

Portfolio Idea # 1 -- Sow/Grow—Mentoring/Succession Planning

Leadership, Ethics, Professional Conduct

Desired End Result

Promote Mentoring for new faculty/administrative leaders: Passing “baton” – cultivating new generation of leaders/faculty

Potential Action Steps

1. Set up on-campus committee to identify faculty and administrators who wish to be mentors
2. Pair new faculty/administrators with mentors
3. Revolving division chair positions
4. Widely promoting District’s “Administrative Leadership Program”

Resources: What would we have to invest (people time, \$, etc) to make this happen

Meeting time to create program

Time for mentors and mentees to meet

Identifying potential leaders and creating ways for them to develop leadership skills

Interdependencies: Where/How would this idea impact other parts of the organization

Get people up to speed much quicker and increase efficiency.

It is essential to deal with the demographic reality of many baby boomers who will soon be retiring

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

Require faculty and administrators who are willing to share expertise. Time constraints are the biggest challenge.

Individuals willing to do the extra work required of leadership positions

Current Situation:

Mentorship program does not exist. Formal orientation is minimal at best.

Portfolio Idea # 2—Grow - Re-invigorate Evaluation Program

Leadership, Ethics, Professional Conduct

Desired End Result

Stop ignoring bad behavior: reinvigorate evaluation corrective action

Potential Action Steps

1. More closely enforce completion of evaluations
2. Workshops on how to do evaluations

Resources: What would we have to invest (people time, \$, etc) to make this happen

Time

Interdependencies: Where/How would this idea impact other parts of the organization

Reinforcing positive behavior and identifying and working on areas that need improvement would help all areas

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

Finding the time to do evaluations is difficult. Many are averse to confrontation

Current Situation:

Portfolio Idea # 3-- SOW - Recognizing Contributions and Aligning Reward Systems.

Desired End Result

Create a culture of appreciation among administrators, faculty, staff and students.

Potential Action Steps

1. Make it a priority with “buy in” from all constituencies.
2. Add a column to L A Harbor newspaper for this purpose

3. Highlight Success Stories-- Add to web page – in the front where it would be seen—publish on billboards
4. Institute a regularly scheduled “college hour” when all can attend without work/class conflicts
5. Investigate the possibility of offering incentives such as gift certificates, priority parking, and other rewards that would not conflict with union agreements.
6. Create policy and procedures to publicly recognize exceptional work by individuals. (Spotlight an “employee of the month” in President’s newsletter, or on the college website, TV station, etc.

Resources: What would we have to invest (people time, \$, etc) to make this happen

\$ - Gift certificates, luncheon,

Time – plan events, time off to attend event

Someone tasked to do this – if once a month it should not be too difficult.

Interdependencies: Where/How would this idea impact other parts of the organization

Improve morale and working conditions

Open/improve lines of communication between supervisors and employees

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

Leadership, from the top down, in making this a priority, is essential

Someone to write stories when we are all so busy. Providing a central place to report or nominate someone for this acknowledgement.

The main challenge would be to follow through, semester after semester, year after year.

Current Situation:

Low morale among some employees of the college leads to feelings that there is little or no incentive to “above and beyond” in the fulfillment of their day to day job obligations. Those who do strive for excellence and “go the extra mile,” often are left with the feeling that their efforts are not recognized or appreciated.

Portfolio Idea # 4 SOW -- Educate Faculty/Staff in Current and New Technologies (twitter, web2.0, second life)

Desired End Result

Faculty members incorporate web technologies into classroom activities to engage students and improve learning and retention.

Potential Action Steps

1. Inventory current software and equipment.
2. Staff development on current software and equipment
3. Determine need for new technology.

Resources: What would we have to invest (people time, \$, etc) to make this happen

Training for faculty in specific uses of these tools.

Examples of good practices.

Deploy software tools to create content.

Resurrect Instructional Technology Committee

Interdependencies: Where/How would this idea impact other parts of the organization

Negative impact: Possible IT support for software installation or web server maintenance.

Positive impact: Improve campus image and marketing.

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

Resources

Priorities

Generational attitudes

Current Situation:

The college has acquired quite a bit of software/hardware. There is no systematic way of presenting it to faculty/staff and training them in its use.

Portfolio Idea # 5 -- Enhancing Disabled Students' Experiences Through Added

Funding:

Desired End Result

Secure additional State and Federal funding to support the educational success of students with disabilities.

Potential Action Steps

1. Lobby for additional State funds to meet the rising need for additional supplemental services, instruction and technology for students with disabilities.
2. A paradigm shift: Creating the program (the Certificate etc.) is not more important than creating student success in the program.
3. Develop and implement an intensive research effort to identify LACCD disabled student performance statistics and associated demographics, best practices which support disabled student success and funding streams to support DSPS program expansion which will meet the presenting need.
4. Ensure that adequate funding is generated to support the Life Skills Center which serves Disabled and Non-Disabled students in support of their academic success. Research indicates that "emotional stressors impact academic performance negatively..." Physical disabilities always have an emotional component. Meeting the mental health needs of the college community provides infrastructural support for students and instructors and reduces administrative discipline issues.
5. Prepare federal grant applications which support the academic success of students with disabilities, including returning Veterans.

Resources: What would we have to invest (people time, \$, etc) to make this happen

Need: District and college research division staffing and provision of staffing from the college for lobbying and federal grant application development.

Interdependencies: Where/How would this idea impact other parts of the organization

Without adequate funding the college will be unable to meet the needs of students with disabilities. Student success will be negatively affected.

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

Critical Success Factor: dedicated College staffing to support the goal. Major Challenge: Provision of funding to provide staff for goal attainment.

Current Situation:

The Disabled Student Program lacks sufficient resources to fully meet the complex learning needs of the disabled student population.

Portfolio Idea # 6 - Enhancing Disabled Students' Experiences Through Improving Accessibility:

Desired End Result

Complete accessibility to campus facilities, services and instructional programs as State mandated by Title 5 and federally mandated by the ADA, Section 504 and Section 508.

Potential Action Steps

1. Initiate complete assessment of college accessibility for students with disabilities to identify current inadequacies. Use a consultant for this job.
2. Identify potential liabilities for NOT following state and federal mandates.
3. Develop and implement an action plan which addresses removal of disabled student barriers on an ongoing basis.

Resources: What would we have to invest (people time, \$, etc) to make this happen

Hire a consultant for the initial assessment. Authorize college ADA Coordinator to implement the plan and provide ongoing oversight to ensure compliance.

Interdependencies: Where/How would this idea impact other parts of the organization

Campus-wide accessibility for students with disabilities is a State and federally mandated compliance issue. Thus, all sectors of the college must comply.

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

Critical Success Factors: Sensitivity and awareness on disability related issues by the faculty/staff and administration. Potential Challenge: Limited fiscal resources.

Current Situation:

We are not in complete compliance with some ADA measures. For example, we still DO NOT have enough disabled persons parking spaces. Some entrances to buildings are not accessible. We have numerous accessibility problems.

Portfolio Idea #7 --SOW – Develop College/District Buying policy

Desired End Result

Less confusion over whom to order from and how

Potential Action Steps

1. clear written instructions regarding college and district buying policies
2. continued training for staff and relevant faculty
3. updates at regularly scheduled budget committee meetings

Resources: What would we have to invest (people time, \$, etc) to make this happen

Staff and administrative time to research and publish the information. Staff development training workshops.

Interdependencies: Where/How would this idea impact other parts of the organization

Totally

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

Inertia

Current Situation: if it's done, it's done under the radar screen

Portfolio Idea # 8 GROW - Create New or Realign Old Certificates

Desired End Result

Creation of a series of certificates that reflect a changing marketplace; realignment of certificates will better enable students to move into a degree program.

Potential Action Steps

1. identify areas for development of new certificates, paying special attention to green collar jobs.
2. identified those certificates which are not properly aligned with corresponding degrees.
3. take new or realign certificates through the curriculum process

Resources: *What would we have to invest (people time, \$, etc) to make this happen*

Interdependencies: *Where/How would this idea impact other parts of the organization*

Critical Success Factors/Potential Challenges: *What is essential for getting this done? and/or What might challenge getting this done?*

Current Situation:

Portfolio Idea #9 SOW & GROW--Students are not getting needed counseling in for CTE Programs

Desired End Result

Hire at least one Career Counselor who is assigned to CTE students only. This counselor will frequently confer with all CTE departments to keep current on degree and certificate requirements for each discipline. The counselor will also understand the job opportunities and required skills for the jobs. This will equip the counselor to adequately advise students of their options for training that matches their interests and abilities.

Potential Action Steps

1. Consult with CTE instructors to gain information to construct a job description for the Career Counselor for CTE Programs.
2. Seek funding through Program 100 or special funds to hire and institutionalize the position
3. Insure that the position is sustained
4. add training in CTE for all counselors (especially since high school CTE counselors have been let go)

Resources: *What would we have to invest (people time, \$, etc) to make this happen*

One FTEF would be necessary for the position to be filled. Once the position is filled, faculty input and participation is necessary to keep the counselor current.

Interdependencies: *Where/How would this idea impact other parts of the organization*

The Career Counselor would enhance the communication between CTE faculty and counseling. Correct and current information to the student resulting in improved course selection would accelerate student progress through the programs.

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

This can be accomplished through agreement with all of the campus community. The priority will be decided through the FHPC and CPC procedure.

Current Situation:

Currently, because of inadequate staffing and communication between CTE faculty and counselors, CTE students are lacking a clear understanding of the offerings in the CTE areas. Students are not able to make informed decisions about career paths nor the skills required for particular careers. With the addition of a dedicated CTE Career Counselor and improved communication between that counselor and the CTE faculty, students will be able to understand the best education plan for their career goals.

Portfolio Idea # 10—GROW -Enhancing Disabled Students' Experience Through Additional Counselors

Desired End Result

More counselors than we have at present to ensure greater student success for ALL students.

Hire at least one rehabilitation-type counselor for the Counseling Department to ensure that the goal of mainstreaming students with disabilities across the campus is facilitated.

Potential Action Steps

1. Write a grant/seek stimulus package funding/identify an outside source of funding to provide salaries for one or more new counselors.
2. Hire (a) new counselor(s) with money obtained from a successful grant effort.
3. Develop and implement Counseling Department outreach plan for students with disabilities.

Resources: What would we have to invest (people time, \$, etc) to make this happen

One or more individuals would need to take time to research grant possibilities, write and submit grant(s) to obtain the necessary funding.

Interdependencies: Where/How would this idea impact other parts of the organization

Some individual (s) would need to take time from some other duties to begin this project and successfully initiate LAHC faculty hiring process.

Critical Success Factors/Potential Challenges: What is essential for getting this done? And/or what might challenge getting this done?

Finding the seed money to pay a current staff member to initiate the project or give them release-time from their other duties to initiate this project.

Current Situation:

While there may be several individuals on campus capable and desirous of initiating this task, it may be a challenge to find the seed money to get them launched.

Portfolio Idea # 11 SOW –Collaborative Community of Teachers and Learners

Desired End Result

A participatory/collaborative community of learners and teachers

Potential Action Steps

1. Build flexibility into class schedules
2. Attitudinal changes: faculty/student buy-in
3. Agreement ahead of time for when change occurs
4. Start slowly
5. Task force to develop strategies

Resources: What would we have to invest (people time, \$, etc) to make this happen

Create a common hour for meeting and getting together.

Interdependencies: Where/How would this idea impact other parts of the organization

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

Current Situation:

There is no time for us to get together: faculty, students, and staff. Classified interaction is essential.

Portfolio Idea #12 GROW –Implement system for faculty web materials on College Website

Desired End Result

Faculty members want to stop paying for their own web sites.

The faculty sites should be obviously linked to the campus web site and easy to find for students.

Faculty members should be able to update their web space as needed.

Potential Action Steps

1. Determine need—are enough faculty interested/committed to using it
2. Add server space/omni-update accounts
3. Provide staff development/help system

Resources: What would we have to invest (people time, \$, etc) to make this happen

Omni accounts?

Training for faculty in use of Omni system

Additional support staff

Interdependencies: Where/How would this idea impact other parts of the organization

Negatively

- SPS—sites would have to be reviewed for section 508 compliance
- IT—additional software and users to support
- Webmasters—additional users to support and train
- Instructors who use it—more email address harvesting for Spammers

Positively

- Students and faculty—no more lost syllabi or I didn't know what the assignment was.
- Reduced printing and paper use. Students can find class materials on the web.
- The college's virtual presence
- Everyone who answers student questions about classes—division chairs/secretaries, the welcome center, the info. Center, counseling, etc.

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

Resources

Priorities

Current Situation:

No system to enable faculty to do this.

Portfolio Idea # 13 GROW - Financial Solvency: Expand Contract Education

Desired End Result

Grow: Increase revenue through contract education.

Potential Action Steps

1. Identify corporate needs.
2. Match to curriculum or develop new curriculum if needed.
3. Present training opportunities to industry.

Resources: What would we have to invest (people time, \$, etc) to make this happen

Interdependencies: Where/How would this idea impact other parts of the organization

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

Current Situation:

Homeland security training is the only training at this time.

Portfolio Idea # 14—GROW -Financial Solvency: growth in high enrollment classes

Desired End Result

Increase revenue through enrollment growth in high enrollment classes.

Potential Action Steps

1. Identify high enrollment classes.
2. Add these classes to the schedule.
3. Advertise to students and counselors.
4. Increased enrollment will increase base.

Resources: What would we have to invest (people time, \$, etc) to make this happen

Interdependencies: Where/How would this idea impact other parts of the organization

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

Current Situation:

While the enrollment is currently up, the growth has not been targeted for just high enrollment classes.

Portfolio Idea # 15--GROW - Mandatory, Timely Student Assessment

Desired End Result

Better advising to increase student success; faster rates of graduation for students

Potential Action Steps

1. more concentrated effort in advising all new students to take the placement test

2. review assessment rubrics/levels
3. staff development training for faculty and staff

Resources: What would we have to invest (people time, \$, etc) to make this happen

Time and money

Interdependencies: Where/How would this idea impact other parts of the organization

Make student matriculation a smoother reality

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

Resistance from doing it "the old way." *Mandatory* can be done.

Current Situation:

Portfolio Idea #16 GROW -- Virtual Admission/Records Process

Desired End Result

Students will be able to take care of most Admissions paperwork without coming to campus to wait in line—Required for Online Degrees.

Potential Action Steps

1. List all functions of admissions/records. Determine which can be added to a virtual college
2. Prioritize functions/Develop process and system
3. Implement systematically in conjunction w/ staff development and new SIS system.

Resources: What would we have to invest (people time, \$, etc) to make this happen

Personnel

Software/hardware

Staff development

Identification procedures to allow wider services such as transcripts, petitions.

Interdependencies: Where/How would this idea impact other parts of the organization

All other parts of student services

“Greener” way of doing business (less paper and fuel)

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

Change in attitudes re. physical and virtual space

Additional Resources

Priorities

Current Situation:

Evolving towards virtual admissions/records office. Students can submit application, enroll, drop/add.

Portfolio Idea #17 GROW -- Online Advising and Tutoring

Desired End Result

All students will be supported with full access to virtual advising and tutoring services over the net.—Required for Online Degrees

Potential Action Steps

1. Pilot online tutoring in summer '09
2. Decide on online advising method/software in summer '09
3. Pilot online advising in fall '09

Resources: What would we have to invest (people time, \$, etc) to make this happen

Software tools for providing services?

Staff Development

Hourly rate funds for virtual counselors

Equipment?

Interdependencies: Where/How would this idea impact other parts of the organization

Positive impacts:

- Students who have difficulty getting to campus
- Students who come to campus (shorter lines/more parking)
- Student services/tutoring staff—fewer students to serve physically
- College’s virtual image
- “Greener” way to do business

Negative impacts:

- IT—more software/hardware to maintain
- Physical students if no additional resources provided.

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

- Attitudes:
 - Brick and Mortar bias
 - These services are only for online students
- Priorities:
 - Virtual campus as after thought
- Lack of resources

Current Situation:

Contract for online tutoring is being processed.

Counselors have formed committee to look at various options for online advising.

Portfolio Idea # 18—GROW - Financial Solvency: Increase Revenue Source through Grants

Desired End Result

Grow: Increase revenue source through grants to serve college purposes

Potential Action Steps

1. Develop science and technology research topics.
2. Match to faculty expertise.
3. Faculty will implement the research grant.
4. Funds go toward that discipline.
5. Solve issue of being unable to institutionalize activities when grant is over.
6. Get better information into MIS and SIS for improved reporting.

Resources: What would we have to invest (people time, \$, etc) to make this happen

Interdependencies: Where/How would this idea impact other parts of the organization

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

Current Situation:

No faculty research grants currently.

Portfolio Idea # 19—GROW - Enhancing Disabled Students' Experiences Through Professional Development for Faculty

Desired End Result

All college faculty, administrators, counselors and classified staff are knowledgeable about the scope of disabilities that students may bring to the college experience, and are sensitive to and able to respond constructively to all disability types: physical, emotional, learning disabilities.

Potential Action Steps

5. College administrators recognize the value of this goal and support FLEX training to this end for all college staff.
6. Offer consultant training to develop greater disability sensitivity amongst faculty/staff, similar to the sexual harassment training all supervisors have to take.
7. Offer the training to all faculty, staff, and administrators.

Resources: *What would we have to invest (people time, \$, etc) to make this happen*

Funding to create the training module and contract with consultants.

Interdependencies: *Where/How would this idea impact other parts of the organization*

There would be major impact since the training would enable the faculty/staff to do a much better job responding to Federal and State disability mandates.

Critical Success Factors/Potential Challenges: *What is essential for getting this done? and/or What might challenge getting this done?*

Funding and staffing are the challenge.

Current Situation:

Limited training opportunities due to understaffing and over commitment of existing DSPS professionals and historical lack of responsiveness of faculty/staff when disability-related trainings have occurred in the past.

Portfolio Idea # 20 SOW--Create a Property Management Program

Desired End Result

According to two developers and an executive director of a WIB, there is a need for well trained and certified property managers. We need to explore and if necessary create a Property Management Certificate that allows the student to be prepared to pass state certification.

Potential Action Steps

Research and document the industry need for property management training

If a need exists, proceed to seek industry experts to assist with an advisory committee and funding to produce curriculum for a certificate.

1. Through a series of advisory committee meetings and industry input, produce curriculum for the certificate program
2. Seek funds through special funds or Program 100 to pay for curriculum to be developed
3. Once curriculum is developed, create a strategy to implement some pilot courses through hourly instruction
4. Market the new offerings through sources available or seek funds for marketing
5. Offer courses, at least two to begin
6. If the courses are successful and draw adequate enrollment, explore the possibility of producing a certificate and degree program

Resources: What would we have to invest (people time, \$, etc) to make this happen

At least \$10,000 would be needed to pay a faculty member to assemble an advisory committee, produce curriculum and implement the courses.

Interdependencies: Where/How would this idea impact other parts of the organization

This would require funds from either program 100 or special funds. If special funds are used, a grant will more than likely be written to fund the program. This will require resources from the Economic Development and Workforce Education and at least one faculty member.

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

The challenge is funding and or persons that will champion this effort. If a motivated faculty member or division chair wishes to produce this program, the Economic Development and Workforce Education area is will to assist.

Current Situation:

A Real Estate Degree and Certificate currently exists. The Property Management Certificate can use some of the courses that are in place. A faculty member is needed to analyze the curriculum that exists and make recommendations on how to proceed.

Portfolio Idea # 21 SOW--Develop "Real" Computers Labs (not just computers in rooms.

Desired End Result

Have enough qualified staff to keep computer labs open for student use.

Potential Action Steps

1. Hire Instructional Assistants to supervise computer labs.
2. Create lab classes
3. Purchase tracking software
4. Identify long-term resources (e.g., software upgrades, etc.) and maintenance agreements.

Resources: What would we have to invest (people time, \$, etc) to make this happen

Budget is needed for Instructional Assistants and software to track lab use and maintain data collection for positive attendance and non-credit supervised learning apportionment.

Interdependencies: Where/How would this idea impact other parts of the organization

Impacts college budget, but also assists IT with more personnel who can assist in the maintenance of computers and trouble shoot technical problems “on-the-spot”. Keeping labs open creates the opportunity to increase the generation of revenue. Most importantly it addresses student success.

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

Current Situation:

Labs do not have adequate supervision or technical assistance available. Labs are not open for student use unless a staff member is available.

Portfolio Idea # 22-SOW - Lowering Cost of Textbooks

Desired End Result

Promoting student retention and persistence by establishing a book loan program through the college Bookstore.

Potential Action Steps

1. Bookstore loan program (storage facility)
2. Bookstore Resources & Ongoing education campaign

3. EOPS Director & Program Commitments
4. Student Commitments & Care
5. Set-up Priority bookstore hours (around orientation) with Bookstore
6. Set-up Requisition for electronic book voucher
7. List of students who are eligible for book voucher (paperless) is sent to Bookstore
8. Book voucher entered in Financial Aid award system

Resources: What would we have to invest (people time, \$, etc) to make this happen

Staff both from EOPS & Bookstore

EOPS program is limited on how much funds it can set-aside for a loan program (discretionary limit line item) – currently @ \$10,000.00.

Interdependencies: Where/How would this idea impact other parts of the organization

Coordination with faculty, Financial Aid & Business Office.

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

Critical Success Factors: Renting the books at 25% of the new book price (\$100 new book, \$75 used book, \$25 rental price)

- EOPS students have 3-day access to all rental titles before store is opened to the public.
- Textbooks must be returned at the end of each semester.
- Students have the option to purchase the rental book by paying the difference between new price and rental fee.

Potential Challenges: Storage space, \$ and staff resources.

Current Situation:

Currently EOPS students use the program book loan library in the office (non-flexible) or their book voucher at the Bookstore, which does not allow for leveraging of funds.

Portfolio Idea # 23-- GROW - Enhancing Veterans Experience -

Desired End Result

- (1) An expanded counseling staff, capable of responding to the needs of returning Veterans challenged with PTSD, head injuries and other disabilities.
- (2) Faculty knowledgeable about and comfortable teaching individuals with special needs such as PTSD, head injury and other disabilities.

Potential Action Steps

1. Assess knowledge of current counseling staff and faculty as to their experience and comfort level working with individuals with PTSD, head injuries and other disabilities
2. Write a grant/seek stimulus package funding/identify an outside source of funding to provide training for current faculty and counselors. Funding could include money for training, consultation and curriculum development for this special population.
3. Hire (a) new counselor(s) who is/are knowledgeable about working with this population and able to train other staff and work with faculty on curriculum ideas to serve them.
4. Provide facility space to Veterans so they can problem-solve, socialize and receive mentoring from other veterans and LAHC faculty and staff.

Resources: What would we have to invest (people time, \$, etc) to make this happen

One or more individuals would need to take time to investigate knowledge level of current counselors and faculty, research grant possibilities, write and submit grant(s) to obtain the necessary funding.

Interdependencies: Where/How would this idea impact other parts of the organization

Some individual (s) would need to take time from some other duties to begin this project.

Full integration of Veterans into mainstream classes and services would impact all sectors of the college.

Critical Success Factors/Potential Challenges: What is essential for getting this done? And/or what might challenge getting this done?

Finding the seed money to pay a current staff member to initiate the project or give them release-time from their other duties to initiate this project. Identifying facility space; addressing attitudinal barriers of faculty/staff as needed.

Current Situation:

While there may be several individuals on campus capable and desirous of initiating this task, it may be a challenge to find the seed money to get them launched.

Portfolio Idea # 24 – GROW - Policy and Processes: Follow Policy

Desired End Result: Set example of following policy

Potential Action Steps

1. College stop approving projects which have not been vetted through the college process
2. Oversight to assure process is followed
3. Reward system

Resources: What would we have to invest (people time, \$, etc) to make this happen

Oversight should be handled through the college planning process

Rewards system could be as easy as “thanks you” or public recognition or maybe even a visit by an administrator to a program and replace criticism with genuine concern.

Interdependencies: Where/How would this idea impact other parts of the organization

Not only the college planning system would need to pay attention to the process but there would need to be checks on end runs.

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

Resistance will come from bodies that do not participate in college planning and have succeeded with end runs.

Current Situation:

Currently, nearly 100% of discretionary funding is being siphoned into administrative “pet” projects. These projects have never vetted the college planning system, and have no accountability measures.

Portfolio Idea # 25 – GROW -Policy and Processes: Develop Policy and Procedure Manuals

Desired End Result

All committees develop policy and procedure manuals

Potential Action Steps

1. Develop policy and procedures for all on campus committees
2. Update policies and procedures which are on file
3. Publish policy and procedure manuals on the web page.

Resources: What would we have to invest (people time, \$, etc) to make this happen

This will be implemented through committees

Interdependencies: Where/How would this idea impact other parts of the organization

This should establish clear responsibilities and reporting procedures for college committees

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

Resistance will come from committees which do not hold public reporting procedures

Current Situation:

Currently, from my knowledge, most committees do not have policy and procedure manuals.

Portfolio Idea # 26 – GROW -Policy and Processes: Formal Presentation of College Vision

Desired End Result

Formal presentation of college vision and administration’s priorities

Potential Action Steps

1. Publish college president's start of the year goals (not personal goals) to the Chancellor.
2. Prioritize projects which reflect/ address goals (not give priority to)
3. Year end summary by president on how well we addressed his/her goals
4. Should also include how Foundation spent its money

Resources: What would we have to invest (people time, \$, etc) to make this happen

Publication and reporting time

Interdependencies: Where/How would this idea impact other parts of the organization

Help focus college energies to a constructive purpose and bring these special projects out in the open for funding and accountability.

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

None

Current Situation:

College president annually publishes a list of goals for the chancellor. This list is reviewed by the academic senate (sometimes) and forwarded to the chancellor...never to be seen again.

Portfolio Idea # 27 –GROW - Policy and Processes: Broaden Knowledge of College Planning, Policies and Procedures

Desired End Result

College wide knowledge of college planning, policies and procedures.

Potential Action Steps

1. Training sessions through staff development
2. Mandatory attendance of planning policy training by all administrators, managers, and division chairs

3. "Planning for Dummies" manual, to explain college policy.

Resources: What would we have to invest (people time, \$, etc) to make this happen

Staff development time and minimal publication cost, funded through Staff development

Interdependencies: Where/How would this idea impact other parts of the organization

Better understanding of the planning process

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

None

Current Situation:

Many people who are involved in the planning process have no idea how it works.

Portfolio Idea # 28 – GROW--Policy and Processes: Consequences for Failing to Meet Deadlines

Desired End Result

Attach consequences to failure to meet deadlines

Potential Action Steps

1. Use reward system for timely submissions
2. Penalize groups which do not complete required reporting and documentation

Resources: What would we have to invest (people time, \$, etc) to make this happen

None

Interdependencies: Where/How would this idea impact other parts of the organization

College bodies would have to turn in reports and required documentation or their funding would be removed

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

Sticking to our convictions.

Current Situation:

Many people who are involved in college decision making are going forward with projects which have no documentation, course outlines, program reviews, and viability reports.

Portfolio Idea # 29 Sow: Develop Ground Transportation for our Student Activities

Desired End Result

To have availability to ground transportation for our Student/Campus activities

Potential Action Steps

1. Decide whether to purchase transportation or set up a leasing mechanism.
2. Act on step #1

Resources: What would we have to invest (people time, \$, etc) to make this happen

Money

Interdependencies: Where/How would this idea impact other parts of the organization

The access to transportation will benefit all classes and Departments.

Critical Success Factors/Potential Challenges: What is essential for getting this done? and/or What might challenge getting this done?

Finding budget to purchase a Van, maintenance, and insurance; or find a permanent funding source for Renting.

Current Situation:

We have no transportation system in place for fieldtrips. Many of our students are “trapped” in their community without the knowledge of the great things that are available to them just beyond the city borders. Having the ability to take students outside of campus will bring richness to their education.

