

Strategic Planning Action Form

(Is this an AQIP project? If so, please complete the goals commitment declaration form, which should be submitted in place of this Strategic Planning Action Form.)

STRATEGIC INITIATIVE	Semester Conversion (Includes Revise Course Scheduling, Expand Work Experiences, & Improve Advising Processes)
Purpose or Intent of Initiative	Changing the college academic calendar to semesters. Includes revising course scheduling, improving the advising process, expanding work experiences, communicating information concerning the conversion, and reviewing curriculum
Related Strategic End	Access & Opportunity and Student Success
Implementation Team	Kathy McCabe (Lead); Tonya Breidenbach, Mary Fatica, Regina Hyldahl, Tom Kissell, Mary Jo Jay, Mary McCue, Steve Mohr, Nancy Sattler, Bill Taylor, Denny Setzler, Bryan Smith, Dale Stearns, Lyn Sullivan, Linda Toscano, Jim Willey, and Michelle Younker
Start date	September 2004
Timeline	Fall 2006

Reporting timeline: Please submit the Strategic Planning Action Update Report form every six months until the project has been completed.

Action Steps, outcome measures to be tracked, & due dates:

ACTION STEPS	OUTCOME MEASURES	DUE DATES
Research conversion process <ul style="list-style-type: none"> • Research literature • Survey other campuses • Obtain conversion handbooks • Prepare list of resources • Compare program requirements Linda Toscano	Compilation of body of reference material related to semester conversion	Fall 2004

ACTION STEPS	OUTCOME MEASURES	DUE DATES
<p>Create a committee structure to oversee conversion process</p> <ul style="list-style-type: none"> • Appoint Steering Committee • Form Curriculum Review Sub Committee • Form Communication Sub Committee <p>Kathy McCabe</p> <ul style="list-style-type: none"> • Appoint Presidential Fellow to assist with conversion process <p>Dr. Bordner</p>	<p>Steering Committee and sub-committees formed and functioning</p> <p>Presidential fellow assisting with conversion</p>	<p>Fall 2004</p> <p>Fall 2004</p>
<p>Develop conversion plan</p> <ul style="list-style-type: none"> • Establish a timeline • Develop academic guidelines • Prepare Master Task list • Develop curriculum approval process <p>Steering Committee/Kathy McCabe</p>	<p>Academic guidelines and timeline developed and approved by Steering Committee</p>	<p>Fall 2004</p>
<p>Develop a communication plan to keep students, faculty, staff, and community informed</p> <p>Mary McCue and Communication Subcommittee</p> <ul style="list-style-type: none"> • Publish Handbook for Faculty and Staff on the web and distribute academic guidelines and timeline to faculty • Create and distribute semester conversion newsletter to faculty and include updates in student newsletter • Distribute semester conversion information to students with registration materials • Semester conversion web page on college website; page on Intranet to distribute information to faculty, staff, students, and community; info line on website to respond to student questions 	<ul style="list-style-type: none"> • Handbook, academic guidelines, and timeline distributed to faculty • Newsletter distributed monthly to faculty and updates regularly included in student newsletter; both published on web • Regular semester conversion information sent quarterly to students with registration materials • Website information updated on weekly basis 	<p>Ongoing through conversion process</p> <p>Fall 2004</p> <p>Winter 2005 and then ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

ACTION STEPS	OUTCOME MEASURES	DUE DATES
<p>Complete Academic Conversion</p> <ul style="list-style-type: none"> • Conduct workshops for faculty and student <ul style="list-style-type: none"> ◦ Faculty workshops scheduled for fall '04 Kathy McCabe • Define a semester calendar Steering Committee • Establish a course numbering system Lyn Sullivan • Update articulation and transfer agreements • Update assessment plans and activities Academic Deans / Faculty 	<ul style="list-style-type: none"> • Workshops scheduled as necessary – number of faculty participating • Calendar approved by CASA • Course numbering system approved by CASA • % articulation and transfer agreements updated – target 100% • % Assessment plans and activities updated 	<p>Ongoing 12/1 & 12/2 2004</p> <p>Winter 2005</p> <p>Winter 2005</p> <p>Fall 2006</p> <p>Fall 2006 – Spring 2008</p>
<p>Develop a process to review and approve curriculum Kathy McCabe and Steering Committee</p> <ul style="list-style-type: none"> • Form Curriculum Review Sub-Committee • Review and approve transfer courses • Review and approve applied degree curricula Curriculum Review Sub-committee / Curriculum Committee / CASA 	<p>Team formed and meeting</p> <ul style="list-style-type: none"> • 75% of transfer courses approved and submitted to state transfer and articulation council • 25% of transfer courses approved and submitted to state transfer and articulation council • 100% of applied curricula approved 	<p>Fall 2004</p> <p>Spring 2005</p> <p>Fall 2005</p> <p>Summer 2005</p>
<p>Academic Advising Kathy McCabe and Steering Committee</p> <ul style="list-style-type: none"> • Develop an academic advising system that enables students to move seamlessly from quarters to semesters • Develop course equivalency chart Academic Deans / Faculty • Develop individual transition plans for each student Academic Advisors (including academic administrators and faculty) 	<p>Advising plan developed and implemented</p> <p>Course equivalency chart developed for student advising</p> <p>Course equivalencies identified for all courses # students receiving transition plans</p>	<p>Summer 2005 - Fall 2005</p> <p>Summer 2005 - Fall 2005</p> <p>Summer 2005 – Summer 2006</p>

<p>Student Development</p> <ul style="list-style-type: none"> • Update CAS information Dale Stearns • Convert student GPAs Dale Stearns • Convert student credit hours 	<ul style="list-style-type: none"> • % information updated in CAS to reflect semester conversion • GPA's converted • Student credit hours converted 	<p>Fall 2006</p> <p>Fall 2006</p> <p>Fall 2006</p>
<p>Institutional Support</p> <ul style="list-style-type: none"> • Revise institution's documents • Revise policies • Input semester course inventory Lyn Sullivan • Revise state and federal coding Lyn Sullivan 	<p>% Institution's documents reviewed and revised to reflect conversion to semesters</p> <p>% Course inventory updated to reflect conversion to semesters</p> <p>% Coding to reflect conversion to semesters</p>	<p>Fall 2006</p>