

Task Details Report

Planning Year: 2015-2016

Planning Unit: Assessment, Orientation & Registration
Unit Manager: Lead Staff, Assessment, Orientation & Registration

Objective: 166 - Equipment, technology and facilities requests for Assessment, Orientation & Registration

Objective Description:

Use this objective to request supplies, equipment, technology or facilities improvements. To request equipment, Edit the "Purchase equipment" Action Plan and click the "Request Resources" button to enter the details of your equipment request. Be sure to indicate whether additional space will be needed to accommodate the requested equipment, or whether it will require maintenance agreements and or support personnel. Facilities requests may be for changes to custodial services, maintenance, remodeling, or new construction. Create a new Action Plan for each facilities request. In the description/justification be sure to indicate whether the request is for ADA or safety-related concerns.

Start Date: 3/31/2015	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$0

Purchase instructional equipment and/or technology to enhance student learning and success.

At this time we do not need equipment.

Budget Remarks:

Date:	Name:	Remarks:
08/18/2016	Lead Staff, Assessment, Orientation & Registration	At this time we do not need additional staffing.
08/18/2016	Lead Staff, Assessment, Orientation & Registration	At this time we do not need any additional facilities.
08/18/2016	Lead Staff, Assessment, Orientation & Registration	We will need funding for the following conferences: CAI (Common Assessment Initiative) CCC Assess SSSP Workshops CACCRAO Conference

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Assessment, Orientation & Registration
Unit Manager: Lead Staff, Assessment, Orientation & Registration

Objective: 296 - Strategic action plans for Assessment, Orientation & Registration

Objective Description:

Use this objective to describe the action plans that your program intends to implement. Scroll to the "Action Plan and Required Resources" section and click the Add button. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.

Start Date: 1/19/2016	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$0

We will follow up with students who applied but have failed to continue to matriculate.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Assessment, Orientation & Registration	brochures	\$0.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Office of Instruction
Unit Manager: Lead Staff, Admin Services

Objective: 10 - Strategic action plans for Instruction

Objective Description:

Use this objective to describe the action plans that your program intends to implement. Scroll to the "Action Plan and Required Resources" section and click the Add button. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.

Start Date: 2/29/2016	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 1
Due Date: 12/31/2017	Completion Date:	Task Status: In Progress	Budget: \$0

Improve enrollment management by refining course scheduling system, and maximizing efficiency to meet student needs and faculty expectations within fiscal constraints and facility limitations

Responsible Parties: VP of Instruction, VP of Administrative Services, Division Deans, Faculty, and Curriculum and Instructional Systems Specialist

Resources: Input from the Dean of Planning, Research and Institutional Effectiveness, District Facilities

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/29/2016	Task Type:	Priority Level: Medium	Task Order: 2
Due Date: 12/31/2017	Completion Date:	Task Status: New	Budget: \$0

Update general College marketing material; translate to Spanish to target our growing Hispanic population;
Revise Web Spanish sections

Responsible Parties: Director of Marketing, Communications, and Public Relations, Visual Communications
Coordinator and College Recruiter

Resources: Other pertinent Staff

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
2/29/2016

Task Type:
Departmental Action
Plan

Priority Level:
High

Task Order:
3

Due Date:
12/31/2017

Completion Date:

Task Status:
In Progress

Budget:
\$0

Provide statewide leadership on statewide policies, funding, regulations, and processes impacting academic affairs

Responsible Parties: Vice President of Instruction; Vice Presidents of Instruction at sister colleges, Vice Chancellor of Educational Services, Deans of CTE

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
2/29/2016

Task Type:
Departmental Action
Plan

Priority Level:
High

Task Order:
4

Due Date:
5/31/2017

Completion Date:

Task Status:
In Progress

Budget:
\$0

Provide region-wide leadership for Adult Education Block Grant: staffing, budgeting, planning

Responsible Parties: Vice President of Instruction and Adult-Education College and Career Educational Leadership (ACCEL) Consortium Leaders

Resources: Collaboration with Administrative Services, Human Resources and District wide faculty in specific disciplines

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
2/29/2016

Task Type:
Departmental Action
Plan

Priority Level:
Medium

Task Order:
5

Due Date:
12/31/2017

Completion Date:

Task Status:
New

Budget:
\$0

Develop dual enrollment pathways with SUHSD and other feeder schools

Responsible Parties: Vice President of Instruction, Deans, Curriculum and Instructional Systems Specialist, AFT, Academic Senate and high School leadership

Resources: Funding for faculty working on curriculum alignment and assessment

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
3/1/2016

Task Type:
Departmental Action
Plan

Priority Level:
High

Task Order:
6

Due Date:
8/31/2016

Completion Date:

Task Status:
Planning/Discussion
(25%)

Budget:
\$0

Update College Brand/Style Guide

Responsible Parties: Director of Marketing, Communications, and Public Relations and Visual Communications Coordinator

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
3/1/2016

Task Type:
Departmental Action
Plan

Priority Level:
High

Task Order:
7

Due Date:
12/24/2016

Completion Date:

Task Status:
In Progress

Budget:
\$0

Solicit feedback, assess needs, and create transparent processes for schedule production, distribution, and marketing improvements

Responsible Parties: Visual Communications Coordinator, Vice President of Instruction

Resources: Input from Director of Marketing, Communications and Public Relations, Faculty, Classified Professionals, iDeans, other Colleges' Stakeholders

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
3/1/2016

Task Type:
Departmental Action
Plan

Priority Level:
Low

Task Order:
8

Due Date:
12/24/2016

Completion Date:

Task Status:
Planning/Discussion
(25%)

Budget:
\$0

Approve/Create College social media guidelines

Responsible Parties: Director of Marketing, Communications, and Public Relations and Visual Communications Coordinator

Resources: Input from Skyline and College of San Mateo Marketing Staff

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
3/1/2016

Task Type:
Departmental Action
Plan

Priority Level:
Low

Task Order:
9

Due Date:
12/31/2016

Completion Date:

Task Status:
New

Budget:
\$0

Create Curriculum webpages to refresh web presence

Responsible Parties: Curriculum and Instructional Systems Specialist and Visual Communications Coordinator

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
3/1/2016

Task Type:
Departmental Action
Plan

Priority Level:
High

Task Order:
10

Due Date:
5/31/2017

Completion Date:

Task Status:
In Progress

Budget:
\$0

Expand and assess collaborations with community based organizations, high schools, outside agencies, private sector partners, adult schools, government agencies, and others

Responsible Parties: Vice President of Instruction, Instructional Deans, Faculty discipline experts, Outreach Department, College President

Resources: Input from all stakeholders

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 3/1/2016	Task Type: Departmental Action Plan	Priority Level: Low	Task Order: 11
Due Date: 12/31/2017	Completion Date:	Task Status: New	Budget: \$8,250

Comprehensive CurricUNET manual

Responsible Parties: District Curriculum and Instructional Systems Specialists and Curriculum Committee Chairs

Resources: Funding for increased capacity of current Instructional staff across the District. Input from Skyline and College of San Mateo Curriculum Chairs

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ConSvc	Instruction	technical writer with expertise in curriculum, compliance, CurricuNet, and CCCCCO rules	\$8250.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
3/1/2016

Task Type:
Departmental Action
Plan

Priority Level:
High

Task Order:
12

Due Date:
5/31/2018

Completion Date:

Task Status:
New

Budget:
\$0

Create responsive/mobile friendly website

Responsible Parties: Marketing and Public Relations Dept., Pertinent Web Staff

Resources: Visual Communications Coordinator

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Office of Instruction
Unit Manager: Lead Staff, Admin Services

Objective: 118 - Equipment, technology and facilities requests for Instruction

Objective Description:

Use this objective to request supplies, equipment, technology or facilities improvements. To request equipment, Edit the "Purchase equipment" Action Plan and click the "Request Resources" button to enter the details of your equipment request. Be sure to indicate whether additional space will be needed to accommodate the requested equipment, or whether it will require maintenance agreements and or support personnel. Facilities requests may be for changes to custodial services, maintenance, remodeling, or new construction. Create a new Action Plan for each facilities request. In the description/justification be sure to indicate whether the request is for ADA or safety-related concerns.

Start Date: 3/31/2015	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 1
Due Date: 5/30/2016	Completion Date:	Task Status: New	Budget: \$8,600

Purchase instructional equipment and/or technology to enhance student learning and success.

- Wacom Design Tablet for Visual Communications Coordinator to streamline designs and create original design elements quicker (Logos, Curves, Lines, Original Vector art); helps wrist ergonomics, eases screen navigation, and speeds up creativity in certain Adobe software
- Funding for development and writing of a CurricUNET Faculty Handbook (additional funding will be requested from the other two colleges and the district)

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Instruction	Wacom Intuous Tablet	\$350.00	\$0.00
ConSvc	Instruction	Funding for development and writing of a CurricUNET Faculty Handbook	\$8250.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Office of Instruction
Unit Manager: Lead Staff, Admin Services

Objective: 550 - Technology Enhanced Instruction and Assessment (TEIA)

Objective Description:

Proposal focuses on a cohesive approach to improving both on-line education and use of technology in the classroom. The entire campus will benefit from the availability of support for technology including support for online technologies, Canvas, instructional technologies, TracDat, Strategic Planning Online (SPOL--program review, assessment, planning), etc. The main goal is to improve student success in all courses, but with a focus on closing the gap in success in online and hybrid courses compared to face-to-face courses. In addition, improvement of our student learning outcomes. Once this proposal is funded, the entire project will move forward in June and July in terms of personnel. The spring 2016 will be the baseline. We will start the evaluation of the success for summer 2016, fall 2016, and spring 2017. After one year's implementation, the VPI and the Operational Team will evaluate the effectiveness of the project in summer 2017 and provide recommendations.

Start Date: 4/20/2016	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$0

See attached Innovation Fund Proposal.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	