing professional dev presentations by CARE and Title IX	CARE team and Title IX office in collaboration with the VP's and President	• Case manager hired, change of name to CARE (webpage update) and open referral site to students, ongoing professional dev presentations by CARE and Title IX	Through-out 2018-2019		Sam	No additional support has been provided to TIX.	0%
6	Increase availability of campus police to students & employees	Increased availability of escorts and increased visibility of police	Campus Police	• Increased visibility of Police and availability of escorts	Within the year		Silvia		50%

AVERAGE GOAL COMPLETION: 59.6%