

Assessment Impact by Unit Objectives

Shasta College

Overall Reporting on Activities for Institutional Objectives

Activities for Institutional Objective 1.1

Activity: 1.1 a

Identify best practices for increasing the number of students completing degrees and certificates, and report to College Council.

Target Completion Date: 05/31/2013

Update	Action/Changes	Follow-Up	Reporting Period
07/30/2013 - The identification of best practices will take place in Fall 2013, with a report to College Council by December 2013. Criterion Met: Not Started	07/30/2013 - Change due date to December 2013.		2012-2013

Activity: 1.1 b

Implement at least three best practices for increasing the number of students completing degrees and certificates and assess results.

Target Completion Date: 05/31/2014

Update	Action/Changes	Follow-Up	Reporting Period
09/14/2013 - Update due in May 2014 Criterion Met: In Progress			2012-2013

Activity: 1.1 c

Gain Chancellor's Office approval for at least three additional AA-T or AS-T degrees each year for three years.

Target Completion Date: 05/31/2014

Outcome Status: Active

Update	Action/Changes	Follow-Up	Reporting Period
08/31/2013 - As of August 2013, 5 new transfer degrees have been approved for Fall 2013. These are in Administration of Justice, Studio Arts, Theatre Arts, Kinesiology and Psychology. Pending degrees are in Music, English, Physics and Philosophy. Criterion Met: In Progress	06/18/2013 - No change. If all degrees are approved, we complete the Activity earlier than 2015.		2012-2013

Activity: 1.1 d

Increase the persistence rate from fall to spring and from fall to fall by two percent each year.

Target Completion Date: 05/31/2015

Update	Action/Changes	Follow-Up	Reporting Period
09/14/2013 - Update due in May 2015 Criterion Met: In Progress			2012-2013

Activity: 1.1 e

Systematically evaluate CTE curriculum to create stronger pathways to degrees and certificates, and report to College Council.

Target Completion Date: 12/31/2013

Update	Action/Changes	Follow-Up	Reporting Period
09/14/2013 - Update due in December 2013. Criterion Met: In Progress			2012-2013

Activities for Institutional Objective 1.2

Activity: 1.2 a

Identify best practices to facilitate student transfer and report finding to College Council on the feasibility of implementing and/or expanding these best practices.

Target Completion Date: 03/31/2013

Outcome Status: Active

Update	Action/Changes	Follow-Up	Reporting Period
08/09/2013 - A presentation was made to College Council regarding strategic objective 1.2 a. College Council approved the presentation as fully meeting the objective. A copy of the information provided to the Council is attached in the folder. Criterion Met: Completed Related Documents: Strategic Plan - 1.2 best practices report to CC.docx			2012-2013

Activity: 1.2 b

Implement and/or expand successful student transfer practices and assess results.

Target Completion Date: 05/31/2015

Update	Action/Changes	Follow-Up	Reporting Period
09/14/2013 - No update for 2012-13 Criterion Met: In Progress			2012-2013

Activity: 1.2 c

Increase the number of students who complete a transfer level math course in their first year of study by five percent over three years.

Target Completion Date: 05/31/2015

Update	Action/Changes	Follow-Up	Reporting Period
09/14/2013 - Update due in May 2015. Criterion Met: In Progress			2012-2013

Activity: 1.2 d

Increase the number of students who complete a transfer level English course in their first year of study by five percent over three years.

Target Completion Date: 05/31/2015

Update	Action/Changes	Follow-Up	Reporting Period
09/14/2013 - Update due in May 2015 Criterion Met: In Progress			2012-2013

Activities for Institutional Objective 1.3

Activity: 1.3 a

Research placement effectiveness and innovative best practices to guide improvements in placement practices, and report to College Council on the feasibility of implementing these best practices.

Target Completion Date: 08/31/2013

Update	Action/Changes	Follow-Up	Reporting Period
08/31/2013 - Various activities, such as meeting with English faculty to adjust cut scores and revise curriculum, have taken place, but no comprehensive study has been done. A plan to research placement effectiveness is being drafted and the college is also participating in a pilot study using high school transcripts for placement. Criterion Met: In Progress	08/31/2013 - Research will continue with the goal of presenting a report and recommendations to College Council in Spring 2014.		2012-2013

Activity: 1.3 b

Implement innovative practices in placement and assess results.

Target Completion Date: 05/31/2015

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Update	Action/Changes	Follow-Up	Reporting Period
09/14/2013 - No update for 2012-13 Criterion Met: Not Started			2012-2013

Activity: 1.3 c

Increase the number of students completing degree-applicable English courses who began their studies in basic skills English courses by at least two percent per year.

Target Completion Date: 05/31/2015

Update	Action/Changes	Follow-Up	Reporting Period
09/14/2013 - No update for 2012-13 Criterion Met: Not Started			2012-2013

Activity: 1.3 d

Increase the percentage of students completing degree-applicable math courses who began their studies in basic skills math courses by at least two percent per year.

Target Completion Date: 05/31/2015

Update	Action/Changes	Follow-Up	Reporting Period
09/14/2013 - No update for 2012-13 Criterion Met: Not Started			2012-2013

Activities for Institutional Objective 2.1

Activity: 2.1 a

Analyze different LMS hosting options to determine which would allow for higher availability to students, greater technology support for instructors, and greater flexibility with course design, and report to College Council.

Target Completion Date: 03/31/2013

Update	Action/Changes	Follow-Up	Reporting Period
03/05/2013 - Shasta College evaluated Moodle LMS hosting solutions including a re-evaluation of our existing "off-site" hosted solution, several other hosted solutions, and options that would bring the Moodle LMS back "in-house" at Shasta College. In August of 2012, we began to investigate the Joule 2.3 hosted Moodle LMS solution offered by Moodle -Rooms (MR). We entered into negotiations with MR in September for a multi-year contract. On November 27, 2012, the District entered into a one (1) year			2012-2013

Update	Action/Changes	Follow-Up	Reporting Period
<p>contract with MR that allows us to use their hosted Moodle LMS solution (Joule 2.3) until May 31, 2014. This contract also includes access to the TRAIN learning resources for faculty training (self-paced) as well as training for students new to the Moodle environment (self-paced). For a complete description of the process and outcomes please see the attachment in TracDat for Objective 2.1a.</p> <p>Criterion Met: Completed</p> <p>Related Documents: Update on Strategic Plan Activity 2.1.a.docx</p>			

Activity: 2.1 b

Identify best practices to encourage instructors to use the LMS to web-enhance their courses so as to provide greater student access to instructional materials.

Target Completion Date: 05/31/2013

Update	Action/Changes	Follow-Up	Reporting Period
<p>05/07/2013 - In an effort to identify best practices to encourage instructors to use the LMS to web-enhance their courses so as to provide greater student access to instructional materials a literature review was conducted. That literature review seeks to identify factors that affect faculty motivation to participate in teaching online distance education courses in general and to specifically identify those factors that affect faculty motivation to "web-enhance" their courses. The literature review is a summary document of observations from research papers, journal articles and other published documents. It is intended to provide College Council with the opportunity to recognize similarities and assess applicability of listed observations. For contextual grounding, historical references, definitions, and brief explanations are occasionally included. To view the literature review in TracDat, please see the related document titled "Update on Strategic Plan Activity 2.1b.docx."</p> <p>Criterion Met: Completed</p> <p>Related Documents: Update on Strategic Plan Activity 2.1b.docx</p>			2012-2013

Activity: 2.1 c

Implement best practices that have proven to be effective in encouraging instructors to use the LMS to web-enhance courses, and assess results.

Target Completion Date: 05/31/2015

Update	Action/Changes	Follow-Up	Reporting Period
09/14/2013 - No update for 2012-13 Criterion Met: Not Started			2012-2013

Activity: 2.1 d

Develop at least 10 new online courses that allow students to complete transfer or general education requirements.

Target Completion Date: 05/31/2015

Update	Action/Changes	Follow-Up	Reporting Period
09/14/2013 - This task has been assigned to the Dean of Library Services and Educational Technology, who joined the college in August 2013. He will begin by analyzing which GE/transfer classes are currently offered online, and report to College Council in 2013-14. Criterion Met: In Progress			2012-2013

Activities for Institutional Objective 2.2

Activity: 2.2 a

Research student need for alternative delivery options, and report to College Council.

Target Completion Date: 04/30/2013

Update	Action/Changes	Follow-Up	Reporting Period
09/03/2013 - Since Fall 2012, a group of faculty and administrators has been meeting regularly to research the possibility of moving to a 16-week semester in 2014-2015. As part of this project, the plan is to determine student needs for additional night classes, Friday-Saturday classes, intersession offerings, and other alternative delivery options. This research is planned for Fall 2013 in conjunction with continuing work on a revised academic calendar. Criterion Met: In Progress	09/03/2013 - An update will be given in December 2013, after research has been conducted.		2012-2013

Activity: 2.2 b

Implement changes based on student needs, and assess results.

Target Completion Date: 05/31/2015

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Update	Action/Changes	Follow-Up	Reporting Period
09/14/2013 - No changes will be implemented until research is completed in Fall 2013. Criterion Met: Not Started			2012-2013

Activity: 2.2 c

Research students in outlying areas who are taking courses and identify common factors resulting in enrollment.

Target Completion Date: 12/31/2013

Update	Action/Changes	Follow-Up	Reporting Period
09/14/2013 - Update due in December 2013. Will take place in conjunction with 2.2a. Criterion Met: Not Started			2012-2013

Activity: 2.2 d

Develop and implement strategies to increase the overall number of students living in outlying areas who take online or traditional courses.

Target Completion Date: 05/31/2014

Update	Action/Changes	Follow-Up	Reporting Period
09/14/2013 - Update due in May 2014 Criterion Met: Not Started			2012-2013

Activities for Institutional Objective 2.3

Activity: 2.3 a

Research the effectiveness of existing and new types of technology-enabled student support services and report to College Council on the feasibility of implementing these new types of technology-enabled student support services.

Target Completion Date: 05/31/2013

Outcome Status: Active

Update	Action/Changes	Follow-Up	Reporting Period
08/09/2013 - A presentation was given to College Council in May 2013 on effective new and existing types of technology and the feasibility of implementation. The report and documents were accepted as fully meeting the strategic objective. The attached documents include product descriptions, impact on students, best practice research, associated costs, ramifications of non implementation and scope and feasibility			2012-2013

Update	Action/Changes	Follow-Up	Reporting Period
assessments. Criterion Met: Completed Related Documents: Strategic Plan 2.3a Final.docx 2 3a-spreadsheet-summary 05-20-13.xlsx Outline 2.3a.docx			

Activity: 2.3 b

Implement new and innovative technology-enabled student support services and assess results.

Target Completion Date: 05/31/2014

Update	Action/Changes	Follow-Up	Reporting Period
09/14/2013 - Update due in May 2014			2012-2013
Criterion Met: In Progress			

Activity: 2.3 c

Redesign the campus website to address any needs indicated by research, and assess the effect of the changes.

Target Completion Date: 08/31/2014

Update	Action/Changes	Follow-Up	Reporting Period
09/14/2013 - Update due in August 2014			2012-2013
Criterion Met: Not Started			

Activities for Institutional Objective 3.1

Activity: 3.1 a

Analyze the effectiveness of current college partnerships providing work experience opportunities to students.

Target Completion Date: 01/31/2014

Update	Action/Changes	Follow-Up	Reporting Period
05/07/2013 - This activity has not been conducted. Additional time is needed to complete this activity. Requested new target date: January 2014			2012-2013
Criterion Met: Not Started			

Activity: 3.1 b

Increase student work experience opportunities by 10% over three years through collaboration with local businesses and agencies.

Target Completion Date: 05/31/2015

Update	Action/Changes	Follow-Up	Reporting Period
09/10/2013 - Report due May 2015 Criterion Met: In Progress			2012-2013

Activity: 3.1 c

Increase participation in collaborative efforts to improve college readiness as measured by local high school graduates' college going rates and Shasta College's transfer rates to four-year institutions.

Target Completion Date: 05/31/2014

Update	Action/Changes	Follow-Up	Reporting Period
09/10/2013 - Report due May 2014 Criterion Met: In Progress			2012-2013

Activity: 3.1 d

Identify additional local opportunities to obtain BA and BS degrees via partnerships with four-year colleges/universities.

Target Completion Date: 05/31/2014

Update	Action/Changes	Follow-Up	Reporting Period
05/07/2013 - This activity has not been conducted. Additional time is needed to complete this activity. Turnover in staff will likely have the effect of assigning this to another area. A renewed effort in identifying local opportunities to obtain bachelor's level degrees through partnerships is in the planning stages for next year. Requested new target date: May 2014 Criterion Met: Not Started			2012-2013

Activity: 3.1 e

Develop at least two additional partnerships with four-year institutions to increase student transfer opportunities.

Target Completion Date: 05/31/2015

Update	Action/Changes	Follow-Up	Reporting Period
09/10/2013 - Report due May 2015 Criterion Met: In Progress			2012-2013

Activities for Institutional Objective 3.2

Activity: 3.2 a

Identify best practices for faculty to add civic and community engagement opportunities to their courses.

Target Completion Date: 12/31/2012

Update	Action/Changes	Follow-Up	Reporting Period
09/02/2013 - Best practices have been researched and a plan for community engagement at Shasta College will be finalized by Dec 2013. Criterion Met: In Progress			2012-2013

Activity: 3.2 b

Implement best practices to encourage faculty to add civic and community engagement opportunities to their courses, and assess the number of faculty who added civic and community engagement activities to their course syllabi.

Target Completion Date: 05/31/2014

Update	Action/Changes	Follow-Up	Reporting Period
09/10/2013 - Report due May 2014 Criterion Met: In Progress			2012-2013

Activity: 3.2 c

Develop a plan to make civic and community engagement activities financially self-sustaining.

Target Completion Date: 12/31/2012

Update	Action/Changes	Follow-Up	Reporting Period
09/02/2013 - To date, Shasta College Center for Community Engagement has been supported by grants. Grant funds cover salaries for adjuncts who are covering Ms. Wylie's reassignment time (40% per semester). In addition the grants are providing financial support for administrative costs such as printing costs, facilities, supplies, etc. We are in a position to continue offering grant support through June 2014. We are currently in the process of developing a plan to allow SCCCE to continue to provide activities under a more sustainable environment. One measure that has already been implemented is to offer community engagement activities through work site learning unit-bearing courses. Students pay for the course and work with our community partners for a minimum of 60 hours			2012-2013

Update	Action/Changes	Follow-Up	Reporting Period
for one-unit. Additional efforts are to pursue more grants which focus on community engagement. Two small grants were acquired in Fall 2013.			
Criterion Met: In Progress			

Activity: 3.2 d

Implement a plan to make civic and community engagement activities financially self-sustaining.

Target Completion Date: 05/31/2013

Update	Action/Changes	Follow-Up	Reporting Period
09/02/2013 - Staffing: The SCCCE is currently staffed by a faculty member with 40% course release time. This is being funded via external grant funds through Spring 2014. Revenue: The SCCCE created the "Student Leadership Fellows Program" starting Fall 2012. This program requires students accepted into the program to register for one college unit via WSL 94. This program is offered Spring 2013 and Fall 2014 and will continue on a semester basis. Additional Grant Funding Opportunities: The SCCCE is submitting an application to the Carnegie Foundation for their Community Engagement Elective Classification for the 2015 award cycle. Receiving this competitive classification would booster the college's qualifications for future grant opportunities.			2012-2013
Criterion Met: In Progress			

Activities for Institutional Objective 4.1

Activity: 4.1 a

Implement use of TracDat for Annual Area Plans, Program Reviews, and SLO tracking.

Target Completion Date: 12/31/2012

Update	Action/Changes	Follow-Up	Reporting Period
12/18/2012 - A progress report was given to College Council on 12/18/2012 describing the implementation of Tracdat for annual area plans, program review, and SLO tracking. The full report is attached.			2012-2013
Criterion Met: Completed			

Update	Action/Changes	Follow-Up	Reporting Period
Related Documents: SP Update 4 1 a.pdf			

Activity: 4.1 b

Complete and/or update all necessary plans that support institutional effectiveness.

Target Completion Date: 05/31/2013

Update	Action/Changes	Follow-Up	Reporting Period
05/07/2013 - This update provides progress on the following eight plans.			2012-2013
<p>1. Enrollment Management Plan: This plan was completed by the Enrollment Management Committee in October, 2011. The recent creation of the Student Success Committee and the implementation of the statewide Student Success Act necessitate an update. This update will identify specific tasks to be completed and define how these tasks will be distributed between the Enrollment Management Committee and the Student Success Committee.</p> <p>2. Facilities Master Plan: We plan to encourage input in the fall 2013 annual area planning cycle to generate information on the long term facility needs of the departments and the campus as a whole. The Facilities Master Plan will reflect both the long-term facility and maintenance needs of the District. The new target completion date is Summer 2014.</p> <p>3. Student Equity Plan: The Student Equity Plan has not been updated since 2008/2009. The membership for the new committee is nearly complete and will be finalize by May 2013. The Office and Research and Planning has provided student equity data in anticipation of our first meeting in September of 2013. The new plan will be created next academic year and will be submitted to the Chancellor's Office and College Council by May 2014.</p> <p>4. Student Success Plan: The Student Success Plan (formerly Matriculation) was last updated in 2010/2011. Once the new regulations are in place for SB 1456, the newly formed Student Success Committee will develop an implementation plan that will be updated annually. Although Student Success Plans are not due to the Chancellor's Office until 2014/2015, we anticipate the framework of this plan ready for submission to College Council in May 2014.</p> <p>5. Faculty and Staff Diversity Plan: There is an existing Faculty and Staff Diversity Plan which was completed in the fall of 2008. This plan is on</p>			

Update	Action/Changes	Follow-Up	Reporting Period
schedule to be reviewed and/or updated during the 2013-14 academic year.			
<p>6. Staff Development Plan: The Staff Development Plan (name subject to change) is a project of the Invest in Our People Committee, currently being renamed the Professional Development Committee. The committee is in the process of drafting new bylaws and will be developing a new plan to encompass Professional Development opportunities for all employees during the fall of 2013.</p> <p>7. Technology Plan: The Technology Plan is due for a complete revision and is currently scheduled for draft circulation beginning in September 2013. The Technology Planning Committee is currently in the assessment phase and is in the process re-defining the scope of the Technology Plan within the new District approach to Integrated Planning.</p> <p>8. Basic Skills Plan: A Basic Skills Plan is completed and submitted to the state annually. We completed the most recent for 2013-14.</p> <p>Criterion Met: In Progress</p> <p>Related Documents: Institutional Objective 4.1.b May 2012 update.pdf</p>			

Activity: 4.1 c

Assess effectiveness of planning activities annually according to the schedule in the integrated Planning Manual.

Target Completion Date: 05/31/2013

Update	Action/Changes	Follow-Up	Reporting Period
<p>05/07/2013 - The target completion date for this activity does not align with the timeline outlined in the Integrated Planning Manual (which has this scheduled to begin in September). Nevertheless, College Council agreed to start this process earlier in order to be able to (1) collect more timely feedback in the assessment of the integrated planning process for all who participated and (2) have time to assess the evaluations received and make revisions to the Integrated Planning Cycle in order to ensure sustainable continuous quality improvement. The Integrated Planning Manual stresses the importance of conducting formal assessment of the planning processes.</p> <p>Following the manual, College Council appointed a task force in April to develop a process for gathering District-wide input on the current planning process. This task force is bringing its recommendations for gathering District-wide input to College Council in early May, with a goal of focusing on the Integrated</p>			2012-2013

Update	Action/Changes	Follow-Up	Reporting Period
<p>Planning Cycle steps that have been completed to date in order to provide opportunity for implementation of revisions prior to the processes beginning again in the mid-fall of 2013. The focus will be on assessing the processes used in three phases of the Integrated Planning Cycle: the Annual Area Plans & Program Review (pp. 15-17 of the manual), the Prioritized College-wide Annual Action Plan (pp. 18-19 of the manual), and Resource Allocation (pp. 20-22 of the manual). Once this input is gathered through surveys and focus groups, members of the task force plan to guide the creation of an Evaluation Report over the summer in order to have a first draft of the report ready for review by College Council at its first meeting of the fall.</p> <p>Criterion Met: In Progress</p>			

Activities for Institutional Objective 4.2

Activity: 4.2 a

Develop and assess all course-level Student Learning Outcomes and Program Learning Outcomes on an identified cycle with Annual Area Plans and Program Reviews.

Target Completion Date: 12/31/2012

Update	Action/Changes	Follow-Up	Reporting Period
<p>07/30/2013 - Out of 80 Areas identified, 74 created Initiatives for Fall 2012, although it is not known how many of those used SLO results data. Of the 42 instructional programs scheduled to complete Program Reviews in Fall 2012, only 2 did not complete Program Reviews on schedule; however, with little data on PLOs, the assessment of those might not have been very complete.</p> <p>As we reported to ACCJC in our special report on SLOs in October 2012, we have made progress on course-level SLO reporting through Spring 2012 (Fall 2012 SLO results are not due until January 2013). Of the 605 active courses at the college, 598 (or 99%) have identified SLOs. And 501 of the 605 courses (or 83%) are being assessed on an ongoing basis. The low percentage is partially because not all courses were offered last fall and spring.</p> <p>In addition, all programs have learning outcomes that have been published in the most recent catalog, although, as noted above, progress on assessing PLOs has been slow – only 42 of 91 (or 46%) have started assessment.</p> <p>Criterion Met: In Progress</p>			

2012-2013

Update	Action/Changes	Follow-Up	Reporting Period
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Activity: 4.2 b

Through the Annual Area Plan and Program Review process, assess student attainment of Student Learning Outcomes and Program Learning Outcomes, implement changes, and assess the implemented changes.

Target Completion Date: 05/31/2013

Update	Action/Changes	Follow-Up	Reporting Period
<p>08/31/2013 - Starting with the process in Fall 2012, results of the assessment of Student Learning Outcomes were incorporated into the Annual Area Plan process with the intention that requests for resource allocation would be supported by SLO results. In the Program Reviews, faculty were directed to assess and report on PLO results. While some Initiative requests were specifically supported by SLO results, the great majority were not, which indicates a need for further discussion about and training in the use of SLO results. Similarly, PLO assessment is not fully in place; a software solution for recording individual student outcomes is in the process of being implemented. Once both SLOs and PLOs are more clearly part of the Annual Area Plan and Program Review process, changes based on results can be undertaken and assessed.</p> <p>Criterion Met: In Progress</p>			2012-2013

Activity: 4.2 c

Maintain college-wide dialogue about learning outcome assessment results.

Target Completion Date: 05/31/2013

Update	Action/Changes	Follow-Up	Reporting Period
<p>08/31/2013 - College-wide dialogue about learning assessment results takes place on each Flex Day, when departments meet together to discuss those results and plan any changes. Some disciplines, such as math and English, also schedule a day during each semester to meet. In Fall 2012, faculty met about General Education Learning Outcomes as well. To the extent that SLO results were referenced in Annual Area Plans, they were used to help determine resource allocation priorities.</p> <p>Criterion Met: In Progress</p>			2012-2013
	08/31/2013 - The venues for dialogue may expand beyond Flex Day and include more than once a year, face to face conversations.		

Activity: 4.2 d

Allocate resources to support learning outcomes through the integrated planning cycle.

Target Completion Date: 05/31/2013

Update	Action/Changes	Follow-Up	Reporting Period
08/31/2013 - As noted in the report on 4.2b, the College began the process of allocating resources to support learning outcomes through the Annual Area Plan process by including a question in that plan about learning outcome results. However, few plans made requests for resources that were specifically tied to improving learning outcome results. Before the next Annual Area Plans are prepared in Fall 2012, there will be a renewed effort to ask employees to link requests to learning outcomes assessment. In the Prioritized College-wide Annual Action Plan for 2013-2014, several allocations were made based on learning outcome results and were noted in the plan. Criterion Met: In Progress	08/31/2013 - For the 2013-14 planning cycle, participants were reminded to focus on SLO results if possible when identifying resource needs.		2012-2013

Activities for Institutional Objective 4.3**Activity: 4.3 a**

Evaluate the current governance structure and decision-making processes, and revise processes as needed as a result of institutional dialogue.

Target Completion Date: 12/31/2012

Update	Action/Changes	Follow-Up	Reporting Period
09/10/2013 - To begin work on this Institutional Objective, the Faculty and Staff Survey was administered in September 2012 to determine whether the issues highlighted in 2010 still existed. The survey was substantially the same as the survey administered in fall 2010. Over the course of about two weeks, 333 employees completed the survey (comparable to 2010, when 307 employees completed the survey), representing all constituencies of the college. The results of the survey were reported to College Council on September 11, 2012, and were made available to the entire college community by posting them on the Planning Documents page of the college website. College Council reviewed the results of this survey with the following observation: Overall, respondents expressed more confidence in and optimism about the planning and governance processes at the college than in 2010. A greater number reported awareness of the mission statement, strategic plan, and participatory planning, which is likely a result of increased efforts in communication during the development			2012-2013

Update	Action/Changes	Follow-Up	Reporting Period
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of the Educational Master Plan, 2012-15 Strategic Plan, and the Integrated Planning Manual over the past year.

In particular:

- 96% are aware of the mission statement, compared to 86% in 2010;
- 91% are aware of the strategic plan, compared to 69% in 2010;
- 83% are aware of the participatory planning process, compared to 65% in 2010;
- 83% agree that Shasta College encourages discussion and communication throughout the college community, compared to 54% in 2010;
- 75% are satisfied with their opportunities to participate in key institutional decisions, compared to 50% in 2010;
- 84% believe that the planning cycle is complete and comprehensive, compared to 51% in 2010; and
- 89% believe that instructional planning results in continuous improvement, compared to 68% in 2010.

Some of the results from the 2010 survey that the accreditation visiting team had mentioned as problematic had improved substantially by the time that the 2012 survey was administered. For example, while only 36% of classified staff felt they had a voice in participatory planning in 2010, 71% felt they had a voice in 2012 (along with 72% of full-time faculty). In answer to a question about feeling “empowered to actively participate in creating and implementing innovation,” the percentage of full-time faculty who agreed rose from 41% in 2010 to 74% in 2012 while the percentage of adjunct faculty increased from 43% to 77%. Full-time faculty also agreed in greater numbers in 2012 that they had an equitable role in “governing, planning, budgeting and policy-making bodies” – 66% compared to 38% in 2010.

This laid the groundwork for the creation of a decision making handbook (institutional Objective 4.3.b) and for educating District staff and faculty about decision-making processes (Institutional Objective 4.3.c).

Criterion Met:
Completed

Activity: 4.3 b

Create a decision-making handbook.

Target Completion Date: 05/31/2013

Update	Action/Changes	Follow-Up	Reporting Period
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Update	Action/Changes	Follow-Up	Reporting Period
<p>05/07/2013 - This activity is nearly complete. During the early spring, College Council discussed the concept behind this handbook and the decision was made to call this handbook the Participatory Governance Manual. A small group was formed to guide the development of this document. Minutes from the various spring 2013 College Council meetings document the process. The current status of this activity is that a draft has been created and revised. Feedback is being gathered from various constituent groups. This is being incorporated into a final draft document. Academic Senate and College Council are reviewing the document this month, and it is anticipated that a final version will be ready to take to the Board of Trustees as an information item in June or July.</p> <p>Criterion Met: In Progress</p>			2012-2013

Activity: 4.3 c

Educate District staff and faculty about decision-making processes.

Target Completion Date: 08/31/2013

Update	Action/Changes	Follow-Up	Reporting Period
<p>09/02/2013 - The Participatory Governance Manual was completed in May 2013; as part of the process, drafts were shared with all college staff and faculty in order to solicit input. Input received was incorporated into the final version, which was approved by College Council and shared with the Board of Trustees. In August 2013, the manual was posted and copies were distributed. As the college enters its second year of integrated planning under the new model, opportunities to both explain and refine the decision-making processes described in the Participatory Governance Manual will occur.</p> <p>Criterion Met: In Progress</p>			2012-2013