

### ACCJC Planning Agendas - Progress and Completion Form

Standard	Planning Agenda	Group Assignment	*Date Completed	Date to be Completed
I.A.3	As a component of the new planning process, the mission statement will be publicized on a regular basis. The review of the mission statement will be integrated into the planning process.	College Council		
I.B.1	The college will implement the integrated planning process that incorporates outcomes assessment results into institutional planning, and provide the time and space for broad-based dialogue aimed at improving student learning.	College Council		
I.B.3	The college will implement the integrated planning process that incorporates outcomes assessment results into institutional planning, and student learning provide the time and space for broad-based dialogue aimed at improving student learning.	College Council		
II.A.1	Working with other Planning and Budgeting Teams and College Council, the Instructional Planning and Budget Team (IPBT) will review and modify the Annual Program Review Update and Comprehensive Program Review processes on a regular basis.	College Council PBTs Academic Senate		
II.A.1.b	Develop a Distance Learning course student evaluation, based on the Foothill-De Anza Faculty Agreement Article 6 and Appendix J2W.	Academic Senate & FA		
II.A.1.b	Develop faculty training on effective online teaching strategies to improve student success and retention.	Academic Services		
II.A.1.c	Institutional Research will continue its commitment to assisting faculty and staff in their assessment efforts at the course and program levels.	College Council		
II.A.1.c	The Planning and Budget Teams will reflect on and enhance Program Review processes and criteria to more fully develop effective assessment methods for Student Learning Outcomes Assessment Cycle and Program Level Outcome Assessment Cycle results.	PBTs & SLO Steering		
II.A.2.a	The SLO team will continue to refine its processes to assist faculty in efficiently and effectively documenting and assessing Student Learning Outcomes.	SLO Steering		
II.A.2.a	The college will continue to encourage professional growth in the area of assessment through the Office of Staff and Organizational Development. Staff Development activities related to the development, interpretation and analysis of course and program assessments will continue.	SLO Steering		
II.A.2.a	Complete assessment of Program Level Outcomes by the end of 2013-14 academic year.	SLO Steering		
II.A.2.a	Workshops will be conducted in order to introduce PLOACs.	SLO Steering		
II.A.2.b	Develop an assessment plan for Program Level Outcomes.	SLO Steering		
II.A.2.b	The Academic Senate, through the SLO Steering Committee and team, will continue to encourage faculty to develop reasonable program level assessment techniques.	SLO Steering		

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All agendas to be partially completed by Midterm Assessment, August 2015 and fully completed by Self-Study Assessment, May 2017

2012-13 p. 1

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II.A.2.b	The SLO Steering Committee will continue to refine SLOACs in all areas of the college in order to achieve meaningful use of data into practice.	SLO Steering		
II.A.2.d	Develop a centralized technology training plan that addresses faculty training.	Tech Taskforce		
II.A.2.d	Develop additional faculty training for Distance Education.	Academic Services		
II.A.2.d	Increase staff development in the institutional Strategic Initiatives: Outreach Student Retention and Success, Cultural Competence, and Community Collaborations.	Academic Services		
II.A.2.g	Create an inventory of areas that have departmental exit exams and encourage appropriate alignment with SLO assessments.	SLO Steering		
II.A.2.i	Faculty will develop and conduct a comprehensive approach to meaningful assessment of certificate and degree programs.	SLO Steering		
II.A.3.a	Develop a plan to assess General Education outcomes.	Curric/Acad Sen.		
II.A.3.a	Implement revised GE Philosophy and Area Descriptors for inclusion in 2013-2014 catalog.	Curric/Acad Sen.		
II.A.3.c	Assess student achievement of the GE outcomes and Institutional Core Competencies.	Curric/Acad Sen.		
II.A.6	Divisions will periodically review syllabi for consistency with appropriate standards, including content, methods and college policies.	Office of Instruction		
II.A.6.b	Working with Foothill College, draft a joint policy on program discontinuance for discussion at both colleges.	Academic and Professional Mat's		
II.A.6.b	Assess effect of elimination of Readiness co-requisites on student success and retention in developmental and freshman transfer-level English.	Academic Services		
II.A.6.c	Continue to evaluate the effectiveness of the overall college website through student focus groups and faculty and staff input.	Marketing		
II.A.6.c	Continue to improve and enhance the online searchable schedule of classes.	Marketing		
II.A.7.b	Improve Student Development-related websites in the content and presentation of information, including as it relates to academic honesty.	Student Devel't & Marktng		
II.A.7.b	Revamp the Student Handbook for content and presentation and increase visibility of the handbook on the college website.	Student Devel't & Marktng		
II.B.3.c	With the leadership of the Vice President of Student Services, the Dean of Counseling and Matriculation, and the Counseling Department Chair, Counseling and Advising will evaluate through surveys, focus groups and ongoing discussions how to improve services.	SSPBT		
II.B.3.d	With the leadership of the Associate Vice President of Instruction, the college will hire a director for the redefined Office of Equity, Social Justice and Multicultural Education.	Academic Services		

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2012-13 p. 2

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II.B.3.d	With the leadership of the AVPI, the Director of ICCE, the Director of Equity, Social Justice and Multicultural Education, and the Director of Staff and Organizational Development, will collaborate with DASB to establish updated strategic plans focused on student access and engagement for their departments.	Academic Services		
II.B.3.e	Assessment, in conjunction with the DARE Task Force, will determine, prioritize and implement best practices to improve Assessment Center services to students including in the placement of students in developmental education courses.	DARE Taskforce		
II.B.3.e	The dean of Counseling and Matriculation will work with the Matriculation coordinator to establish a Matriculation Advisory Board.	SSPBT		
II.B.4	The SSPBT will continue to refine Student Services Learning Outcomes Assessment Cycles to assist in planning, program evaluation and decision-making.	SLO Steering		
II.B.4	Working with other PBTs and College Council, SSPBT will review and modify the Annual Program Review Update and Comprehensive Program Review processes regularly.	SLO Steering		
II.B.4	Develop an assessment plan for Program Level Outcomes.	SLO Steering		
II.C.1	Facilitate an increase in fully online, partially online and hybrid course offerings through Distance Learning instructional design and training assistance.	Learning Resources & Curriculum		
II.C.1	With leadership of the Learning Resources dean, engage more faculty in the integration of Library services, including orientations as part of courses and Learning Communities.	Learning Resources & Curriculum		
II.C.1	Redesign Library space or create larger instructional lab to accommodate more students.	Learning Resources		
II.C.1	Redesign circulation and reference/instruction desk areas to improve service.	Learning Resources		
II.C.1.b	Explore creative ways to utilize existing faculty and technologies to fully develop an enhanced information literacy program.	Academic Services Learning Resources		
III.A.1.d	Explore additional ways to educate employees about different working styles and interpersonal work relationships.	Academic Services		
III.A.2	With the oversight of College Council and College Planning Committee, continue to ensure Educational Master Plan goals and integrated planning drive staffing decisions.	College Council		
III.A.3.a & III.A.4	With the leadership of the AVPI, the college will hire a director for the redefined Office of Equity, Social Justice and Multicultural Education.	Academic Services		
III.A.4	With the leadership of the associate vice president of Instruction, the director of ICCE, the director of Equity, Social Justice and Multicultural Education, and the director of Staff and Organizational Development will collaborate with the De Anza Associated Student Body to establish updated plans focused on student access and engagement.	Academic Services		

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2012-13 p. 3

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III.A.4.a	Explore opportunities to increase funding for diversity programs on campus.	Academic Services		
III.A.5	Work toward a centralized technology training plan, based on wide-ranging input from faculty, staff and students, as well as all staff involved in delivering training, both at the campus and district level. The plan should address the questions of how training needs are assessed and how training will be assessed and evaluated, in addition to guiding users toward the appropriate location to receive the training.	Tech Taskforce		
III.A.5.a	Explore opportunities to maximize staff development during constrained budget times.	Academic Services		
III.A.6	Increase communication throughout shared governance about the integration of human resources planning with institutional planning.	College Council		
III.B.1.a	Complete the update of the Facilities Master Plan.	Educational Res.		
III.B.2.b	Complete the update of the Facilities Master Plan.	Educational Res.		
III.C.1.b	Work toward a centralized technology training plan, based on wide-ranging input from faculty, staff and students, as well as all staff involved in delivering training, both at the campus and district level. The plan should address the questions of how training needs are assessed and how training will be assessed and evaluated, in addition to guiding users toward the appropriate location to receive the training.	Tech Task Force		
III.C.1.d	Continue to integrate the Information Technology Strategic Plan into campus planning and budgeting initiatives.	Tech Taskforce		
III.D.1.b	Develop clear policies and processes for writing and pursuing grants.	Budget Committee		
III.D.1.d	Working with other Planning and Budget Teams and College Council, the Finance and Educational Resources Planning and Budget Team will review and modify the Annual Program Review Update and Comprehensive Program Review processes regularly.	College Council		
IV.A	Continue review of governance and decision-making models.	College Council		
IV.A.1	Encourage faculty, staff and administrators to improve communication by maintaining and updating websites.	College Council		
IV.A.2	Improve understanding of shared governance process by standardizing the governance website in presenting roles, charges and responsibilities of shared governance groups.	College Council		
IV.A.2.a	Explore release time and/or stipends for classified professional participation in leadership roles as a way of encouraging widespread participation in governance.	College Council		
IV.A.5	Produce a governance e-Handbook describing governance groups and decision-making processes in a standardized online format.	College Council		

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2012-13 p. 4

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IV.B.1.a	Work with the Chancellor's office to increase the understanding and awareness of the campus community about trustee and district advocacy activities.	College Council		
IV.B.2.d	Increase awareness and implementation of the 6-Year Planning and Assessment Cycle approved and in the Ed. Master Plan as it relates to budget and resource allocation.	College Council		

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2012-13 p. 5