

Operational Plan 2014-2015

Create Learning			
<i>We design and implement learning-focused instructional methods that respond to student and community needs. We prepare TCC learners to make ethical and positive contributions to our communities.</i>			
Priorities	Strategies for Achievement	Expected Outcomes	Responsible Person/Unit
Create multiple and equitable learning environments that support the needs of our diverse student population.	Renovation of Building 9 into two (2) classrooms, one (1) conference room and support space: Funds multimedia.	Building 9 completed and available for use winter quarter January 5, 2015	Barajas
	Design an Honors Program that enhances student transferability to highly selective institutions.	Initial Implementation of the TCC Honors Program	Crawford
	Provide faculty professional development on ADA to reduce legal liability. Bring in attorney speaker at PDD (Salome Heyward or other) with follow up by Access Services.	minimize liability by educating the faculty and staff about ADA issues	Haugen, Held, Salahuddin
	Explore feasibility of science lab addition to GHC and waterfront partnership opportunities.	Additional educational options for area residents; increased FTE.	Mott, Chikwinya
	Develop LLLT certificate/curricula as standalone option	ABA approval for program Increased enrollment	KK Fox, J Sorenson
Ensure College curricula meet current and emerging workforce competencies learned at TCC or as part of as subsequent information.	Engage Tacoma and Gig Harbor employers on program advisory committees to meet industry standards and workforce needs. Develop overarching advisory committee (General Advisory Committee) to include instruction, student services, and advisory committee chairs from all programs.	Increased industry participation, Improved engagement, communication and information sharing. Participation in Workforce funding priorities, campus priority and programs changes.	<i>K. Fox, Workforce Committee, T. Treat</i>
	GAP Analysis (EMSI) for analysis by SAS	Provide data to support academic program development.	Treat, Academic Deans, Chikwinya, SS leaders

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Invest in student development designed to clarify personal and academic goals and complete plans for attainment.	Career Coach search tool in use by all advisors and students.	Evaluate effectiveness for students by end of year 2.	Hanebutte, Chikwinya, Treat
	Improve scheduling for students needing counseling services.	Installation of scheduling system.	Hanebutte
Structure and promote comprehensive learning and support services to optimize all forms of student success.	Support college match of Core to College Spark Grant.	Increased percentage of TPS students register ready. Reduced time in Dev Ed. Planning for sr. year gap classes in math/English.	Treat, M Fox
	Ongoing staff meeting and professional development with staff in preparation for NAC accreditation and Early Achievers quality rating improvement	Staff are prepared for NAC validator visit and prepared to improve quality rating from level 3 to level 4. Staff attend conferences to gain new knowledge and techniques on early childhood education.	Webstad
	Students adequately prepared for transfer or employment.	Data collected on transfer and job placement.	Hanebutte, Ashpole, Sadler
	Develop and implement plan for automatic awarding of degrees-reverse transfer		Ashpole, Chikwinya
	Core completion certificate (for all students, including those on waiting lists-gen. ed completion)		Ashpole, Curriculum Committee, Chikwinya
	Two-year degree cohort (eliminate most if not all electives)		Curriculum Committee, Academic Deans, Treat
	Implement mandatory HD 101 for all students scoring below college level in any one discipline on placement test.	Increase Student Success	Hanebutte, Chikwinya
	Pilot and evaluate Completion Coaches		Hanebutte, Chikwinya
	Explore technologies to replace Advisor Dashboard such as Sherpa? Degree Map?		Hanebutte, Chikwinya,

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	Revise and submit all new courses in ABE / GED to be approved for winter, 2014 start. (ROLLOVER HS21+)	Faculty worked with content area specialists in science, math, humanities and social sciences to identify and evaluate materials.	K Ward,
	Develop curriculum for new IBEST programs, expanding pathways to include dev ed (planning for 1-2 new IBEST pathways.	1-2 new IBEST pathways developed; ready for 2014/15 implementation	Kim Ward
	Implement SALT (default management/financial literacy tool)	Default rates will not rise and would expect it to decrease.	Matison
Support student success through enhanced readiness, persistence, retention, and completion.	Continue Dedicated Tutoring program for students in historically at-risk courses: English 85 and 95, Statway, and ABE math and read/write.	Five sections supported summer 2014, fifteen sections supported each quarter (fall/winter/spring).	Urschel-Speir, Stephenson, Pressley, Muir, Robertson, & Ward.
Use technology to increase learning, access, affordability and support for all students.	Expand existing technology resources in the Parent Study Room and improve children's library.	Install two (2) computers and one (1) printer in the Parent Study Room and children's library has current and relevant resources.	Webstad
Support student success through enhanced readiness, persistence, and retention along TCC's Pathway to Completion, contributing to the Complete College America national goals.	Provide greater access to dual credit opportunities by launching a Running Start in the High School program.		Haugen, Barajas to explore funding model.
	Increase student completion of military students and families.	Peer to Peer Program plan developed; AmeriCorps grant submitted	Robertson

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Achieve Equity <i>We embrace the variety of cultures, learning styles and life experiences of our larger community. Our community involvement and innovative curriculum create personal, academic and professional pathways to increased opportunities.</i>			
Priorities	Strategies for Achievement	Expected Outcomes	Responsible Person/Unit
Attract, support and retain exceptional and diverse faculty and staff.	Develop plan for enhancing adjunct faculty capabilities and experience.	Create adjunct faculty Mentoring program, Enhance Adjunct Faculty Orientation, training in effective online instruction, professional development (certificate), peer observation opportunities, small group session with deans.	Salahuddin, Treat
Cultivate a campus environment that celebrates, encourages, and empowers the cultural richness of our community.	Repeat Racism/White Privilege three week training for faculty and staff. Develop other training opportunities to reach a broad audience on campus.	Total participation of 35. One cohort specific to adjuncts. Money for IDI materials.	Haugen, Kellermeier, Salahuddin
	Train two additional staff, specifically persons of color, to be qualified administrators of the Intercultural Development Inventory. \$5,000. The IDI will be used as part of racism/white privilege/cultural competency training for college employees.	Two staff trained in IDI. One Faculty.	Haugen, Kellermeier, Salahuddin
	Develop and launch a professional mentoring program to enhance the MOD and similar projects on campus.	Program developed and launched in the winter of 2015	Robertson, Robinson, Parrish
Develop and maintain a comprehensive outreach system that connects and engages our diverse community.	Develop a plan this summer for fall launch of significant increase in outreach and marketing strategies/activities in GH and KPN.		Mott, Jennison
	Design marketing materials designed for all Workforce programs (WFirst, WRT, BFET, OG) Implement "Start Next Quarter" intake and recruitment.	Increased visibility in community, simplified intake process, unified application and data collection Improved intake process, ongoing marketing strategy.	Workforce Team, KK Fox, K. Johnston, Shawn Jennison, Meg Estep Woolf

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Develop and sustain efforts to make college more accessible and affordable.	Develop Applied Baccalaureate options (2) in Allied Health	Completed BAS proposal (Sections A-D)	KK Fox
	Explore a family literacy approach to serving the KPN.	Implement Borrow Your Own Devices ("BYOD2") initiative for ABE on KPN.	Mott, Ward, Endicott
Foster a climate that values and celebrates divergent perspectives and works to achieve social justice.	Develop, Plan, and launch a Men's Conference	Conference held in the winter of 2015	Robertson, Robinson, Goetzinger, Parrish
Increase completion rates for diverse populations in all academic programs, with emphasis on those that lead to higher wage employment.	Explore offering Quantway and math summer boot camp.		Flodin/Robertson/ Parrish
	Health care waiting lists (GPA calculator?)		KK Fox
	Implement student cohorts.	Two cohorts implemented - Athletics and College Bound	Robertson, Parrish, Prenovost
Use technology to increase learning, access, affordability and support for all students.	Expand the "Student Voice" initiative to other disciplines in the AHSS division	Five faculty from various disciplines in the division will work with students to produce a "voices" project with specific connections to the respective courses.	D Endicott, Ward
Use technology to increase learning, access, affordability and support for all students.	Explore options for student and staff photo ID system	Identify replacement system that incorporates with ctcLink \$25,000	Duckworth, Howard, Financial Services, Students Services, IS, IR, Mary

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Embrace Discovery		<i>We continuously explore, evaluate, and scale innovative solutions to enhance learning, equity, and community.</i>	
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Demonstrate intention in learning and investment in order to maximize results while encouraging risk taking.	Establish a strategy for LEAN implementation on campus	Leadership team trained on CQIN. Two LEAN projects and project teams identified.	Leadership Team
	Assist with the development of statistical analysis of return on investment of key institutional initiatives and practices.	Purchase or upgrade statistical software package (upgrade SPSS or purchase SAS) \$1000 Setup and launch SurveyMonkey Enterprise site. Migrate the 94 separate TCC SurveyMonkey accounts into the Enterprise environment to allow for centralized access to survey data. \$11,000	OLE
Enhance institutional knowledge sharing through a repository of TCC effective and promising practices.	Utilize trained Data Coaches to support the college's data inquiry, analysis, and reporting as a way to increase the knowledge of effective and promising practices that impact student success.	6-8 Coaches will be prepared and deployed.	OLE
Ensure sufficient resources to support successful innovations.	Implement ctLink	Students can complete financial business online with ctLink	Andy Duckworth, Financial Services
Invest in faculty and staff personal and professional growth designed to enhance institutional capacity and improve student achievement.	Applicant Testing Software	Ability to predict skills and job performance.	Brooks
Invest in faculty and staff personal and professional growth designed to enhance institutional capacity and improve student achievement.	Increase faculty and staff personal and professional growth by providing a variety of professional development opportunities throughout the year.	Develop and implement a series of professional development workshops focused on educating and engaging faculty and staff on the various areas of organizational knowledge and effectiveness.	OLE

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Invest in faculty and staff personal and professional growth designed to enhance institutional capacity and improve student achievement.	Provide training to meet regulatory needs	Staff receive required training for job classifications (Lock Out Tag Out, PPE, Fall Protection, MSDS, First Aide/CPR, Blood borne Pathogens, Confined Space, Ergonomics, AEDs)	Steele, Howard, Brooks, L. Foster

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Engage Community			
<i>TCC faculty, staff, and students seek and actively participate in local, national, and international partnerships that fuel college and community growth.</i>			
Priorities	Strategies for Achievement	Expected Outcomes	Responsible Person/Unit
Attract, support and retain exceptional and diverse faculty and staff	Classified staff environment study	Understanding of classified needs and recommendations to improve	Barajas
Contact and educate prospective students and their families about college opportunities and career paths.	Ongoing recruiting activities resulting in healthy rosters and student participation: Target marketing to high school students 16-19, high school counselors, parents of high school students, veterans, STEM minorities and females		Jennison
Develop strong relationships and partnerships with local employers, including active program advisory committees.	Provide Career Center plan and outcomes.	Increase internships,,,,,,	Hanebutte, Wilkerson, Workforce Development Team, Chikwinya
Encourage and support community engagement by students, faculty and staff.	Develop Communication Plan for EMSI Data.	Video and Brochure developed and utilized.	Jennison
Enhance attractive, accessible and easy-to-navigate physical and virtual environments	Design and selection of campus-wide emergency notification system	Improve overall safety on campus	Howard, Crawford
Enhance attractive, accessible and easy-to-navigate physical and virtual environments	ADA compliance for multi-story buildings	Six (6) Stryker chairs purchased and installed	Howard
Ensure TCC's physical and virtual environment and processes are welcoming and easily navigated.	Create new, online interactive campus map.	The existing online campus map is outdated. Need to contract development of a new campus map.	Jennison
	Renewal of symphony software		Winters