



***Semi-Annual Board Report
08/09 Institutional Planning & Assessment***

*Prepared by the Office of the President for Wed., Jan. 14, 2009
Clackamas Community College Board of Higher Education meeting*



2008-09 Institutional Planning & Assessment Board Report

IA 1		Strengthen the collaborative proactive approach to communicate college-wide services and programs to businesses increasing access to employee development	
CCC 3 Year Priority C1 - Support the community and economic development needs of the District by providing responsive education, workforce training and employment support			
Status	Completed To Date	Targeted Tasks/Timelines: Fill-a-Seat campaign; participate on regional and local boards; Produce Workforce Innovation in Regional Economic Development (WIRED) Business Leadership Academy; Enhance community education partnerships; Participate in community events	
In Progress	<ul style="list-style-type: none"> ● Distributed 1,000 Fill-a-Seat vouchers to business partners in fall '08 ● Business Leadership Academy conducted by CTDS ● Enhanced partnership with Clackamas Middle College ● Partnered with Oregon Employment Department for workforce skills tutoring ● Partnered with Metropolitan Family Services for Spanish General Education Development (GED) certificate classes in the Lot Whitcomb School community ● Education Department provided workforce training for early childhood education, human development and family studies ● Participated in Wilsonville <i>Fun in the Park</i> and <i>Summer Concerts in the Park</i> ● Participated in Wilsonville local food bank holiday food drive ● Mailed 20,000 postcards to Wilsonville community promoting CCC ● Serving on Oregon City Main Street Board 	Data Source	2008-09 Outcomes
		<ul style="list-style-type: none"> ● Fill-a-Seat survey (student & employer) ● Customized Training & Development Services (CTDS) documentation ● Oregon City Main Street Board minutes ● Clackamas Middle College contract 	<p>Business Leadership Academy</p> <ul style="list-style-type: none"> ● 27 students attended and 7 manufactures ● Event exceeded expectations ● Improved skills of incumbent workers and strengthened relationships with local business partners ● All 27 students are still employed and making family wage jobs ● Produced by Customized Training & Development Services ● 20 students are on a waiting list for the next Academy
		<p>Board Contact: Shelly Parini, Scott Giltz, Cyndi Andrews, Bill Briare, Theresa Tuffli</p>	

IA 2 Participate in the Harmony Community Campus Master Plan		
CCC 3 Year Priority C2 - Collaborate with partners to assess and develop opportunities for our community that leverage the strengths of our District and address critical needs		
Status	Completed To Date	Targeted Tasks/Timelines: Conduct outreach to key stakeholders in North Clackamas; Hold 2 workshops; 2 community forums; one open house; create master plan for Harmony Community Campus (HCC) that leverages visioning process and establishes development recommendations and master plan for future growth
In Progress	<ul style="list-style-type: none"> ●Met with 15 community, civic and business groups to report out on Harmony Community Campus vision and ramp up for master plan process 	Data Source
		2008-09 Outcomes
		<ul style="list-style-type: none"> ●Harmony web ●Presentation feedback ●Workshop polls ●Open house survey ●Sustainability charrette notes
		2008-09 Outcomes
		<ul style="list-style-type: none"> ●Lessons Learned: Need for mixed-use intermodal shared parking facility and continuous community engagement
		Board Contact: Shelly Parini

IA 3 Develop and implement community outreach plans		
CCC 3 Year Priority C2 - Collaborate with partners to assess and develop opportunities for our community that leverage the strengths of our District and address critical needs		
Status	Completed To Date	Targeted Tasks/Timelines: Create set of materials to report out to community; Conduct community outreach; Identify and understand the entry-level job skills needed in emerging renewable energy fields; Continue to participate in health-wellness clinics; Enhance the communication module in Datatel for prospective student connections; Build relationship with Department Health Services and community mental health to better serve students; Implement state approved utility apprenticeship programs for Line, Wire, Meter and Generation
In Progress	<ul style="list-style-type: none"> ●Created community report power point ●Participated as a vendor in the Clackamas County Fair, summer '08 ●Participated in Wind Turbine Institute meetings, summer '08 ●Skills Development Department offered Gang Awareness Training Promote and hold periodic wellness-clinics at Harmony campus with county and ●Datatel module one completed and in use work begun on module two ●Student Services established partnership with community mental health 	Data Source
		2008-09 Outcomes
		<ul style="list-style-type: none"> ●Labor Market Information ●Clackamas County Fair survey ●Accreditation Interim Report ●Curriculum Committee approval
		2008-09 Outcomes
		<ul style="list-style-type: none"> ●Documented entry-level employee skill sets in wind & solar energy fields to be used to inform new coursework ●Gang Awareness Training offered to 31 attendees. Purpose to educate ourselves and community on county gang issues ●Curriculum committee approved Utility Apprentices Associate Degree ●State approval received for implementation of new course prefixes in Fall 2009
		Board Contact: Shelly Parini, Scott Giltz, Cyndi Andrews, Maureen Mitchell, Bill Zuelke

IA 4 Complete Phase I of Capital Plan		
CCC 3 Year Priority C3 - Complete a comprehensive facilities plan for the college to meet community needs		
Status	Completed To Date	Targeted Tasks/Timelines: Create 2000 bond report card; Gather supportive documentation regarding the condition of facilities and infrastructure at all three campuses; Complete identified critical repair needs on the electrical distribution system at the Oregon City campus; Student Services to develop and provide student needs data to the college, Begin conversation with community partners about athletic opportunities and needs
In Progress	<ul style="list-style-type: none"> ●Seismic reviews of Community Center, Randall Hall and McLoughlin Hall. ●Electrical Engineering survey ●Student Services Division half day meeting on understanding student space needs 9/08 ●Athletic Department conversations with community partners on cooperative field opportunities ●Bids approved for Lewelling transformer replacement and electrical system fuse upgrades 	Data Source
		2008-09 Outcomes
		<ul style="list-style-type: none"> ●Electrical engineering report ●Board minutes ●Student Services 9/08 meeting notes
Board Contact: Courtney Wilton, Bill Leach, Bill Zuelke		

IA 5 Present, approve and begin implementation of Strategic Enrollment Management proposal		
CCC 3 Year Priority S1 - Create and implement an institutional recruitment, retention and enrollment strategy		
Status	Completed To Date	Targeted Tasks/Timelines: Create Strategic Enrollment Management (SEM) plan; Establish an Institutional Research Office; Implement a Strategic Enrollment Management Steering Committee; Conduct formal market research to determine Clackamas Community College's enrollment targets; review placement testing policies and implement best practices for retention; review prerequisite checking policies and implement best practices for retention; review scheduling policies/practices and implement tools that make this process more efficient; establish resources that support teaching and learning
Complete	<ul style="list-style-type: none"> ●Created Strategic Enrollment Management Task Force Report ●Created Strategic Enrollment Management Implementation Plan ●Implemented myClackamas web portal and student e-mail ●Created a Data Integrity Group (DIG) that sets core data standards in Datatel ●Re-established Web committee with oversight of the myClackamas portal ●Developed Strategic Enrollment Management Committee Recommendation ●Created SEM web site 	Data Source
		2008-09 Outcomes
		<ul style="list-style-type: none"> ●SEM minutes ●SEM cluster reports ●American Association of Collegiate Registrars and Admissions Officers (AACRO) Report ●Board minutes ●College Council minutes ●Presidents' Council minutes ●SEM web site
Board Contact: Diane Drebin, Bill Zuelke, Shelly Parini		

IA 6		Begin College-wide conversation to create a clear understanding of educational pathways for all programs of study that articulate with Oregon University System (OUS)	
CCC 3 Year Priority S2 - Provide students with a seamless two year academic pathway, that is high quality, accessible and transferable to the Oregon University System			
Status	Completed To Date	Targeted Tasks/Timelines: Expand articulation agreements with Oregon Institute of Technology (OIT); Participate in statewide core manufacturing skills certificate development; Develop articulation agreement with Oregon Institute of Technology for Emergency Medical Technician (intermediate to Paramedic); Engage in state-wide leadership conversations around learning pathways; Create flexible learning pathways that lead students to continual career and educational opportunities	
In Progress	<ul style="list-style-type: none"> ●Successful block transfer of Electronics Program to OIT ●Attended four state-wide manufacturing skills certificate planning meetings ●Participated in the Oregon Pathways for Adult Basic Skills project ●Oregon Consortium for Nursing Education curriculum implemented ●CCC students are transferring to Oregon Health Sciences University ●Attended multiple state-wide Oregon Consortium for Nursing Education meetings ●Pathways workshop provided to 60 partners and student services professionals ●Transfer Day marketing, planning and outreach has begun in order to expand opportunities for CCC students 	Data Source	2008-09 Outcomes
		<ul style="list-style-type: none"> ●CCC/OIT Articulation document ●Articulation agreement with Oregon Institute of Technology for Emergency Medical Technician 	<ul style="list-style-type: none"> ● CCC Electronic Program students can now transfer seamlessly to Oregon Institute of Technology as juniors ●Signed articulation agreement with Oregon Institute of Technology
		Board Contact: Scott Giltz, Cyndi Andrews, Maureen Mitchell	

IA 7 Build transitions and strengthen connections to high school partners with CCC programs and opportunities		
CCC 3 Year Priority S3 - Enhance student access to high quality professional technical opportunities, creating a seamless academic and career pathway		
Status	Completed To Date	Targeted Tasks/Timelines: Host the SEMI-High Tech University; Evolve partnership between Oregon Institute of Technology, Gladstone High School and Clackamas Community College to create matriculation opportunities for students; Create career pathways certificates; Create Health Science marketing plan; Explore areas for partnerships and improvement with internal and external community partners
In Progress	<ul style="list-style-type: none"> ●Initiated two planning meetings with Oregon Institute of Technology and Gladstone High School ●Successful completion of SEMI-High Tech University ●Reorganization of the Extended Learning Division to include a new Early College Options Department to focus on dual-credit options ●Developed career pathway certificates in these areas: Manufacturing, Horticulture and Project Management ●Began marketing Health Sciences programs to high schools 	Data Source
		2008-09 Outcomes
		<ul style="list-style-type: none"> ●Meeting documents and notes ●Tugman-Echols & Associates report ●Marketing materials (Health Sciences) ●CCC Catalog ●Extended Learning division organization chart
Board Contact: Scott Giltz, Cyndi Andrews, Maureen Mitchell		

IA 8 Create a series of cross-campus conversations around teaching and learning		
CCC 3 Year Priority I2 - Support and recognize faculty in fostering an innovative and stimulating academic environment		
Status	Completed To Date	Targeted Tasks/Timelines: Offer more internal instructional-based educational offerings
In Progress	<ul style="list-style-type: none"> ●Offered three-day distance learning workshop on better teaching ●Provided interactive workshop on the assessment of general education outcomes to department chairs ●Host ongoing informal conversations around teaching and learning ●Launched e-learning series to instructors 	Data Source
		2008-09 Outcomes
		<ul style="list-style-type: none"> ●Accreditation Interim Report ●FYI Today ●Web ●Assessment task force meeting minutes
Board Contact: Steffen Moller, Bill Briare		

IA 9 Expand the use of the assessment tools to ensure quality instruction		
CCC 3 Year Priority I3 - Improve content of and delivery options for existing courses		
Status	Completed To Date	Targeted Tasks/Timelines: Pilot test the National Occupational Competency Testing Institute (NOCTI) assessment for career technical education in accordance with Perkins requirements; Pilot test assessment for core general education outcomes
In Progress	<ul style="list-style-type: none"> ●Assessment task force in process of implementing assessment of general education outcomes across the campus ●Core course outlines mapped to general education outcomes for winter 2009 pilot assessment ●Participated in assessment video conference NOCTI exam is scheduled for Winter Term 	Data Source
		2008-09 Outcomes
		<ul style="list-style-type: none"> ●Test scores and Manufacturing Department meeting minutes ●Accreditation Interim Report ●Assessment task force meeting notes ●Curriculum committee notes ●Board minutes ●College Council minutes ●Assessment resource center at Umpqua Community College/Lane Community College/Portland State University
Board Contact: Scott Giltz, Steffen Moller, Bill Briare		

IA 10 Develop a comprehensive professional development plan		
CCC 3 Year Priority SR1 - Support the professional development, career growth and healthy lives of CCC employees		
Status	Completed To Date	Targeted Tasks/Timelines: Build Continuing Professional Education (CPE) Foundation; Divisions to take personality maximization courses using Drexler-Sibbett model to assist with Team building; Establish Learning Pathways by February 2009; Launch training (with Customized Training) March 2009; Cross train career and advising specialists in career development facilitation
In Progress	<ul style="list-style-type: none"> ●CPE Advisory Committee formed and met 11/08 ●Climate Survey completed 12/08 ●Train/Trainer done 11/08 ●All advisors and counselors have started the 12-credit program along with other members of the college community 	Data Source
		2008-09 Outcomes
		<ul style="list-style-type: none"> ●CPE Advisory Committee Minutes ●Climate Survey ●Feedback from workshops and classes ●Performance evaluation changes
Board Contact: Courtney Wilton, BJ Rinearson		

IA 11 Complete expansion of emergency response planning to include trauma and intervention		
CCC 3 Year Priority SR1 - Support the professional development, career growth and healthy lives of CCC employees		
Status	Completed To Date	Targeted Tasks/Timelines: Campus Security Committee to develop a process that will allow all staff and eligible students to participate in the emergency notification system; Develop a trauma team trained and ready to respond to student emergencies
Complete	<ul style="list-style-type: none"> ●Contracted with ConnectEd to provide emergency broadcast notification to campus community ●Creating training power point for students of concern ●Trauma team training ●Conducted fall emergency response drill at Oregon City campus ●Held planning meeting at Harmony in fall 09 	Data Source
		<ul style="list-style-type: none"> ●Climate Survey ●Fireside Chats ●Campus Safety Committee ●College Council minutes ●Harmony planning meeting notes
		2008-09 Outcomes
		<ul style="list-style-type: none"> ●Implemented ConnectEd emergency notification system for all campuses allowing emergency response teams to respond rapidly via multiple platforms to college employees ●Incorporated risk assessment and trauma teams into emergency response team creating stronger inter-division relationships and
Board Contact: Bill Leach, Courtney Wilton		

IA 12 Improve technology of HR systems to provide better information for CCC staff		
CCC 3 Year Priority SR2 - Implement our technology plan in ways that enhance teaching and learning, and improve the delivery of student services		
Status	Completed To Date	Targeted Tasks/Timelines: Convene Continuing Professional Education (CPE) Advisory Committee; Implement online application system 02/09; Implement online training for sexual harassment 02/09; Bring training sessions to employees online; Offer online application process
In Progress	<ul style="list-style-type: none"> ●Prepared online sexual harassment prevention training ●CPE Advisory Committee formed and met November 2008 ●Online application process established and employees trained ●Developed new Human Resources website 	Data Source
		<ul style="list-style-type: none"> ●NovusHR ●New Media Learning Systems ●CPE Advisory Committee ●Human Resources web site
		2008-09 Outcomes
		Board Contact: Courtney Wilton, BJ Rinearson

IA 13 Increase ease of access to student scholarships			
CCC 3 Year Priority SR3a - Expand our efforts to seek grants and funding to support student access and learning needs			
Status	Completed To Date	Targeted Tasks/Timelines: Increase federal grants; Increase scholarships; Promote college scholarship and financial aid opportunities	
In Progress	<ul style="list-style-type: none"> ●CCC Title II Adult Basic Education federal grant fund increased due to the increase in number of students served ●Confirmed and met Miller match ●Promoted scholarship support through staff drive and year-end solicitations ●Two golf tournaments held - Invitational in July; Corporate Challenge in September ●Benefit held November 5 to build Military Families Scholarship Endowment (MFSE) ●Task force working on improving scholarship process and outreach ●Promote Scholarship opportunities through Smart Stories ●Hosted College Night Oregon Nov. '08 	Data Source	
		2008-09 Outcomes	
		<ul style="list-style-type: none"> ●Tracking of gifts and pledges received ●Web ●Raisers Edge ●Foundation Board minutes ●Board minutes ●Grant contracts ●Schedule of Classes ●CCC Catalog 	
Board Contact: Cyndi Andrews, Karen Martini, Shelly Parini			

IA 14 Conduct Institutional Climate Survey			
CCC 3 Year Priority DM1a - Enhance systems of inclusive governance and reporting			
Status	Completed To Date	Targeted Tasks/Timelines: Implement Institutional Climate Survey in fall 2008; Assess Institutional Climate Survey in winter 2009	
In Progress	<ul style="list-style-type: none"> ●Hired Consultant ●Created and distributed survey ●Compiled & processed with Presidents' Council 	Data Source	
		2008-09 Outcomes	
		<ul style="list-style-type: none"> ●Climate Survey 2006 ●Climate Survey 2008 ●Fireside Chats ●Expanded Presidents' Council minutes 	
Board Contact: Joanne Truesdell			

IA 15 Synchronize the connection linking planning/development to budgeting to assessment		
CCC 3 Year Priority DM2 - Develop, implement and measure data driven decision-making strategies		
Status	Completed To Date	Targeted Tasks/Timelines: Create and adopt three-year strategic priorities and annual institutional activities; Recommend extending timelines by one year to 08/11 strategic priorities and 08/09 institutional activities to bring budgeting and planning into better alliance
In Progress	<ul style="list-style-type: none"> ●Created and adopted three-year strategic priorities 08/11 ●Developed and received campus approval for 08/09 Institutional Activities ●Posted on FYI Today ●Posted on College Advancement web page ●Posted on President's web page 	Data Source
		2008-09 Outcomes
		<ul style="list-style-type: none"> ●Accreditation Interim Report ●Institutional Planning & Assessment Templates ●CCC Budget ●CCC Strategic Priorities ●Presidents' Council minutes, College Council minutes, Board minutes
		Board Contact: Shelly Parini, Joanne Truesdell, Courtney Wilton

IA 16 Identify and implement campus-wide energy conservation measures		
CCC 3 Year Priority E1 - Advance practices that are environmentally, socially and economically sustainable		
Status	Completed To Date	Targeted Tasks/Timelines: Develop a list of system improvements to better control energy consumption; Participate in energy improvement demonstration projects - 3 are underway; Phase one involves repairs to critical electrical distribution systems as identified in the electrical survey; Phase two involves participation in demonstration projects on campus to assess feasibility of specific energy improvement projects
In Progress	<ul style="list-style-type: none"> ●Energy Trust application for funding of a comprehensive energy audit 	Data Source
		2008-09 Outcomes
		Board Contact: Bill Leach

IA 17 Develop comprehensive recycle/resource management program		
CCC 3 Year Priority E1 - Advance practices that are environmentally, socially and economically sustainable		
Status	Completed To Date	Targeted Tasks/Timelines: Increase recycling awareness by establishing dedicated stations in all buildings 2008; Complete installation of recycle stations and improve campus awareness by June 2009; Solicit a list of vendors who buy recyclable materials and develop a means to sell those materials to them; Create Sustainability web site
In Progress	<ul style="list-style-type: none"> ●Central recycle and trash collection sites established and a team leader assigned for resource coordination ●Containment for metals and other items now centralized in the Lewelling yard ●Associated Student Government (ASG) is considering recycling refundable containers as a revenue source ●Developed new Sustainability website 	Data Source
		2008-09 Outcomes
		<ul style="list-style-type: none"> ●Sustainability Committee notes ●New Sustainability Website
Board Contact: Bill Leach		

IA 18 Promote and enhance sustainability activities and support attendance for our community, students and staff		
CCC 3 Year Priority E2 - Coordinate college sustainability efforts with our larger community		
Status	Completed To Date	Targeted Tasks/Timelines: Identify and apply for grants leading to new courses and programs in renewable energy fields; Design a Renewable Energy Demonstration Project; Increase capacity for alternative fuels instruction; Create signature events around sustainability
In Progress	<ul style="list-style-type: none"> ●Sustainability "green" grant awarded to CCC and activities underway ●Preliminary development of sustainability project speakers and signature sustainability events for spring 2009 identified, like Clackamas Community College Green Screen Film Festival ●Researched feasibility/cost of vertical wind turbine installation ●Community based job training grant submitted to Department of Labor and being implemented upon award ●Developed specific courses in curriculum around sustainability studies 	Data Source
		2008-09 Outcomes
		<ul style="list-style-type: none"> ●Green Grant document ●Campus Services ●Community Based Job Training Sustainability Grant Application ●News coverage ●Board minutes
Board Contact: Scott Giltz, Bill Leach, Shelly Parini, Bill Briare		